

LEVITTOWN UNION FREE SCHOOL DISTRICT Policy 1331

DUTIES OF THE DISTRICT CLERK

The District Clerk of the School District is Clerk and/or Secretary for the Board of Education with the Superintendent of Schools as liaison between the District Clerk and the Board of Education. At the Annual Organizational Meeting of the Board of Education held in July, the Board of Education appoints a District Clerk and will serve for a period of one (1) year. The District Clerk's duties include, but are not limited to, the following:

1. Attends all meetings of the Board of Education and keeps a record of its proceedings and records, by name, those in attendance;
2. Prepares minutes of all Regular and Special meetings of the Board of Education every month, obtains approval of the minutes by the Board of Education at the next meeting, and forwards copies of the meeting minutes to each member of the Board of Education and posts on the website;
3. Sends notices of special meetings to member of the Board of Education;
4. Contacts and communicates with members as required;
5. Sees that the proper legal notices and announcements are published on all specifications in accordance with state law;
6. Maintains an up-to-date record of Board of Education policies and by-laws;
7. Delivers to, collects from, the President (or Vice President) such papers for signature as may be necessary;
8. Administers oaths of office, as required by Public Officers Law Section 10;
9. Gives written notice of appointment to persons appointed as inspectors of election;
10. Calls all meetings to order in the absence of the President and Vice Presidents;
11. Oversee all elections in the school district including but not limited to Library and School Budget and Trustee Vote;
12. Responsible for updating the Official Meeting Minute Books, Schedule and Agenda Books, and Election Books. Maintaining the safe with original documents such as signed contracts and deeds. Keeping copies of budget and audit reports, and weekly Superintendent's updates;
13. Maintain file of all legal documents and adhere to proper procedures for processing of subpoenas, Notice of Claims, and miscellaneous documents. Respond to requests for records from Probation Department, Insurance Companies, and Social Services Department of students and staff by gathering of materials, copying and corresponding.

LEVITTOWN UNION FREE SCHOOL DISTRICT Policy 1331

DUTIES OF THE DISTRICT CLERK

Notification to school district personnel for appearance in legal cases, handling of confidential materials, and handling all Freedom of Information requests;

14. Make all necessary travel arrangements for Board members to attend workshops, conferences and dinners; and

15. Assumes other duties customary to the office.

The above duties of the District Clerk are not intended to be complete but should serve as a comprehensive guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board of Education.

Education Law Section 2121
Public Officers Law Section 104

Re-adopted: October 9, 2024