Board Policy 1220: Clerk

Status: ADOPTED

Original Adopted Date: 05/08/2013 | Last Reviewed Date: 07/15/2025

The clerk of the Board of Trustees who is duly appointed in July shall attend all meetings of the Board of Trustees. The clerk of the Board of Trustees shall keep an accurate journal of its proceedings and shall have the care and custody of the records, books, and documents of the Board of Trustees.

Whenever in the judgment of the Board of Trustees it is deemed prudent to do so, the clerk may be placed under a fidelity bond in an amount fixed by the Board of Trustees.

These policies are authorized solely for the use of ISBA members who subscribe to ISBA Policy Services. They are not intended for, nor authorized for, any other purpose or use. Such materials shall not be copied, distributed, or otherwise used by any agent, employee, individual, or organization except as necessary for official District/Charter business by authorized ISBA Policy Services subscribers. Any personal, private, proprietary, or non-subscribed use is strictly prohibited.

© Idaho School Boards Association

Legal References	Description
IC § 33-506	District Trustees - Organization and Government of Board of Trustees

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/