

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 200: Duties of the Board of Trustees

Policy No. 203.3

Policy Title: Clerk

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The Clerk of the Board shall attend all official meetings of the Board and shall see that the records of such proceedings are kept as required by law and by the Board.

The Clerk of the Board shall maintain the records of the Board of Trustees and shall keep the records open to inspection by any person, at all reasonable times.

The Clerk shall be appointed by the Board of Trustees of the school district and shall have such duties as the Board shall prescribe.

Whenever in the judgment of the Board of Trustees it is deemed prudent, the Clerk may be placed under a fidelity bond in such amount as the Board of Trustees shall determine.

Legal References: Idaho Code 33-508, 33-506

Applicable Procedural Regulations: 203.3a

Date of Adoption: 3/10/87

Amended: 9/12/94, 4/10/95

Reviewed: 2007, 2021