

BYLAWS OF THE BOARD: 9000 SERIES

As you expect, this Series includes the familiar arrangements for meeting procedures, duties of officers, quorum, terms of office of members, and the like – often specified in the law. These rules, as was the case of the policies in the 8000 Series, concern only the Board itself as an instrument of democracy.

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**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

BY-LAWS OF THE BOARD

9000 (a)

BY-LAWS OF THE BOARD

PREAMBLE

The Board of Education, as the legally constituted representative of the people of Elmont Union Free School District, derives its powers from the constitution and the laws of the State. It recognizes that the school system exists as a corporate entity quite separate and apart from other units of local government but stands ready to give cooperation whenever it will be helpful in the solution of common problems. In the exercise of its responsibilities the Board aims to provide the best possible education for the people of the District consistent with the common will of the people of the District.

This Board recognizes that good education in Elmont Union Free School District results from the cooperation of all residents and professional school authorities, and it aims to continue to encourage and foster such cooperation.

ARTICLE I - SCOPE

Section 1: The Board of Education is the legally constituted body responsible for the general policies of the school District consistent with the constitution and the laws of the State.

Section 2: In determining school policy, it shall (a) hear and consider facts and recommendations; (b) adopt a plan, policy or course of action; and (c) authorize the proper person or persons to carry out its decisions.

Section 3: The mention hereinafter of specific duties shall not be construed to exclude powers and duties not specified but incident to the Board as a governing and legislative body of the school District.

ARTICLE II - ORGANIZATION AND PROCEDURE

Section 1: The Board, until increase or decrease in accordance with the provisions of the Education Law, shall consist of seven (7) members elected for terms of three (3) years each, so that no more than three (3) terms expire in any one year. Vacancies occurring during the school year shall be filled by appointment of the Board, and the person so appointed shall hold office until the next annual election. At such annual election a member shall be elected for the unexpired term of the vacated office.

Section 2: The Board, at its reorganization meeting, shall elect a president and a vice-president of the Board, each to serve for a period of one year or until a successor is elected.

Section 3: The Board shall, at its organization meeting, or at any subsequent meeting, elect two (2) members of the Board to serve as members of the Board of Education of the Sewanhaka Central High School District. Such term of office to be for one year, or until the next reorganization meeting of the Board.

Section 4: The Board shall, at its annual meeting or organization meeting, or as soon thereafter as may be, appoint a Clerk to the Board who shall also serve as District Clerk and a Counsel, both shall hold their respective offices for one year or until their successors are duly appointed and qualified. At such meeting the Board shall appoint a District Treasurer and an Internal Claims Auditor, to serve at the pleasure of the Board.

Section 5: A majority of the Board shall be necessary to constitute a quorum for the transaction of all business and no action of the Board shall be valid without an affirmative vote of a majority of the Board.

Section 6: Voting on all questions shall be by yeas and nays or by ballot, as the Board may determine, and the votes shall be recorded upon the minutes.

Section 7: The Board or any member thereof or the Superintendent may request that a record be made of any meeting, whether public or executive session, by electronic recording, by stenographic minutes or both. Upon approval by a majority of the Board, such a record may be made. Said record shall be held in the custody of the Board Attorney for a period of seven days. After the said seven days the Board Attorney is herewith directed to destroy the record unless he/she is otherwise directed by the Board.

### ARTICLE III - DUTIES OF OFFICERS

#### The President

Section 1: The President shall, when present, preside at all the meetings of the Board. He/She shall appoint all committees and perform such other duties as may be required by the Board and the Education Law of the State of New York.

#### The Vice President

Section 2: The Vice President shall, in the absence of the President, preside at meetings of the Board and sign vouchers and documents requiring the signature of the President.

The District Clerk

- Section 3: a. The Clerk of the Board shall attend, when requested, meetings of the Board and keep minutes of proceedings and of all school District meetings he/she attends.
- b. He/She shall be the custodian of all the documents, records, books and papers of the Board and shall perform such other duties as may be assigned to him/her by the Board and by the Education Law of the State of New York.

