

Gallatin Gateway School District

THE BOARD OF TRUSTEES

1230

Clerk & Business Manager

The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chairman or designee, and keep an accurate journal of its proceedings. The Clerk 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 trustees will have one (1) of their members or a District employee act as Clerk for the meeting, and said person will supply the Clerk with a certified copy of the proceedings.

The Clerk & Business Manager will keep accurate and detailed accounts of all receipts and disbursements made by the District. The Business Manager shall draw and countersign all warrants for expenditures that have been approved by the Board.

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

The Clerk & Business Manager 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 and the Superintendent.

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 specialists by
	contract	
	§ 20-9-133, MCA	Adoption and expenditure limitations of final
		budget
	§ 20-9-165, MCA	Budget amendment limitation, preparation, and
		adoption procedures
	§ 20-9-221, MCA	Procedure for issuance of warrants
	§ 20-20-401, MCA	Trustees' election duties – ballot certification

Policy History:

Adopted on: October 14, 2003

Revised on: October 10, 2005