

SECRETARY AND/OR CLERK

The District Clerk will complete written work relating to Board operations and coordinate other matters essential to the efficiency of the Board.

Duties of the position include:

1. Gives public notice and attends all meetings of the Board.
2. Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board at least one week prior to the next regular meeting of the Board.
3. Publishes all legal notices concerning district business.
4. Operates word processors, computers, calculators, copiers, and facsimile machines.
5. Performs such other tasks as may from time to time be assigned.

The District Clerk is appointed annually at the Board's Reorganizational Meeting.

Revised June 11, 1999 and adopted
June 14, 1999 Board of Education Meeting

SCHOOL ATTORNEY

9250

The Board of Education shall employ a School Attorney who shall be responsible to the Board of Education for guidance on all affairs which are of a legal nature, including, but not limited to:

- a) Negotiation of all legal charges and processes for each bond issue and construction and/or reconstruction of new buildings;
- b) Legal counsel on matters referred to him/her to determine legality of procedure;
- c) Matters related to “due process” hearings or procedures.

Amended June 11, 1999,
Adopted Board Meeting June 14, 1999

METHODS OF OPERATION

9300

The Board of Education shall act as a body in making decisions and in taking official action. No individual member of the Board shall be empowered to act in matters which require approval of the entire Board.

Official action may be taken only during a duly convened meeting of the Board of Education.

Amended June 11, 1999 and adopted June 14, 1999 Board Meeting.