The District Treasurer

- Section 4: a. The District Treasurer shall receive and have custody of all moneys of the School District. He/She shall deposit all the funds of the School District in the name of the school District in the bank or banks which the Board shall designate as depositories
- b. He/She shall keep a complete and detailed record of all moneys received and disbursed by him/her and render a report at each regular monthly meeting of the Board.
- c. He/She shall make no payments whatever of School District funds except upon orders duly drawn by the Superintendent or the Business Administrator and counter-signed by the President of the Board or other member of the Board designated by the Board for such purpose.
- d. He/She shall perform such other duties as may be required by the Board and by the Education Law of the State of New York.

The Internal Claims Auditor

Section 5: The Internal Claims Auditor shall be directly responsible to the Board of Education. The powers and duties of the Board of Education with respect to auditing, allowing or rejecting all accounts, charges, claims or demands against the school District shall devolve upon and thereafter be exercised by such auditor, during the continuance of such office.

Individuals eligible for appointment to this office may not be: a member of the Board of Education; the Clerk or Treasurer of the Board of Education; the official of the District responsible for business management; the person designated as purchasing agent; and clerical personnel directly involved in accounting and purchasing functions.

All claims must be presented to and approved prior to payment by the Internal Claims Auditor. However, claims for public utility services for electric, gas, water, sewer, and telephone charges may be paid in advance of approval by the Internal Claims Auditor and are subject to audit as soon as possible after payment.

The Internal Claims Auditor shall provide the Treasurer with evidence that claims have been audited and are eligible for payment. This evidence shall be provided through a warrant or order on which the audited vouchers have been listed. The warrant or order shall be directed to the Treasurer and certified by the Internal Claims Auditor.

### The Counsel

- Section 6: a. The Counsel shall advise the Board of all legal matters.
- b. He/She shall prepare all legal documents pertaining to the business of the Board.
- c. He/She shall be available as Board Attorney to the Superintendent for consultation concerning the legal impact of business before the Superintendent.
- d. He/She shall periodically review the By-Laws and shall make recommendation to the Board concerning revisions or changes.

### ARTICLE IV - MEETINGS

- Section 1: The annual meeting of the Board for organization shall be held as prescribed in the Education Law of the State of New York on the first workday in July.
- Section 2: The Board shall hold regular monthly meetings on the first Tuesday of each month at 8:00 PM or such other day as deemed appropriate by the Board.
- Section 3: Special meetings of the Board may be held at the call of the President or a majority of the Board. No special meeting of the Board shall be held unless a notice in writing stating the time, place and purpose of the meeting has been given to each member forty-eight (48) hours in advance, except when an emergency exists, in which case the President is empowered to effect the call otherwise.
- Section 4: In the absence of the President and the Vice President, the members present shall elect a chairman for the meeting.
- Section 5: On its regular April business meeting, the Board of Education shall adopt the school calendar for the ensuing school year. The Superintendent shall submit a proposed calendar to the Board in advance of the meeting.
- Section 6: In addition to the regular Agenda prepared for each Board meeting, there shall be an Extended Agenda, including more detailed information pertaining to the Agenda items.
- The Agenda and the Extended Agenda shall be available to the community leaders the Friday prior to the scheduled meeting.

ARTICLE V - ANNUAL MEETINGS AND ELECTIONS

Section 1: Notice of Annual School Meeting or Election shall be published once a week within seven weeks next preceding the election. First publication shall be at least 45 days prior to said meeting.

Section 2: Petitions nominating candidates for Board of Education shall be filed with the District Clerk not later than the 30th day preceding the election.

Section 3: Names of candidates for each separate specific office shall be listed in order as determined by drawing by lot (conducted by the District Clerk), to be held the day after the last possible date for filing petitions. In the event a candidate is not present in person (or by designated representative), the District Clerk is authorized to act as proxy.

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ARTICLE VI - COMMITTEES

Section 1: The President shall appoint such committees as are considered desirable.

Section 2: Each committee shall be charged with a specific function and will be considered discharged when its function is completed or when so advised by the President.

Section 3: In the performance of its duties all committees may consult with the Superintendent of Schools.

Section 4: All committees function only as advisors to the Board. The Board is a unit in all its actions. No committee, individual member, officer or employee can perform any function except as approved by the Board.

ARTICLE VII - OPERATION

Section 1: The operation of the schools shall be the responsibility of the Superintendent of Schools who, in turn, is responsible to the Board and subject to approved policy.

