

2-01-201. **District Clerk Responsibilities.**

It shall be the duty of the district clerk to:

- A. attend all Board meetings,
- B. keep accurate and full minutes of the meetings of the Board,
- C. send a copy of minutes to each member of the Board at least one week prior to the next regular meeting of the Board,
- D. prepare, together with the superintendent, an agenda setting forth all known items of business to be considered at the meeting and to deliver the agenda to each member of the Board at least one week prior to the meeting,
- E. publish all legal notices concerning the district's business,
- F. act as custodian of all federal, state, and local monies belonging to the district,
- G. receive all federal, state, and local monies belonging to the district,
- H. deposit monies received in banks or treasuries designated by the Board,
- I. become bonded in such sum as shall be required before entering on the duties of the office and notarize as requested, the premium on such bond and notarization to be paid by the district,
- J. pay out district monies on written order of designated officials of the Board,
- K. give detailed accounts of monies received and disbursed at least once a month prior to the regular meeting of the Board and at such other times as the Board may request,
- L. render a full annual report at the end of each fiscal year for each school budget,
- M. work in conjunction with the Board designated auditing firm to satisfy all state audit requirements,
- N. maintain employee records as they pertain to items such as contracts, insurance, leave, time sheets, and voluntary payroll deduction,
- O. direct District investments monthly to the County Treasurer detailed by fund,
- P. maintain federal, state, and local grants and scholarships with fiscal year end reports,
- Q. maintain fixed assets as reported to OPI and inventory records for the District,

2-01-201. **District Clerk Responsibilities.** (page 2)

- R. maintain all bus driver certifications and contracts, and
- S. perform such other tasks as may from time to time be assigned.

Adopted:

Revised: March 21, 2000
 November 16, 2004