

Board of Education Officers

The officers of the Board of Education will be a President and a Vice President. At the annual reorganization meeting, the members of the Board of Education will elect from among their own, by majority vote, the officers to serve until the next annual reorganization meeting. They will take their oaths as officers at this meeting, along with those newly elected members whose term of office begins on July 1 of the school year.

President

The President is the chief officer of the School District and will perform all duties required by the laws of the State of New York. Except as may otherwise be provided, the President will preside at all meetings, appoint members to all committees, be a member *ex officio* of all committees, execute all documents on behalf of the Board of Education, set the agenda for all meetings in consultation with the administration, and exercise all other powers and perform all other duties customarily pertaining to the office of President. The President will cast a vote upon all questions before the Board of Education and will have the right, in his/her discretion, to take part in the debate on any question under consideration.

Vice President

In the event of the absence or disability of the President, the Vice-President will have the power to perform the duties and exercise the powers of the President. In the case of vacancy in the office of the President, the Vice-President will act as President until a President is elected.

Appointments to the Valley Stream Central High School Board

The School District is one of three component school districts, together with Valley Stream School Districts Thirteen and Thirty, which constitute the Valley Stream Central High School District.

Each of the Valley Stream component districts send three of its Board of Education members to serve on the Valley Stream Central High School Board. Together, the nine board members constitute the Valley Stream Central High School Board of Trustees.

At its Annual Reorganization Meeting the Board of Education will select three (3) of its members to serve on the Valley Stream Central High School Board. This is an annual appointment that may, or may not, be renewed.

Any incumbent member of the Board of Education will advise the entire Board of Education of his/her interest in serving on the Valley Stream Central High School Board in writing prior to the May public meeting of the School District preceding the Annual Meeting. The entire Board of Education will consider a candidate's interest in serving on the Valley Stream Central High School Board at its June work session.

In the event that there are more than three (3) Board of Education members demonstrating an interest in serving on the Valley Stream Central High School Board, selection will be made by a majority vote of the Board of Education at its annual Reorganization Meeting.

In the event of a vacancy, for any reason, the President of the Board of Education, in consultation with the entire Board of Education, will appoint a member of the Board of Education to fulfill the balance of the term.

In the event that one of the Board of Education members who was appointed to serve on the Valley Stream Central High School Board is or will be unable to serve for two (2) or more consecutive months, the Board of Education may temporarily appoint one of its Board of Education members to serve in the absent member's place until the Board of Education member's return.

Appointed Board of Education Officers

At the annual reorganization meeting, the Board of Education will appoint, for a period of one (1) year, at designated salaries, a District Clerk and a District Treasurer. These Board of Education officers will perform all duties required by the laws of the State of New York and by School District policies and all other duties that the Board of Education may require from time to time.

School District Treasurer

The School District Treasurer will perform all duties required by the laws of the State of New York and School District policies and will perform other functions that the Board of Education may require from time to time. The Treasurer will be bonded. The duties of the Treasurer include, but will not be limited to:

1. Maintaining a cash book that will contain a record of all receipts and expenditures as required by the regulations of the Commissioner of Education.
2. The Treasurer coordinates with the District Clerk and the Business Office regarding the maintenance of supporting records.
3. Maintaining a file of vouchers covering payment of all School District obligations, in coordination with the Business Office.
4. Issuing receipts for all funds received by the School District as required by the regulations of the Commissioner of Education.
5. Rendering to the Board of Education a monthly Treasurer's Report showing the balance of funds on hand at the beginning of the month, total receipts and withdrawals from the bank accounts during the month and balance on hand at the end of the month. In addition, the Treasurer's duties include preparing a monthly cash reconciliation report for each account showing all individual receipts and disbursements that supports and agrees with the total figures on the Treasurer's Report. The Treasurer will also submit a

budget status report as directed by the Board of Education. The Treasurer should highlight any deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to the Board of Education to remedy the situation.

6. Signing all checks issued in payment of authorized obligations of the School District and comply with New York State Education laws and regulations of the Commissioner of Education regarding proper signatures.
7. Managing and projecting cash flow requirements to be sure ample funds are available in the bank accounts to meet bills, payrolls, payment of loans; etc. at the appropriate time.
8. Completing and submitting to the appropriate tax bureau all weekly, bi-monthly, quarterly and annual Federal, State, City and County tax reports and returns.
9. Managing debt financing, including paying bonds and coupons on schedule, when due, and maintaining appropriate records.
10. Managing the School District's investment program and arranging for the investment of funds when available in Time Deposit Certificates, Repurchase Agreements and other instruments authorized by the Commissioner of Education, the State Comptroller's regulations and Board of Education policy. Operation of this program requires forwarding projection of School District fiscal needs, making authorized loans when appropriate, analyzing expected interest rate movement and seeking the maximum return while maintaining safety and immediate liquidity. The program requires preparation of documentation, letters and other support records and liaison with banks and financial institutions.
11. Periodic reports on the status of the program are prepared for the Board of Education. The Treasurer will periodically monitor, to the extent practical, but not less than annually, the financial strength, credit-worthiness, experience, size and any other criteria of importance to the School District, of all institutions and trading partners through which the School District's investments are made.
12. Participating in financial areas of the annual budgeting process with the School District's Assistant Superintendent for Business.
13. Working on and participating in all audits conducted by the School District's private accountants, State Education Department and State Comptroller's Office. Signing and submitting the School District's annual financial reports to the State Education Department. Submitting copies of these reports to the bank and explains their contents.
14. Preparing special reports and correspondence related to School District financing.
15. Attending meetings of the Board of Education upon a timely request by the Board of Education President.
16. Maintaining close coordination with the Board of Education, Superintendent of Schools, Assistant Superintendent for Business, District Clerk and the administrative staff.

