

Missoula County Public Schools

Board of Trustees 1220

Clerk and Duties

The Clerk of the Board of Trustees shall attend all meetings of the Board unless excused by the Board Chair, and keep an accurate journal of its proceedings. He/she shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the Board of Trustees will designate a person to serve as Clerk for the meeting.

The Clerk will keep accurate and detailed accounts of all receipts and disbursements made by the school district. The Clerk shall draw and countersign all warrants for expenditures that have been approved by the Board of Trustees.

The Clerk will make the preparations legally required for the notice and conduct of all school district elections.

The Clerk shall prepare and submit to the Board a financial report of receipts and disbursements of all school funds on an annual basis unless the Board requests such reports on a more frequent basis. The Clerk shall perform other duties as prescribed by state law or as directed by the Board.

Legal references:

20-3-321, MCA	Organization and officers
20-3-325, MCA	Clerk of the district
20-4-201, MCA	Employment of teachers and specialist by contract
20-9-133, MCA	Adoption and expenditure limitations of final budget
20-9-165, MCA	Emergency budget limitation, preparation, and adoption procedures
20-9-221, MCA	Procedure for issuance of warrants
20-20-401, MCA	Trustees' election duties

Policy History:

Adopted on: September 10, 1996

Revisions adopted on: December 9, 1997