

**The Rye City School District  
Rye, New York**

**2230**

**APPOINTED BOARD OFFICIALS**

At the annual organization meeting, the Board shall appoint District officers and designate additional duties to other officers or District employees.

District Clerk

The Board shall appoint a District Clerk. The Clerk's term of office shall be one year or until a successor has been appointed. The District Clerk shall perform the following duties:

1. attend all meetings of the Board, and keep a record (Board minutes) of the Board's proceedings in the book provided for that purpose;
2. prepare resolutions for election procedures;
3. prepare and publish as required by law:
  - a. notice of annual school elections;
  - b. notice of registration for annual school elections; and
  - c. notice of filing of register after registration;
4. employ workers for the Board of Registration;
5. administer and supervise election procedures;
6. maintain the official file of:
  - a. Policies and Bylaws
  - b. Administrative Regulations
7. in the event that the District is dissolved, deposit the books, papers, and records of the office with the clerk of the successor School District;
8. handle other supplemental responsibilities delegated by the Board, the Superintendent or the Assistant Superintendent

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District Treasurer

The Board shall appoint a District Treasurer. Such District Treasurer shall serve a term of one year or until a successor has been appointed. The District Treasurer shall perform the following duties:

1. deposit all monies paid to the District in the officially designated District depository;
2. keep a record of the receipt of such monies;
3. submit a monthly report to the Board reflecting the current status of District funds and receipts for the preceding month;
4. act as official custodian of all District funds;
5. sign all checks, including those for which facsimile signatures have been approved;
6. pay all District bills as they come due;
7. sign all legal documents as required by statute;
8. perform such other duties as may be assigned by the Board; and file a bond for the faithful performance of his/her duties with sufficient security in such amount as deemed sufficient by a duly adopted resolution of the Board.

Auditors

The Board shall also appoint a Claims Auditor for the District, at compensation determined by the Board. The Auditor's duties shall include auditing and allowing or rejecting all accounts, charges, claims, or demands against the District.

The Board shall also appoint an Internal Auditor, whose term and compensation shall be fixed in the resolution of appointment and whose area of work shall be determined by the Board of Education.

The Board shall also appoint an independent auditor, whose term and compensation shall be fixed in the resolution of appointment. The independent auditor shall perform the following duties:

1. examine the balance sheet of the School District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;

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2. conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;
3. render an opinion on the financial statements prepared at the close of the fiscal year;
4. prepare such financial statements for publication as may be required by law;
5. make such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable; and
6. perform such other related services as may be requested by the Board.

District Counsel

The Board shall also appoint District Counsel to assist the Board and Administrative staff with legal matters as needed. The counsel's term of office and compensation shall also be filed on the resolution of appointment.

Purchasing and Investing

The Board shall designate the Business Manager and the Superintendent as the official purchasing agents for the School District, at no additional compensation. The Board shall also delegate the authority for investment of School District funds to a responsible District official.

Medical Coordinator

The Board shall appoint a Medical Coordinator on the recommendation of the Superintendent, in order to ensure medical input an on-going assistance in the District's Model Health Care Program and its implementation; facilitate communication among school physicians, nursing staff, administration and community; and to work with each of these groups as either coordinator or consultant. Such coordinator shall preferably be a local resident who is a certified medical professional with familiarity and hospital privileges in the areas of pediatric and adult medicine.

The duties of the Medical Coordinator shall be to:

1. coordinate the school physicians in all aspects of their responsibilities, such as, who covers what schools, the types of examinations to be performed and when, sports team competition coverage and recruiting practices.
2. centralize communication between and among physicians and Health Care Services Program staff and administration.
3. renew and develop forms and records.

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4. consult or participate on committees related to health care (e.g., Task Force for Model Health Care Services Program).
5. assist with the review and development on policies and procedures, as needed.
6. be a liaison between the District and area physicians as needed (e.g., District policies).
7. act as a medical consultant to the District for: The Committee on Special Education, substance abuse concerns and procedures, safety and Health Education curriculum content and instructional materials.
8. assist in communication to the public and Health Care Services Program role and its activities.

Adoption Date: October 3, 1989

Revised Policy Adoption Date: March 17, 2009