

**APPOINTED BOARD OFFICIALS***District Clerk*

The Board of Education shall annually appoint a District Clerk. Such appointment shall continue until the next reorganizational meeting. The District Clerk shall:

1. take the oath of office of newly elected members of the Board;
2. maintain all official records of the school district;
3. call the Annual District Meeting to Order;
4. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested:
  - a. record minutes,
  - b. transcribe and distribute completed minutes,
5. see to the publication of legal notices as needed; and
6. add and distribute material to the Board and administration after Board action;

*District Treasurer*

The Board of Education shall also annually appoint a District Treasurer. Such District Treasurer shall serve until the next Reorganizational Meeting, or until a successor has been appointed. The District Treasurer shall perform such duties imposed upon the office by statute or law: i.e., shall report, at least monthly, to the Board the state of all accounts; shall act as official custodian of all district funds; shall sign all checks, including those for which facsimile signatures have been approved; and, shall perform such other duties as may be assigned to the office by the Board. The District Treasurer shall file a bond for the faithful performance of his/her duties, or be covered under a blanket undertaking pursuant to policy 2210, V.

The Board may appoint, fix the term, and fix the compensation of such other officials as may be necessary for its proper functioning.

Ref: Education Law ' ' 902; 2121; 2122; 2130