Section 2: The Superintendent of Schools, after consultation with interested parties, shall present to the Board from time to time, plans for the operation of the schools which shall, when approved by the Board, become a "Code of Operational Procedures" to be amended and supplemented only by approval of the Board.

ARTICLE VIII - ORDER OF BUSINESS

Section 1: The President, in consultation with the Superintendent, shall prepare and present for the approval of the Board an agenda of business to come before the Board at each meeting.

ARTICLE IX - AMENDMENT OF BY-LAWS

Section 1: Amendments to these By-Laws shall be proposed at regular monthly meetings of the Board and shall be acted on by the Board at the next regular monthly meeting. The notice for the latter meeting shall include the language of the proposed amendment.

Legal Reference

By-Laws

Adopted: 11/3/54

Amended: 1/16/56, 7/2/73, 9/10/74, 12/16/92, 1/17/01 (approved at Board Meeting 1/16/01), 8/13/08 (approved at Board Meeting 8/12/08), 6/17/09 (approved at Board Meeting 6/16/09), 8/11/15



**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

BOARD AUDIT COMMITTEE

9005 (a)

## BY-LAWS OF THE BOARD

I. Audit Committee

The Board of Education does hereby establish an Audit Committee to assist the Board of Education in providing oversight of the internal and external audit functions, including the appointment of the internal and external auditors.

According to Education Law, the role of the Audit Committee shall be advisory and any recommendations it provides to the Board of Education shall not be substituted for any required review and acceptance by the Board of Education.

II. Duties and Responsibilities

The duties and responsibilities of the Audit Committee are:

## 1. External Audit

- i. Provide recommendations regarding the appointment of the external auditor to the Board of Education.
- ii. Meet with the external auditor prior to commencement of the audit to review the audit engagement letter.
- iii. Review and discuss with the external auditor any risk assessment of the District's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.
- iv. Review the external auditor's assessment of the District's system of internal controls.
- v. Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the external auditor, assist the Board of Education in interpreting such documents.
- vi. Make a recommendation to the Board of Education on accepting the annual audit report. The annual audit report prepared by the independent certified public accountant shall not be deemed final until accepted by a resolution adopted by the Board of Education.
- vii. Review any correction action plan developed by the District and assist the Board of Education in the implementation of such plans.

## 2. Internal Audit

The committee shall assist in the oversight of the Internal Audit function, including:

- i. Provide recommendations to the Board of Education regarding the appointment of the internal auditor.
- ii. Review the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested.
- iii. Review significant findings and recommendations of the internal auditor.
- iv. Monitor the implementation of the internal auditor's recommendations.
- v. Provide input to the Board of Education for the evaluation of the performance of the Internal Audit Function.

## III. Membership

Notwithstanding Board By-Law Article III section 1, on committees in general, the Audit Committee shall be appointed as follows:

1. The Committee shall be comprised of the seven members of the Board of Education, who shall serve for the duration of their term of office, and may be expanded by up to three (3) additional non-board members in accordance with the provisions subsequently set forth herein.
2. In the event a member of the Board of Education appointed to the Committee is no longer a member of the Board of Education, membership on the Committee shall simultaneously and automatically cease without prejudice.
3. The President of the Board of Education shall appoint a member of the Board of Education as the Committee Chairperson.
4. The Committee may include persons other than members of the Board of Education ("non-Board members") if, in the opinion of the Board of Education, such membership is advisable to provide accounting and auditing expertise.
  - i. If the Board of Education desires to seek candidates for non-Board membership to the Committee, it shall do so by resolution to authorize the District Clerk through public notice, advertised in official publications of the District and through mailing to Elmont community-based organizations, to seek written applications of interest and resumes from people seeking membership qualified to serve on the Committee.

