

BOARD OFFICERS AND COMMITTEES

POLICY

Board Officers

The officers of the Board of Education will be a President and a Vice President.

At the annual reorganization meeting, the members of the Board of Education will elect from among their own, by majority vote, the officers to serve until the next annual reorganization meeting. They will take their oaths as officers at this meeting, along with those newly elected members whose term of office begins on July 1 of the school year.

President

The President is the chief officer of the District and will perform all duties required by the laws of the State of New York. Except as may otherwise be provided, the President will preside at all meetings, appoint members to all committees, be a member *ex officio* of all committees, execute all documents on behalf of the Board of Education, set the agenda for all meetings in consultation with the administration, and exercise all other powers and perform all other duties customarily pertaining to the office of President. The President will cast a vote upon all questions before the Board and will have the right, in his/her discretion, to take part in the debate on any question under consideration.

Vice President

In the event of the absence or disability of the President, the Vice-President will have the power to perform the duties and exercise the powers of the President.

In the case of vacancy in the office of the President, the Vice-President will act as President until a President is elected.

Appointed Board Officers

At the annual reorganization meeting, the Board of Education will appoint, for a

period of one year, at designated salaries, a District Clerk and a District Treasurer.

These Board officers will perform all duties required by the laws of the State of New York and by District policies and all other duties that the Board of Education may require from time to time.

District Treasurer

The District Treasurer will perform all duties required by the laws of the State of New York and District policies and will perform other functions that the Board may require from time to time. The Treasurer will be bonded.

The duties of the Treasurer include, but will not be limited to:

1. Maintaining a cash book that will contain a record of all receipts and expenditures as required by the regulations of the Commissioner of Education. The Treasurer coordinates with the District Clerk and the Business Office regarding the maintenance of supporting records.
2. Maintaining a file of vouchers covering payment of all District obligations, in coordination with the Business Office.
3. Issuing receipts for all funds received by the District as required by the regulations of the Commissioner of Education.
4. Rendering to the Board of Education a monthly Treasurer's Report showing the balance of funds on hand at the beginning of the month, total receipts and withdrawals from the bank accounts during the month and balance on hand at the end of the month. In addition, the Treasurer's duties include preparing a monthly cash reconciliation report for each account showing all individual receipts and disbursements that supports and agrees with the total figures

on the Treasurer's Report. The Treasurer will also submit a budget status report as directed by the Board. The Treasurer should highlight any deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to the Board to remedy the situation.

5. Signing all checks issued in payment of authorized obligations of the District and comply with New York State Education laws and regulations of the Commissioner of Education regarding proper signatures.

6. Managing and projecting cash flow requirements to be sure ample funds are available in the bank accounts to meet bills, payrolls, payment of loans; etc. at the appropriate time.

7. Completing and submitting to the appropriate tax bureau all weekly, bi-monthly, quarterly and annual Federal, State, City and County tax reports and returns.

8. Managing debt financing, including paying bonds and coupons on schedule, when due, and maintaining appropriate records.

9. Managing the District's investment program and arranging for the investment of funds when available in Time Deposit Certificates, Repurchase Agreements and other instruments authorized by the Commissioner of Education, the State Comptroller's regulations and Board policy. Operation of this program requires forwarding projection of District fiscal needs, making authorized loans when appropriate, analyzing expected interest rate movement and seeking the maximum return while maintaining safety and immediate liquidity. The program requires preparation of documentation, letters and other support records and liaison with banks and financial institutions. Periodic reports on the status of the program are prepared

for the Board of Education. The Treasurer will periodically monitor, to the extent practical, but not less than annually, the financial strength, credit-worthiness, experience, size and any other criteria of importance to the District, of all institutions and trading partners through which the District's investments are made.

10. Participating in financial areas of the annual budgeting process with the District's Business Official.

11. Working on and participating in all audits conducted by the District's private accountants, State Education Department and State Comptroller's Office. Signing and submitting the District's annual financial reports to the State Education Department. Submitting copies of these reports to the bank and explains their contents.

12. Preparing special reports and correspondence related to District financing.

13. Attending meetings of the Board of Education upon a timely request by the Board President.

14. Maintaining close coordination with the Board of Education, Superintendent of Schools, District Business Official, District Clerk and the administrative staff.