School District Clerk

The School District Clerk is a School District employee and will have the duties set forth in Education Law Section 2121 and any additional duties assigned by the Board of Education. The Board of Education President will, in most instances, be the Board of Education's liaison with the School District Clerk. The School District Clerk's duties include, but are not limited to,

the following:

1. Board of Education Meetings:
 - a. Attending all public (regularly scheduled and special) meetings of the Board of Education and recording minutes of same. Recording minutes will include keeping records, by name, of those Board of Education members in attendance.
 - b. Preparing minutes of Audit Committee meetings based on information provided by the Superintendent of Schools.
 - c. Sending notices of special School District meetings to Board of Education members.
 - d. Preparing minutes of the meetings of the Board of Education, obtaining approval of the minutes by the Board of Education at the next meeting. At the Board of Education's direction, notifying news media of all regular and special meetings, giving information data on time, place and purpose of the meetings. Posting notices and required information regarding all meetings.
 - e. Preparing agenda and related materials prior to Board of Education meetings (including duplicating and collating materials and transmitting same on Fridays prior to meetings).
 - f. Providing meeting supplies for the Board of Education and the public (agendas, welcome materials, signs, pads, pencils; etc.). Maintaining a folder of materials to be signed by Board of Education President.
 - g. Notifying the Board of Education members of every resignation duly accepted by the Superintendent of Schools.

2. School District Records:
 - a. Executing documents at the Board of Education's direction, when the School District Clerk's signature is required.
 - b. Maintaining Board of Education files and records.

3. Annual & Special Meetings:
 - a. Acting as Chair Pro Tempore at the annual reorganization meeting until a President is elected. Administering oaths of office, as required.

 - b. Having responsibility for all phases of the Annual and Special elections, including:
 - i. Giving notice of Budget Hearings.
 - ii. Annually reviewing registration books to remove obsolete registrations.
 - iii. Supervising preparation of lists of eligible voters.

- iv. Updating rules and regulations of voting.
- v. Arranging for securing County Voter Registration Lists and conforming them to election districts in the School District.
- vi. Arranging for printing of legal notices of annual meeting and checking proofs of publication in newspapers as required by law.
- vii. Arranging for hiring necessary personnel for registration and vote and preparing letters of confirmation to those hired.
- viii. Arranging for rental of voting machines and printing of ballots following review and approval by counsel.
- ix. Receiving nominating petitions for election of trustees and conducting a lottery for position on ballot.
- x. Sending candidates the required Expenditure Disclosure Form and filing accordingly.
- xi. Supervising registration periods, including visiting each location and giving each teller and registrar a break.
- xii. Preparing materials for election (pens, lists, maps; etc.)
- xiii. After registration day and before election, placing new cards in books and preparing lists of new registrants.
- xiv. Having responsibility for absentee ballots.
- xv. Supervising the School District election, including visiting each polling place at least twice during the course of the election and being available to resolve any registration issues.
- xvi. Maintaining voting results and notifying other districts of the results. Advising various authorities of election results by letter.
- xvii. Notifying elected Board of Education members of their status and terms of office by letter of confirmation.
- xviii. Preparing the annual Board of Education roster.

4. Miscellaneous:

- a. Every third year, acting as Secretary to the joint meetings of the local boards of education.
- b. Having responsibility for reservations and registrations for all Board of Education conferences and trips as directed by the Board of Education.
- c. Scheduling all Board of Education interviews.

Standing Board Committees

The President will appoint whatever committees are necessary for expediting the business, duties, and responsibilities of the Board of Education. Committees will report to the Board of Education and make recommendations for Board of Education action, but will have no other authority. The Board of Education may at any time, by resolution, establish additional committees and define the scope of their responsibility. If additional committees are established, the President is required to appoint the committee. Members will not refuse

committee appointment, except for compelling reasons. All committees are discharged by June 30th of each year. The following are the standing committees of the Board of Education:

- A. Education
- B. Finance
- C. Legislation
- D. Policy

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