- ii. Applicants should possess the expertise and experience in accounting, financial reporting and school District finances needed to understand and evaluate the school District's financial statements, the external audit of those statements and the District's internal audit activities. Therefore, applicants who shall be considered for membership, through interview conducted by the Audit Committee, must meet minimum qualifications to demonstrate their expertise and experience. Applicants must:
    - 1. Hold an undergraduate degree in accounting or certification as a Certified Public Accountant or School Business Official, or,
    - 2. Demonstrate at least five (5) years professional work experience in the field of accounting or auditing, and/or school District financial management, and,
    - 3. Possess the requisite skills and experience necessary to understand technical and complex financial reporting issues, and
    - 4. Show an ability to communicate with, and offer advice and assistance to, public finance officers and auditors, and
    - 5. Be knowledgeable about internal controls, financial statement audits and management/operational audits.
  - iii. Non-Board members shall not be required to be a resident of the school District.
  - iv. Non-Board members shall be appointed by resolution of the Board of Education upon recommendation of the Audit Committee and review by the Board of Education.
  - v. Non-Board members are deemed a school District officer relating to their Committee membership and shall be administered the District's oath of office by the District Clerk.
  - vi. Non-Board member appointment terms shall be as follows:
    - 1. Prior to July 1, 2006, the appointment term shall expire at the Board of Education's next Annual Reorganization Meeting.
    - 2. Effective July 1, 2006, appointments shall be made at the Board of Education's Annual Reorganization Meeting with terms expiring annually at the next Annual Reorganization meeting.
  - vii. Membership may be revoked by resolution of the Board of Education.
5. Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the District with such care, as a generally prudent person in a similar position would use under similar circumstances.

6. The following individuals are precluded from Committee membership:
  - i. A person who currently or within six (6) months prior to appointment is employed by the District.
  - ii. A person who currently or within six (6) months prior to appointment provides services contractually to the District.
  - iii. Someone of the immediate family (husband, wife and any children and their spouses) of a sitting Board of Education member or an individual who is, or has been in any of the past six (6) months, employed by the District or providing services contractually to the District.
  - iv. Someone who is a partner in, a controlling owner or an executive of, any for-profit business to which the District made, or from which the District received, payments that are or have been significant (\$600 or more) to the District or the for-profit business entity in any of the past five years.
7. During the exercise of duties and responsibilities, the Committee members may have access to confidential information. Committee members shall have an obligation to the District to maintain the confidentiality of such information.
8. Members shall serve without compensation and shall be reimbursed for any actual and necessary expenditures incurred in relation to attendance at meetings.

#### IV. Meetings and Notifications

1. The Committee shall hold regularly scheduled meetings.
2. The Committee Chairperson shall:
  - i. Preside over meetings of the Committee after first polling members of the Committee on their availability.
  - ii. Set the date and time for Committee meetings.
  - iii. Provide a written agenda and supporting documents to each member of the Committee in advance of the meeting for reasonable review and consideration.
  - iv. Shall cause the recording and preparation of minutes of each Committee meeting that shall include:
    1. A copy of the meeting agenda.
    2. Date, attendance and location of the meeting.
    3. Brief summary of the topics discussed so that the scope and breadth of Committee activities can be reported to the Board of Education.
    4. A copy of the materials discussed or presented at the meeting.
    5. A record of all actions and recommendations agreed by the Committee.

3. All decisions shall be reached by consensus of those members present at the meeting. Consensus is defined as an acceptable solution that all can agree to support. If consensus cannot be reached, polling of the voting Committee membership will take place and simple majority will rule.
4. A quorum consists of a simple majority of the total Committee membership and meetings will not be conducted unless a quorum is present.
5. The Committee may conduct an executive session pursuant to law.
6. Any member of the Board of Education who is not a member of the Committee may attend an audit committee meeting as resolved herein.

V. Reporting Requirements

The Audit Committee has the duty and responsibility to report its activities to the Board of Education. Reporting shall consist of:

1. Minutes of meetings, showing the scope and breadth of Committee activities, including its review of the District's draft annual audit report and accompanying management letter and its review of significant findings and recommendations of the internal auditor, so that the Board of Education is kept informed.
2. Minutes of meetings, which clearly record the actions and recommendations of the Committee.
3. Minutes shall be forwarded to Committee members by the District Clerk within thirty (30) days after each Committee meeting. Committee members shall approve or disapprove the minutes within ten (10) days by notice to the District Clerk. Silence is assent. Approved minutes shall be distributed to the Board of Education.
4. Immediately report to the Board of Education on suspected fraud or abuse or material defects in the internal control systems.
5. Immediately report to the Board of Education on material or significant non-compliances with laws or District policies and regulations.

