

APPOINTED BOARD OFFICIALS BYLAW

At its annual organizational meeting, the Board of Education shall appoint appropriate district officials for the term July 1 to June 30, except as subject to the tenure laws, including, but not limited to:

District Clerk

The District Clerk is directly responsible to the Board of Education for the smooth and efficient operation of the responsibilities of the Board and the fulfillment of the duties of the District Clerk as stated in Education Law Section 2121.

Qualifications:

1. High School diploma.
2. Preparatory secretarial training commensurate with the needs of a board of education.
3. In-depth experience as a secretary to an executive and/or board of directors in a responsible office setting.
4. Such alternatives to the above as the Board might find appropriate.

Performance Responsibilities:

The District Clerk shall act as Clerk of the Board and perform the following duties:

1. Act upon legal duties defined by the State Education Department as responsibilities of the District Clerk.
2. Send notices of all meetings to members of the Board and communicate with members as required by the duties attendant upon the position. Said notice must be received at least two days in advance of the meeting and shall be sent by mail.
3. Arrange and collect all communications to be brought before the Board.
4. Supervise the annual election and special elections of the district including the notice procedures and petition validation.
5. Set up and publish for circulation the lawful notices of the annual meeting and any special meetings as well as all regular meetings of the Board.
6. Accept notices of claim and other legal documents served on the district and consult with the appropriate attorney and/or insurance agent for proper disposition.
7. Consult with appropriate attorney on proper wording if special resolutions brought before the Board.

8. Handle all paperwork involving proceedings under Section 3020-a of the Education Law and Sections 75 and 76 of the Civil Service Law (charges brought against employees).
9. Preserve all minutes, records, books, files and papers belonging to the office of the District Clerk and the Board and deliver the same to his/her successor.
10. Give notice immediately to every person elected, appointed to, or dismissed from an office or position and transmit copies of all votes, resolutions, and documents which are sent to the members of the Board to the teacher and to other employees of the Board.
11. Communicate to persons and corporations as directed by the Board.
12. Keep a separate record of all resolutions Adoption date by the Board which relate to the bylaws, rules, and regulations or to any amendments or changes in the same.
13. Be custodian of the official seal of the district and be empowered to affix this to official documents.
14. Perform such other duties as designated in 2121 of the Education Law and as may be assigned by the Board.

Treasurer

The Treasurer is directly responsible to the Board as its chief accounting officer and the custodian of all moneys belonging to the district and for fulfillment of the duties of the District Treasurer as stated in Education Law §2122.

Qualifications:

1. High school diploma.
2. In-depth experience as a treasurer and/or other accounting duties.
3. Such alternatives to the above as the Board might find appropriate.
4. Be bonded in an amount determined by the Board.

Performance Responsibilities:

The District Treasurer shall act as the Treasurer to the Board and perform the following duties:

1. Act upon legal duties defined by the Education Law and the State Education Department.
2. Demand, collect, and receive and have the care and custody of all money belonging to or due the District from whatever source derived.
3. Record all financial transactions of the District.
4. File, keep, and protect all financial records and reports of the District after current use by the Treasurer, collector, and other district personnel.

5. Render a monthly report for each fund showing the cash balance on hand at the beginning of the month, receipts by source, disbursements, and cash balance at month's end. Such report must be reconciled with bank statements.
6. Dispense moneys as directed and/or ratified by the majority of the Board.
7. File and maintain records of all paid and unpaid claims, canceled checks, canceled notes, bank statements, contracts and other financial records. A monthly (or more frequently, if requested by the Board) undated report shall be given to the Board.
8. On the business day next following the day of their receipt, deposit in his or her name, as Treasurer of the District, all such moneys in or with such banks or trust companies as shall have been designated as depositories for the money of the District.
9. Disburse moneys only on the signature of the Treasurer by checks payable to the person or persons entitled thereto. Each check drawn by the Treasurer shall state the fund against which it is drawn and the appropriate account chargeable therewith. No fund or appropriation account shall be overdrawn nor shall any check be drawn upon one fund or appropriation account to pay a claim chargeable to another. No money shall be paid out by the Treasurer except upon the certification of the school district auditor (internal claims auditor) appointed by the Board except for certain payments allowable by law without such approval.
10. Be the chief accounting officer of the school district and of the Board. He/she shall keep a full and accurate account of the receipts and expenditures and other financial transactions of the District and the Board and shall file and preserve all bills, reports, and papers and endorse upon each the date of filing.
11. Report at each regular meeting the amount of expenditures of the preceding month, the amount of funds remaining on hand, and shall make a statement of the balance left in each fund at the close of the preceding months. He/she shall furnish a yearly report of the receipts and expenditures of the Board and such other statistics as may be required for the annual report of the President.
12. Keep a cash book in which shall be recorded all receipts chronologically listed by date, source, and amount and all disbursements similarly recorded by date, check number, payee, and amount.
13. Render a monthly report, such report being made out as of the last day of the preceding month and showing:
 - a. Balance at the beginning of the preceding month.
 - b. Reconciliation of the cash book balance for each fund with the balance as shown on the bank statement.
 - c. Total receipts and balance for the month.
 - d. Total disbursements for the month identified by beginning and ending check numbers.
 - e. Cash balance at the end of the month.

