

1 **St. Regis School District**

2
3 **THE BOARD OF TRUSTEES**

1230

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5 Clerk

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

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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.

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

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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.

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26	Legal references:	20-3-321, MCA Organization and officers
27		20-3-325, MCA Clerk of the district
28		20-4-201, MCA Employment of teachers and specialists by contract
29		20-9-133, MCA Adoption and expenditure limitations of final
30		budget
31		20-9-165, MCA Budget amendment limitation, preparation, and
32		adoption procedures
33		20-9-221, MCA Procedure for issuance of warrants
34		20-20-401, MCA Trustees= election duties B ballot certification
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36 Policy History:

37 Adopted on: March 8, 2006

38 Revised on: