

SUBJECT: DUTIES OF THE DISTRICT CLERK

The District Clerk of the Levittown 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 Clerk's duties include the following:

- a) Attends all meetings of the Board and keeps a record of its proceedings and records, by name, those in attendance;
- b) Prepares minutes by transcribing from tapes and notes of the Regular and Special meetings of the Board every month, obtains approval of the minutes by the Board at the next meeting, signs the minutes to signify their official standing and forwards copies of the minutes to each member of the Board of Education and posts on web site ;
- c) Contacts and communicates with members as required;
- d) Sees that the proper legal notices and announcements are published on all specifications in accordance with state law;
- e) Maintains an up-to-date record of Board policies and by-laws and act as coordinator for new Policy Manual;
- f) Administers oaths of office, as required by Public Officers Law Section 10;
- g) Gives written notice of appointment to persons appointed as inspectors of election;
- h) Calls all meetings to order in the absence of the President and Vice President or Secretary;
- i) Oversee all elections in school district including but not limited to Library and School Budget and Trustee Vote. The duties performed to prepare for these elections include: preparation of Legal Notices for publication in local newspapers, arrangement with the Board of Elections for updated disabled voter list, machine rental, voter registration disc, and sample ballot printing; prepare Candidate Information Packets; educate and assign workers to polling sites and prepare payroll; prepare absentee ballots, prepare boxes with all election supplies necessary for vote; schedule transportation of voting machines; make arrangements with custodians/principals for facilities on day of vote; handle all correspondence to Commissioner of Elections and Board of Elections; respond to all questions from residents and election workers pertaining to work, registration and the vote; be present from 6:30 AM to 10:30 PM day of vote to supervise and observe polling places for proper procedures and tabulate results of the vote.

(Continued)

BY-LAWS

- j) Responsible for updating the Official 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, weekly Superintendent's updates and tapes from Board meetings.
- k) Maintain file of all legal documents and adhere to proper procedures for processing of subpoenas, Notice of Claims, and misc. 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. Handling of confidential materials. Notification to school district personnel for appearance in legal cases. Handling all Freedom of Information requests.
- l) Respond to all telephone inquiries from staff, community members and attorney as soon as possible.
- m) Make all necessary travel arrangements for Board members to attend workshops, conferences and dinners.
- n) 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.

Education Law Section 2121
Public Officers Law Section 104

Re-Adopted: November 9, 2011