

**BOARD OF EDUCATION
CLERK
(REGULATION)**

The clerk of the board of education shall countersign all warrants drawn upon the treasurer of the district. The clerk, at the direction of the board, may destroy all claims, warrants, contracts, purchase orders, financial records, or documents relating to funds, including activity funds, if they have been on file for a period of five (5) or more years.

In compliance with state law, the clerk shall administer the Political Subdivisions Ethics Act, with respect to candidates for school district office. The clerk will oversee the filing of all campaign contributions and expenditure reports filed by school board candidates, including the name of each candidate's designated agent, and perform such other duties as the board may require and as permitted by law.

The clerk may delegate to the superintendent the responsibility of preparing board documents, i.e. claims, warrants and information filed with the Ethics Commission, and the storage of these records. These records will be available to any board member at all times.

If appointed, the deputy clerk shall exercise the same powers as a clerk.