

5 Clerk

7 The Clerk of the Board shall attend all meetings of the Board, unless excused by the
8 Chairperson, and keep a permanent record of all proceedings. The Clerk shall have custody of
9 the records, books, and documents of the Board. In the absence or inability of the Clerk to attend
10 a Board meeting, the Board will designate a person to serve as Clerk for the meeting.

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

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

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

24 Legal references:

- 25 §20-3-321, MCA Organization and officers
- 26 §20-3-325, MCA Clerk of the District
- 27 §20-4-201, MCA Employment of teachers and specialist by contract
- 28 §20-9-133, MCA Adoption and expenditure limitations of final budget
- 29 §20-9-165, MCA Emergency budget limitation, preparation, and adoption procedures
- 30 §20-9-221, MCA Procedure for issuance of warrants
- 31 §20-20-401(2), MCA Trustees' election duties – ballot certification

32 Policy History:

- 33 Adopted on: July 1, 2000
- 34 Revised on: November 11, 2019