

APPOINTED BOARD OFFICIALS

District Clerk

The Board of Education (the Board) of the Bethlehem Central School District (the District) will annually appoint a District clerk. Such appointment shall continue until the next reorganizational meeting. The salary of the District clerk shall also be fixed annually at the reorganizational meeting. The duties of the District clerk are:

1. to attend meetings of the Board and keep a record of all proceedings in the form of minutes;
2. to furnish copies of the minutes within two weeks of the meeting;
3. to be responsible for the publishing of all legal notices concerning District business; and
4. to perform the usual and ordinary duties of the office.

District Treasurer

The Board will also annually appoint a District treasurer. Such District treasurer shall serve until the next Reorganizational Meeting, or until a successor has been appointed. The treasurer shall perform those duties outlined in the Education Law, including:

1. to act as custodian of all monies belonging to the District;
2. to receive all monies belonging to the District;
3. to deposit monies received in banks designated by the Board;
4. to give a bond in such amount as shall be required before entering on the duties of the office;
5. to pay out district monies on written order of officials of the Board; and
6. to give detailed accounts of monies received and disbursed.

Tax Collector

The Board will also annually appoint a tax collector. Such tax collector shall serve until the next Reorganizational Meeting, or until a successor has been appointed. The tax collector shall perform those duties outlined in the Education Law, including:

1. to give a bond in such sum as shall be required before entering on the duties of the office;
2. to collect tax monies on warrant received from the Board and upon giving proper notice;
3. to pay over to the treasurer monies as received; and
4. to return to the Board a list of unpaid taxes.

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; 2124; 2126; 2129; 2130

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