VI. Modification

1. The Committee shall assess and report to the Board of Education on the adequacy of this Policy no less than an annual basis or as necessary.
2. Policy modifications recommended by the Audit Committee shall be presented to the Board of Education in writing for its review and consideration.
3. Whereas the Commissioner of Education is authorized by Education Law to issue regulation(s) with respect to audit committees, and, whereas the Commissioner of Education has not yet issued such regulation(s) at the time of drafting this policy, if regulation(s) are issued that conflict with the requirements of this policy then this policy is automatically and immediately modified until such time as the Board of Education modifies this policy by resolution.

Policy

Adopted: 9/19/07 (Approved at Board Meeting 9/18/07)

Amended:

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

BOARD MEMBERS VISITS TO THE SCHOOLS

9010

BYLAWS OF THE BOARD

Board members may visit the schools as citizens of the District or as representatives of the school board. Such visits shall be subject to the following:

- a. Visits by Board members of an investigatory and/or official nature should receive prior approval of the Board.

Board members should limit contact with the Superintendent and/or attorney so as not to interfere with or impede the proper functioning of the schools.

Informal visits to the schools or requests for information generally available to the public are not subject to the above constraints.

Board members should notify the principal's office, when possible, of their presence in the building.

- b. The Superintendent or his/her designee will have prior notification of all such official visitations and their purpose.

Legal Reference

Policy

Adopted: 1/16/56

Amended: 12/16/92 (Approved at Board Meeting 12/15/92), 10/19/2004,  
11/17/04 (Approved at Board Meeting 11/16/2004), 7/05/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

POLL WATCHERS

9020

**BYLAWS OF THE BOARD**

Each candidate for the School Board may appoint one watcher for every polling place and so inform the Board two weeks prior to the election.

The poll watchers shall remain in a designated area so as not to interfere with duly appointed polling officials.

The poll watchers shall not approach the voting machines until the polling officials have tallied the votes from each machine. They can then verify the vote count.

If any poll watcher interferes with the duly appointed inspectors in the orderly performance of their duties, the inspector shall have the power to call law enforcement officials for assistance.

Electioneering shall not be permitted on school property.

Legal Reference

Policy  
Adopted: 7/1/75  
Amended: 7/05/05



**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

VOTING MACHINES

9030

BYLAWS OF THE BOARD

**RESOLVED**, that, pursuant to Section 2035 of the Education Law, voting machines shall hereafter be used for recording the vote on elections and questions at the school District meetings in this District subject to the terms and provisions of the following policy which is hereby adopted:

- a. Each such question or proposition shall be set forth in a petition signed by one thousand (1,000) qualified voters of this District and filed with the Clerk of the Board of Education not later than sixty days before the meeting;
- b. The Board shall be entitled, on its own volition, to have any question or proposition, placed on the ballots for the machines without any petition being filed.
- c. All valid petitions received from the voters of the District may be placed on the ballot at the discretion of the Board, in the order in which they are received after the listing of the Board propositions;
- d. The Board shall be entitled to reword any questions or propositions for purposes of clarity or space requirements; and shall do nothing to alter the meaning of the propositions;
- e. No question or proposition shall be voted upon at an annual election or special meeting except in accordance with the foregoing paragraphs of this policy or except as may otherwise be required by law.

Legal Reference

Policy

Adopted: 9/10/94

Amended: 9/10/74, 7/05/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

SCHOOL ATTORNEY

9040 (a)

EMPLOYMENT- JOB DESCRIPTION

BYLAWS OF THE BOARD

**TITLE:** School Attorney

**QUALIFICATIONS:** The school attorney must be admitted to practice law in the State of New York. In addition, he/she will either have supplementary training in school-related law and the roles of the public school in society, or will commit himself/herself to acquiring such knowledge within a reasonable time following appointment.

**REPORTS TO:** Superintendent  
Board of Education

**JOB GOALS:**

Special or extraordinary legal services shall include advice, counsel, and representation of the Board and/or District in adversary circumstances, preparation for the attendance at hearings, in court, or before administrative or other quasi-judicial bodies, and services pertaining to bond issues (other than those performed by bonding counsel). He/she shall be compensated additionally at a rate not to exceed \$ an hour for such special or extraordinary services. "Adversary circumstances" as used herein means circumstances where the interests of the Board and/or District are averse to those of an identifiable person, group, firm, or agency or any combination thereof.

In addition, the attorney shall be reimbursed for any out-of-pocket expenses.

