

Culbertson Public School District 17 J/R/C

District Clerk Evaluation

District Clerk:

Date:

Performance Responsibilities:	Satisfactory	Unsatisfactory	Not Observed	Comments or Suggestions
1. Attend all Board meetings.				
2. Keep accurate and full minutes of the meetings of the Board.				
3. Send a copy of minutes to each member of the Board at least one week prior to the next regular meeting of the Board.				
4. Prepare, together with the superintendent, an agenda setting forth all known items of business to be considered at the meeting and deliver the agenda to each member of the Board at least one week prior to the meeting.				
5. Publish all legal notices concerning the district's business.				
6. Act as custodian of all federal, state, and local monies belonging to the district.				
7. Receive all federal, state, and local monies belonging to the district.				
8. Deposit monies received in banks or treasuries designated by the Board.				

Performance Responsibilities:	Satisfactory	Unsatisfactory	Not Observed	Comments or Suggestions
9. Become bonded in such sum as shall be required before entering on the duties of the office and notarize as requested.				
10. Pay out district monies on written order of designated officials of the Board.				
11. Give detailed accounts of monies received and distributed at least once a month prior to the regular meeting of the Board and such other times as the Board may request.				
12. Render a full annual report at the end of each fiscal year for each school budget.				
13. Work in conjunction with the Board designated audit firm to satisfy all state audit requirements.				
14. Maintain employee records as they pertain to items such as contracts, insurance, leave, time sheets, and voluntary payroll deduction.				
15. Direct District investments monthly to the County Treasurer detailed by fund.				
16. Maintain federal, state, and local grants and scholarships with fiscal year end reports.				
17. Maintain fixed assets as reported to OPI and inventory records for the District.				

Performance Responsibilities:	Satisfactory	Unsatisfactory	Not Observed	Comments or Suggestions
18. Maintain all bus driver certifications and contracts.				
19. Perform such other tasks as may from time to time be assigned.				