

1 **Potomac Elementary**

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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  
8 Chairperson, and shall keep an accurate journal of its proceedings. The Clerk shall have custody  
9 of the records, books, and documents of the Board. In the absence or inability of the Clerk to  
10 attend a Board meeting, the trustees will have one (1) of their members or a District employee  
11 act as clerk for the meeting, and said person will supply the Clerk with a certified copy of the  
12 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 other duties as prescribed by state law or as directed by the Board  
24 and the Superintendent.

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

39 Adopted on: October 11, 2010

40 Reviewed on:

41 Revised on: