

**Lewistown School District**

**THE BOARD OF TRUSTEES**

1230

Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chairman, and 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 Board 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 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 other duties as prescribed by state law or as directed by the Board and the Superintendent, as per District job description.

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: June 28, 2004

Revised on: