

**BOARD OF EDUCATION
SERIES 200**

202.3

TITLE: CLERK

A clerk of the Board of Education shall be employed. Before entering upon the discharge of his/her duties, the clerk of the Board of Trustees shall give bond in the sum of \$10,000.00 with good and sufficient securities, to be approved by the board, conditioned by the faithful performance to the duties of his/her office. Expense involved in securing the bond will be defrayed by the Board of Education.

The clerk of the board shall attend all meetings of the board, shall keep an accurate journal of its proceedings; and shall have the care and custody of the records, books and documents of the board. He/she shall counter sign all warrants drawn upon the treasure by order of the board and shall keep an accurate account of all moneys paid or orders drawn on the treasurer by the board. He/she shall prepare and submit to the board an annual report showing:

- (a) the money received by the treasurer since the last report, and from what sources received;
- (b) the amount of all sinking funds and how invested;
- (c) all moneys disbursed and the purpose for which expended;
- (d) the balance of the general fund in the hands of the treasurer; and
- (e) the number, date and amount of all bonds issued by said board and of all bonds purchased for the sinking fund.

The records of the board shall, at all times, be open for available to public inspection. He/she shall be responsible to the Superintendent of Schools in the performance of his/her duties.

In general, news releases regarding board meetings will be made by the clerk of the board. This will normally be accomplished through routine distribution of the Board minutes.

When the clerk does not attend a meeting of the board of trustees, the board shall appoint some person who, as temporary clerk, shall keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him.

LEGAL REFERENCE: Idaho Code 33-508
Revised: December 13, 1999