THE BOARD OF TRUSTEES

Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and shall keep an accurate journal of its 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 Chair will designate a person to serve as Clerk for the meeting.

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 reviewed by the Board. The Board shall approve all warrants.

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 other duties as prescribed by state law or as directed by the Board.

Legal References:

§ 20-3-321, MCA  Organization and officers
§20-3-323, MCA  District policy and record of acts
§ 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:
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