

## BOARD OPERATIONS

### Series 100

Policy Title . . . CLERK

Code No. 141.2

The School District Clerk shall:

1. Report names and address of each officer of the Board within 10 days after election or appointment to the clerk and treasurer of each municipality having territory within the school district.
2. Act as clerk and record proceedings of annual and special meetings.
3. Enter in the record book the minutes of meetings, orders, resolutions or proceedings.
4. Enter all reports to municipal clerks and the certificate of the proceedings.
5. Draw orders on the school district treasurer as directed by an annual or special meeting and record all orders drawn on the treasurer.
6. Provide each treasurer with a school register.
7. Furnish each teacher with a copy of their contract.
8. File tax needs with municipal clerks.
9. Notify postmaster of new school opening.
10. Administer oath to new Board members.
11. Perform any other duties as may be defined by statute (including but not limited to Chapter 120 – School Board Governance).

Date of Adoption:

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Section 120.17 (1-10)