

1 **Charlo Public School District**

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3 **THE BOARD OF TRUSTEES**

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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  
8 Chairperson, and shall keep an accurate and permanent record of all proceedings. The Clerk  
9 shall have custody of the records, books, and documents of the Board. In the absence or inability  
10 of the Clerk to attend a Board meeting, the trustees will have one (1) of their members or a  
11 District employee act as clerk for the meeting, and said person will supply the Clerk with a  
12 certified copy of the proceedings.

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14 The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the  
15 District. The Clerk shall draw and countersign all warrants for expenditures that have been  
16 approved by the Board.

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

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21 The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements  
22 of all school funds on an annual basis, unless the Board requests such reports on a more frequent  
23 basis. The Clerk shall perform all functions pertaining to the preparation of school elections.  
24 The Clerk shall perform other duties as prescribed by state law or as directed by the Board and  
25 the Superintendent.

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29	Legal references:	§ 20-3-321, MCA Organization and officers
30		§ 20-3-325, MCA Clerk of the district
31		§ 20-4-201, MCA Employment of teachers and specialists by contract
32		§ 20-9-133, MCA Adoption and expenditure limitations of final
33		budget
34		§ 20-9-165, MCA Budget amendment limitation, preparation, and
35		adoption procedures
36		§ 20-9-221, MCA Procedure for issuance of warrants
37		§ 20-20-401(2), MCA Trustees' election duties - ballot certification
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39 Policy History:

40 Adopted on:

41 Reviewed on:

42 Revised on: 10/01/15