**PERFORMANCE RESPONSIBILITY:**

1. Supplies legal advice to the Board of Education and the Superintendent of Schools on specific legal problems submitted to him/her.
2. Prepares or advises in the drafting of resolutions and rules fore the Board of Education, and advises the Board on all legal matters pertaining to the functions of the Board of Education in the governing of the school system.
3. Prepares legal opinions as requested by the Board of Education and/or the Superintendent of Schools.

4. *Represents Board member and employees in actions brought against them, if requested, as a result of the performance of their duties and responsibilities as authorized by the Board of Education.*
5. *Represents the District in all litigations, arbitrations and other legal hearings as authorized by the Board of Education.*
6. *Provides legal advice to the Superintendent and staff on an on-call basis as requested by the Superintendent on all legal matters pertaining to the administration of the school system.*
7. *Attends regular and special meetings of the Board, and attends study/work sessions when his/her services are requested by the Board.*
8. *Prepares all documents incident to the noticing, calling, and conducting of school Board elections.*
9. *Prepares or reviews for the Board all invitations to bid, job specifications, and legal contracts.*
10. *Approves all contract documents including advertisements for bids; instruction to bidders; bids; performance and payment bonds; the contract; change orders; supplement conditions; and all other documents including addendums before the same are submitted to the public, the bidder, the contracting party, or the Board of Education.*

#### Legal Reference

#### Regulation

Adopted: 12/82

Amended: 7/05/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

DISTRICT CLERK

9041 (a)

EMPLOYMENT- JOB DESCRIPTION

BYLAWS OF THE BOARD

DUTIES OF OFFICERS & AUXILIARY PERSONNEL

The clerk of the Board shall attend all meetings of the Board of Education and maintain a file of all their proceedings and of all school District meetings.

He/she shall be the custodian of all the documents, records, books, and papers of the Board and shall perform such other duties as may be assigned by the Board and by the Education Law of the State of New York.

The Clerk of the Board serves at the pleasure of the Board. Appointment is on an annual basis and takes place the Reorganization Meeting.

**TITLE:** District Clerk

**QUALIFICATIONS:** Education: High School Diploma  
Experience: Typing and stenography proficiency with experience in a responsible, supervisory position preferred

**REPORTS TO:** Board of Education

**PERFORMANCE RESPONSIBILITY:**

1. Gives public notice and attends all meetings of the Board.
2. Publishes all legal notices concerning District business.
3. Furnishes 'notes' to staff immediately after a Board meeting on follow-up items and instructions from the Board.
4. Maintains an index of Board actions and up-to-date files on such matters as Board level discussions, correspondence, publicity and reports.
5. Maintains properly authenticated office copies of minutes.
6. Maintains a log of all notice of claims and subpoenas against the District and legal action by the District.
7. Prepares calendar for Board meetings and polls Board to establish 'special' meetings.
8. Maintains files and a calendar of the Board's unfinished business.

9. Arranges for District meetings and elections.
  - A) Maintains legal records and official papers pertaining to the District meetings and elections.
  - B) Secures clerks and inspectors of elections for Board approval, as required by law.
10. Receives petitions nominating candidates for the office of member of the Board of Education.
11. Takes and transcribes dictation from the Board President as required.
12. Oversees the duties of the Recording Secretary/clerk (when applicable).
  - Preparation of Board minutes for distribution and record keeping
  - Prepares most work for Board meeting
  - Types and assembles Board Book
  - Follows up and distributes official budget related documentation
  - Various other office activities such as opening and processing Board related mail and addressing community inquiries.

### Legal Reference

#### Policy

Adopted: 11/3/54

Amended: 1/16/56, 11/16/83, 6/16/93 (approved at he Board meeting 6/15/93), 7/05/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

RECORDING CLERK

9042

EMPLOYMENT- JOB DESCRIPTION

BYLAWS OF THE BOARD

**DUTIES OF OFFICERS AND AUXILIARY PERSONNEL**

The Recording Secretary of the Board shall attend all meetings of the Board of Education.

He/She serves at the pleasure of the Board. Appointment is on an annual basis and takes place at the Reorganization Meeting.

POSITION DESCRIPTION

TITLE: Recording Secretary

QUALIFICATIONS: Education – High School Diploma  
Experience – Typing with stenography

REPORTS TO: Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Attends all meetings of the Board.
2. Working under the supervision of the District Clerk, keeps full and accurate minutes of all meetings of the Board.

