

THE BOARD OF TRUSTEES

Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chairperson, and shall keep an accurate and permanent record of all proceedings. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a District employee act as clerk for the meeting, and said person will supply the Clerk with a certified copy of the proceedings.

The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis unless the Board requests such reports on a more frequent basis. The Clerk shall perform all functions pertaining to the preparation of school elections. The Clerk shall perform other duties as prescribed by state law or as directed by the Board and the Superintendent.

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| Legal references: | § 20-3-321, MCA | Organization and officers |
| | § 20-3-325, MCA | Clerk of the district |
| | § 20-4-201, MCA | Employment of teachers and specialists by contract |
| | § 20-9-133, MCA | Adoption and expenditure limitations of final budget |
| | § 20-9-165, MCA | Budget amendment limitation, preparation, and adoption procedures |
| | § 20-9-221, MCA | Procedure for issuance of warrants |
| | § 20-20-401, MCA | Trustees' election duties – ballot certification |

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 revision note: added language that record of proceedings be permanent. Added that Clerk prepares for school elections.