

BOARD OF EDUCATION

Duties of Officers of the Board of Education – Clerk

The Clerk shall serve as the Clerk of the District and the Board of Education and shall perform all duties and shall have the powers prescribed in the Education Law and other applicable law. In particular, the Clerk shall:

1. Attend all Board Meetings.
2. Maintain a properly authenticated official copy of the board minutes and decisions.
3. Prepare, check and distribute minutes of past Board Meetings in advance of the next meeting.
4. Maintain the official record of policies of the Board.
5. Maintain up-t-date files of:
 - a. Policies
 - b. Administrative Regulations
 - c. Board decisions
 - d. Educational Law
 - e. Financial and Other State Reports
 - f. Correspondence
6. Arrange for district meetings and elections:
 - a. Maintain legal record and official papers pertaining to the district meetings and elections.
 - b. Secure inspectors of elections for Board approval, as required by law.
 - c. Carry out such other duties and responsibilities as are required by law or as may be assigned by the Board of Education

Legal Ref.: Education Law #2130

Approved: 10/24/77

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