- f. Reconciliation of the cash book balance with the balance as shown on the bank statement.
14. Be responsible for his/her signature plate and key. The single signature of the Treasurer is required on all checks or the facsimile signature of the Treasurer as reproduced by a machine or device commonly known as a check signer.
15. Perform such other duties as may be assigned by the Board.

Deputy Treasurer

The Deputy Treasurer shall:

1. Act as the School District Treasurer and perform the duties thereof whenever the Treasurer shall be absent from the performance of his/her duties or shall for any cause be unable to perform them.
2. Serve without compensation.
3. Execute and file an official undertaking in such sum and with such sureties as the Board of Education shall direct and approve, at the expense of the School District.

Tax Collector

The Tax Collector is directly responsible to the Board for the collection of all tax moneys and shall perform such other duties as described in law.

Qualifications:

1. High school diploma.
2. Such alternatives to the above as the Board might find appropriate.
3. Be bonded in the full amount of the taxes to be collected.

Performance Responsibilities:

The Tax Collector shall perform the following duties:

1. Collect tax moneys by virtue of a warrant received by him/her from the Board.
2. Pay over the School District Treasurer all moneys collected by him or her within five days following the date of receipt.
3. Return to the Board a list of unpaid taxes and submit to the City Treasurer a list of unpaid taxes and a delinquent tax roll.
4. Submit to the Board, upon request as defined by law, written reports of all collections, receipts, and disbursements made during the year.

5. Revise the assessment rolls of the District in accordance with Real Property Tax Law and court order requirements.
6. Perform such other duties as designated by the Board and as required by law.

District Auditor

The Auditor shall:

1. Allow or reject all accounts, charges, claims, or demands against the district.
2. Audit all accounts of the district annually and file at least two copies of the report of his/her audit and recommendations with the Board by September 15th of each year.

Internal Claims Auditor

The Internal Claims Auditor is directly responsible to report to the Board of Education concerning all financial statements of the district.

Qualifications:

1. College degree in an accounting/finance area.
2. In-depth experience in accounting or similar background.
3. Such alternatives to the above as the Board might find appropriate.
4. Be bonded in such amount as the Board may determine.

Performance Responsibilities:

The Internal Claims Auditor shall be responsible to the Board and shall perform the following duties:

1. Examine the balance sheet of the district at the end of the fiscal year and the related statements of transactions and the various funds for the fiscal year then ended.
2. Conduct such examination in accordance with generally accepted auditing standards and including such tests of the account records and such other auditing procedures as are necessary under the circumstances.
3. Render an opinion on the financial statements prepared as of the close of the fiscal year.
4. Prepare such financial statements for publication as may be required by law.
5. Approve all claims prior to payment.
6. Provide the Treasurer with evidence (warrant or order) that claims have been audited are eligible for payment.

7. Allow or reject all accounts, charges, claims, or demands against the school district.
8. Verify the accuracy of invoices, determine if purchase orders have been issued in accordance with and law and Board policy, compare invoices with previously approved contracts, and determine the accuracy of all payroll payments from the standpoint of salary schedules, attendance of employees, sick leave, and other deductions.
9. Be responsible for approving all commitments that are presented for payment which are supported with documentary evidence that indicates that all policy, laws, rules, and regulations regarding the expenditure of money have been complied with.
10. Keep on file for reference a copy of the warrant bearing his/her signature.
11. Perform such other related services as may be requested by the Board.

School Attorney

The duties of the School Attorney shall be as set forth in a contract entered into between the Board of Education and the Attorney.

School Physician

The duties of the School Physician shall be as set forth in a contract entered into between the Board of Education and the Physician.

Public Relations Coordinator

The duties of the Public Relations Coordinator shall be as set forth in a contract entered into between the Board of Education and the Public Relations Coordinator.

Ref: Education Law §§1709(209); 2121-2122; 2129-2130; 2123-2526
9 NYCRR §§170.2; 185

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