Legal Reference

Policy

Adopted: 6/16/93 (approved at Board Meeting 6/15/93)

Amended: 7/05/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

DISTRICT TREASURER

9043 (a)

EMPLOYMENT- JOB DESCRIPTION

BYLAWS OF THE BOARD

DUTIES OF OFFICERS AND AUXILIARY PERSONNEL

**TITLE:** District Treasurer

**JOB GOALS:**

The District Treasurer shall receive and have custody of all moneys of the School District. He/she shall deposit all funds of the School District in the name of the School District in the bank or banks, which the Board shall designate, as depositories.

He/she shall keep a complete and detailed record of all moneys received and disbursed by him/her and render a report at each regular monthly meeting of the Board.

He/she shall make no payments whatever of School District funds except upon orders duly drawn by the Superintendent, and the Superintendent is required to countersign all checks, other than checks for salary. In the absence or inability of the Treasurer, the Superintendent or any one designated by the Board for such purpose, is hereby authorized to sign in place of the Treasurer, and to countersign in place of the Superintendent, provided, however, that before signing in place of the Treasurer, he/she execute and file a bond in the same amount as that of the Treasurer. In the absence of the Superintendent, the Board President is authorized to countersign in her/her place.

**PERFORMANCE RESPONSIBILITY:**

1. Signs monthly financial reports for General Funding and School Lunch Fund.
2. Signs all checks (signature plate available).
  - A) Payroll – Approximately 700 checks every two weeks
  - B) General Fund – Vendor – Approximately 800 checks monthly
  - C) Other Funds – School Lunch – Approximately 50 checks monthly  
Federal Funds – Approximately 50 checks monthly  
Trust and Agency – Approximately 40 checks monthly  
Other Funds – As needed
3. Signs all withdrawals as needed and must be available on call for emergencies. (Occurs several times a month)
4. Issues Treasurer's receipts for each deposit made to the General Fund checking account, School Lunch Fund and Federal Aid Fund.

5. Makes up monthly Financial Statement reports for General Fund, School Lunch Fund, Federal Aid Fund, Trust and Agency Fund, Workers Compensation Fund, Bond Issue Fund, Payroll Fund, etc.
6. Makes all deposits at banks.
7. Keeps separate account for each bank account with receipts and disbursements and keeps a running balance as follows:
  - Payroll Account – checking account
  - Trust and Agency Account – checking and savings accounts
  - Federal Aid Fund – ESEA – checking account
  - Federal Aid Fund – Others – checking account
  - School Lunch Fund – checking and savings accounts
  - Capital Fund – checking account
  - Insurance Reserve Funds
  - Bond Issue Fund
  - Other Funds as needed
8. Certifies Treasurer’s Annual Report published in newspaper.
9. Certifies receipt of school taxes.
10. Coordinates and implements District investment policy under direction of Business Administrator.
11. Keeps records for all District Scholarship Funds and Activities.

**TERMS OF EMPLOYMENT/HOURS:**

Must be in Business Office:

- a) One day each pay period to sign checks (Monday through Wednesday)
- b) Every Friday to make Bank Deposits before 2:45 PM
- c) Day after the Board meeting (monthly)
- d) Other weeks (any day of the week)
- e) Available on call (occurs several times a month)

He/she shall perform such other duties as may be required by the Board and by the Education Law of the State of New York.

Legal Reference

Bylaw            9240  
 Adopted:        11/3/54  
 Amended:       1/16/56, 9/10/74, 12/20/77, 5/17/89 (approved at the Board Meeting 5/16/89)

Policy            9240.1 (a)  
 Adopted:        10/16/74  
 Amended:       2/14/78, 5/17/89 (approved at Board Meeting 5/16/89), 7/05/05



**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

*CENTRAL REGISTRAR*

9045

*BYLAWS OF THE BOARD*

**TITLE:** *Central Registrar*

**REPORTS TO:** *Superintendent*

**PERFORMANCE RESPONSIBILITY:**

1. *To register centrally all parties involved in guardianships.*
2. *To register centrally all parties who claim residence without proof of residence as specified in District policy and regulation.*
3. *To maintain files and follow-up on cases processed.*

*All registration except that described will continue to be carried out in the schools.*

Regulation  
Adopted: 10/84  
Amended: 7/05/05