District Clerk

The District Clerk is a District employee and will have the duties set forth in Education Law Section 2121 and any additional duties assigned by the Board. The Board President will, in most instances, be the Board's liaison with the District Clerk. The District Clerk's duties include, but are not limited to, the following:

I. Board Meetings:

A. Attending all public (regularly scheduled and special) meetings of the Board and recording minutes of same. Recording minutes will include keeping records, by name, of those Board Members in attendance.

B. Preparing minutes of Audit Committee meetings based on information provided by the Superintendent.

C. In advance of meetings, preparing for the Trustees copies of all recent correspondence to the Board. Following meetings, at the Board's direction, composing and typing correspondence.

D. Sending notices of special District meetings to Board Members.

E. Preparing minutes of the meetings of the Board, obtaining approval of the minutes by the Board at the next meeting, signing the minutes to signify their official standing and forwarding copies of the minutes to each member of the Board, counsel, the Superintendent and the administrative staff.

F. At the Board's direction, notifying news media of all regular and special meetings, giving information data on time, place and purpose of the meetings. Posting notices and required information regarding all meetings. Sending meeting notices to PTA Presidents.

G. Preparing agenda and related materials prior to Board meetings (including duplicating and collating materials and transmitting same on Fridays prior to meetings.)

H. Providing meeting supplies for Board and the public (agendas, welcome materials, signs, pads, pencils; etc.) and providing refreshments as required.

- I. Maintaining a folder of materials to be signed by Board President.
 - J. Notifying the Trustees of every resignation duly accepted by the Superintendent.
- II. District Records:
- A. Executing documents at the Board's direction, when the District Clerk's signature is required.
 - B. Maintaining Board of Education files and records.
- III. Annual & Special Meetings:
- A. Acting as Chair Pro Tempore at annual reorganization meeting until a President is elected. Administering oaths of office, as required.
 - B. Having responsibility for all phases of the Annual and Special elections, including:
 - 1. Giving notice of Budget Hearings.
 - 2. Annually reviewing registration books to remove obsolete registrations.
 - 3. Supervising preparation of lists of eligible voters.
 - 4. Updating rules and regulations of voting.
 - 5. Arranging for securing County Voter Registration Lists and conforming them to election districts in School District #24.
 - 6. Arranging for printing of legal notices of annual meeting and checking proofs of publication in newspapers as required by law.
 - 7. Arranging for hiring necessary personnel for registration and vote and preparing letters of confirmation to those hired.

8. Arranging for rental of voting machines and printing of ballots following review and approval by counsel.
9. Receiving nominating petitions for election of trustees and conducting a lottery for position on ballot.
10. Sending candidates the required Expenditure Disclosure Form and filing accordingly.
11. Supervising registration periods, including visiting each location and giving each teller and registrar a break.
12. Preparing materials for election (pens, lists, maps; etc.)
13. After registration day and before election, placing new cards in books and preparing lists of new registrants.
14. Having responsibility for absentee ballots.
15. Supervising the District election, including visiting each polling place at least twice during the course of the election and being available to resolve any registration issues.
16. Maintaining voting results and notifying other districts of results. Advising various authorities of election results by letter.
17. Notifying elected Trustees of their status and terms of office by letter of confirmation.
18. Preparing the annual Board of Education roster.

IV. Miscellaneous:

- A. Signing salary notices, health contracts and other forms as may be necessary, as determined by the Board of Education.

- B. Every third year, acting as Secretary to the joint meetings of the local boards of education.
- C. Completing the Report on Tax Levy, verifying the totals when required by the Board of Education.
- D. Co-signing legal contracts with the President of the Board of Education.
- E. Releasing biographical data to the media on Trustees.
- F. Having responsibility for reservations and registrations for all Board of Education conferences and trips as directed by the Board of Education.
- G. Scheduling all Board of Education interviews.

Standing Board Committees

The President will appoint whatever committees are necessary for expediting the business, duties, and responsibilities of the Board. Committees will report to the Board and make recommendations for board action, but will have no other authority. The Board may at any time, by resolution, establish additional committees and define the scope of their responsibility. If additional committees are established, the President is required to appoint the committee. Members will not refuse committee appointment, except for compelling reasons.

All committees are discharged by June 30th of each year.

The following are the standing committees of the Board of Education:

- A. Correspondence/Community Information
- B. Education
- C. Finance

- E. Legislation
- F. Public Relations
- G. Policy

BOARD OF EDUCATION

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(consolidating Policy #8120, #9210, #9220, #9226, #9240, #9241)