

CLERK

The Clerk of the Board shall be appointed by the Board, for a period of one (1) year. Such appointment shall be made at the reorganizational meeting.

The Clerk is responsible for the following:

1. Minutes of all Board meetings
 - a. Record all formal actions.
 - b. Record brief summaries of discussions.
 - c. Submit minutes of previous meetings for Board approval.
 - d. Maintain a formal record of Board minutes.
 - e. Maintain a formal digitally accessible and publicly available record of Board minutes.

2. Notifications
 - a. Signs official documents and correspondence for the District, as directed by the Board.
 - b. Supervises the placing of legal notices as required.
 - c. Receives and reports, correspondence, business and legal information to the Board.
 - d. Notify Board members and the public of all meetings of the Board.

3. Records of Policy Resolutions
 - a. Keeps an official record of any changes in policies approved by the Board and makes this record publicly available.
 - b. Keeps a file of statements of policy which may be adopted which are not part of this official policy manual.

APPROVED: BOARD OF EDUCATION

DATE: June 14, 1988

REVISED: November 15, 2016