

BLOCK ISLAND SCHOOL
POSITION AVAILABLE

SCHOOL COMMITTEE CLERK: Part-time beginning April 3, 2023. Please see duties and responsibilities below. Forward letters of interest to Dr. Robert Gerardi on or before noon on Wednesday, March 15, 2023.

Duties/Responsibilities:

1. Attend all meetings of the School Committee and keep records of its proceedings.
 2. Notify all members of all meetings of the School Committee.
 3. Arrange publication of all legal notices with regard to the New Shoreham School Department business and meetings as required by law.
 4. Keep a separate file of all policy resolutions of the School Committee.
 5. Produce copies of the minutes of all School Committee meetings to all members of the New Shoreham School Committee.
 6. Give immediate notice to the Town Council of any person elected or appointed as an officer of the New Shoreham School Committee.
- The term of the office of School Committee Clerk is reviewed annually for renewal.
 - Meetings of the School Committee are usually held on the 3rd Monday of the month.
 - Available start date is April 3, 2023.

NEW SHOREHAM SCHOOL DISTRICT
BLOCK ISLAND SCHOOL

The Clerk shall be appointed by the School Committee at the organizational meeting. The term of office of the Clerk shall be one year. The duties of the Clerk shall be:

1. To attend all meetings of the School Committee and to keep records of its proceedings;
2. To be responsible for notifying members of all meetings of the School Committee;
3. To be responsible for arranging publication of all legal notices with regard to New Shoreham School Department business and meetings as required by law;
4. To keep a separate file of all policy resolutions of the School Committee as follows:
 - a. The Clerk shall keep a master copy of this general statement of policy with marginal references to all changes and amendments thereto so that correct copies of the statement and amendments shall always be available for distribution to School Committee members and members of the staff, and for examination by the public.
 - b. The Clerk shall keep a file of such statements of policy as may from time to time be adopted which are not a part of this general statement. Copies of such statements shall be at all times available for distribution to School Committee members or members of the staff, and for examination by the public.
5. To furnish copies of the minutes of all School Committee meetings to all members of the New Shoreham School Committee. Minutes shall be kept in a bound book for inspection;
6. To give immediate notice to the Town Council of any person elected or appointed as an officer of the New Shoreham School Committee.

Adopted: 9/20/99

New Shoreham School District, Block Island School