

SCHOOL ADMINISTRATION

District Clerk

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and shall 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 trustees will have one (1) of their members or a District employee act as clerk for the meeting, and said person will supply the Clerk with a certified copy of the proceedings.

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.

The Clerk shall be evaluated by the Board at least once annually. Such evaluation shall be based on the job description and established evaluative criteria. The Clerk shall sign a copy of the evaluation document and shall be given a copy of the document for his or her records. The Clerk shall also have the right to attach a written statement to the evaluation within fifteen (15) business days following the conference

Legal References:	§ 20-3-325, MCA	Clerk of the district
	§ 20-3-321, MCA	Organization and officers
	10.55.701, ARM	Board of Trustees

Cross References:

Policy History:

Adopted on:

Revised on: April 2009