

OFFICERS OF THE SCHOOL DISTRICT

The officers of the Berlin Central School District shall include: district treasurer, district clerk, internal claims auditor, tax collector, school physician, census enumerator(s), district auditor, asbestos designee, student activities treasurer, school attorney, attendance officer, records access officer, records management officer, Title IX Officer, Section 504 Hearing Officer, Health and Safety Officer and such other offices created by the board to the extent required or permitted by law.

The responsibilities of the officers of the school district shall be as follows:

I. School District Clerk.

No person shall serve simultaneously as district clerk and district treasurer or tax collector of the Berlin Central School District,

The District Clerk shall perform the following duties:

- A. Attend meetings of the Board of Education except those convened in executive session or for the purpose of conducting collective bargaining;
- B. Assist the president and the superintendent in the preparation and distribution of the agenda for board meetings as directed.
- C. Maintain minutes of all Board meetings, including a record of all legal actions taken by the Board of Education and such other information as is necessary to provide a true and accurate record of Board actions and the reasons and basis therefor. The minutes shall include a brief synopsis of the discussions of the board on each item and a record of motions made and votes taken;
- D. File and maintain the records and communications of the Board;
- E. Assume responsibility for preparation of reports for all board meetings and for having them delivered to each Board member, the Superintendent, and designated staff;
- F. Provide for the publication of all legal notices concerning District business on a timely basis;
- G. Provide for the delivery of written notices of all Board meetings to all members of the Board, the Superintendent, and designated staff members on a timely basis;

- H. Provide written notice of appointment to any person appointed to hold an office or full-time employment with the District;
- I. Call all meetings of the Board to order in the absence of the president and vice-president of the Board, unless the board has designated a temporary president;
- J. Act as clerk of any District voting or election, and keep a true and accurate record of all proceedings thereof; and
- K. Provide written notice of election and term of office to those individuals elected to the board of education within 24 hours of declaration of their election.
- L. Cooperate with the staff of the district office in the performance of these duties.

II. Acting Clerk

In the absence or inability to serve of the district clerk, an acting clerk shall be appointed by the board and shall perform all the duties of the clerk.

III. School District Treasurer

No person shall serve simultaneously as district treasurer and district clerk or tax collector of the Berlin Central School District.

The district treasurer shall serve as the chief accounting officer of the District, and perform the following duties:

- A. Be custodian of all monies belonging to the District, receive all monies belonging to the District, deposit all monies received in depositories designated by the Board, pay out District monies on written order of the Board or as approved by the internal auditor, and sign salary checks;
- B. Maintain proper books of account in conformity with requirements of the State Education Department, the Uniform System of Accounts as prescribed by the Comptroller of the State of New York in accordance with Sec. 36 of the General Municipal Law, and of the Board;
- C. Render a monthly report for each fund showing the cash balance on hand at the beginning of the month, receipts by source during the month, total disbursements during the month, cash balance on hand at the end of the month, and reconciliation with bank statements; and

D. Render a monthly report for each fund including no less than the revenue and appropriations accounts required in the annual state budget form. This report must show the status of these accounts as to:

1. Revenue Accounts:
 - a. Estimated revenues;
 - b. Accounts received to date of report; and
 - c. Revenues estimated to be received during the balance of the fiscal year; as well as

II. Appropriation Accounts:

- a. Original appropriations;
- b. Transfers and adjustments;
- c. Revised appropriations;
- d. Expenditures to date;
- e. Outstanding encumbrances; and
- f. Unencumbered balances; and

E. File, keep, and protect all financial reports and records of the District after their current use.

IV. Acting Treasurer

In the absence or inability to serve of the treasurer, an acting treasurer shall be appointed by the board and shall perform all of the duties of the treasurer.

V. District Tax Collector

No person shall serve as district tax collector and district clerk or treasurer of the Berlin Central School District. The district tax collector shall perform the following responsibilities:

- A. Collect tax monies on warrants she/he receives from the Board, and upon giving proper notice to those from whom such taxes are due;
- B. Pay over to the Treasurer all monies that are collected or received; and
- C. Return to the Board a list of unpaid taxes containing a description of the real property upon which such taxes remain unpaid.

References

Education Law Secs. 2(13); 1 709(20a); 1720 - 21; 1905; 2102;
2105(6); 2116-a; 2121-30.

Real Property Tax Law Secs. 1312, 1318(1), 1306(1), 1322(1)(2),
1330(1)(2)

Public Officers Law Secs. 11; 65-b
8 NYCRR 170.2; 185

