

DUTIES OF THE CLERK

Sections 2102 and 2130 of the Education Law provide for the annual appointment of a District Clerk of the Board of Education. Said sections further provide that a District Clerk shall act as Clerk of said District and shall perform all the clerical and other duties pertaining to his/her office.

Such duties include but are not limited to the following:

1. Custodian of all the records of the District.
2. Attendance at Board meetings.
3. Make accurate minutes of all proceedings at meetings. Distribute copies of said minutes to members of the Board of Education, Superintendent of Schools and appropriate personnel within one week of meeting.
4. Prepare agendas with Superintendent of Schools to be ready no later than the Thursday before the meeting.
5. Mail meeting notice and copies of agenda to each Board member, administrators, school principals, Unit I, Unit II, Unit III and Unit IV officers, PTA, PFA and PTFA leaders and to local papers.
6. Take charge of all correspondence for the Board of Education, keeping proper files on both incoming and outgoing mail. The Clerk shall answer all correspondence as directed by the Board.
7. Familiarity with the Law with respect to annual and special taxpayers' meetings, registrations and elections.
8. Coordinate with component districts the proper appointment of Board of Registry, Assistant Clerks and Inspectors of Election and give proper notice to the persons so appointed.
9. Notice of annual and/or special meetings. Preparation and publication of legal notices for registration and voting at all special meetings and public hearings.
10. Administer Oath of Allegiance to Board of Education members and Officers and keep same on record.
11. Sign all contracts and documents requiring his/her signature.

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12. The District Clerk is responsible for the publication of legal notices for annual State audit and audit of financials.
13. Preside at Annual Organization Meeting until the President is elected.
14. If necessary, correct and send out revised minutes within one (1) week of meeting.
15. Maintain Board of Education Policy Manual.
16. Perform all such other duties pertaining to his/her office as the Board of Education may from time to time prescribe.
17. Person primarily responsible for acceptance of all legal service for the District.

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