



Board of Education Policy Manual

2000 Series: School Board Governance & Operations

Policy 2230

CLERK OF THE BOARD

The Clerk shall have charge of all papers, keep such records and perform such duties as are incidental to the office and properly required.

The Clerk of the Board of Education shall submit to each member by the Friday prior to a regular meeting, the agenda for that meeting and any information useful to the Board members in the conduct of the meeting. Information for any necessary additions to the agenda will be distributed to Board members on the day of the meeting.

TREASURER

The Treasurer shall have charge of all funds of the school district and shall make a monthly report of such funds to the Board of Education and such other duties as are incidental to the office and are properly required.

COLLECTOR OF TAXES

The Collector of Taxes shall notify all property owners of the district of the amount, the time and place in which the taxes are to be paid and shall turn over to the Treasurer the receipts of such taxes.

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