

**BOARD OF EDUCATION
CLERK
(REGULATION)**

The clerk will be elected annually at the February meeting of the Perry Board of Education as prescribed by law. The clerk will keep a record of all meetings of the board, and other business of the board in such fashion as the board will prescribe.

The board may authorize an assistant, to-wit, to assist the clerk in the performance of duties, since usually a secretary does transcribe the action of the board during the course of its meeting, although the clerk would ultimately be responsible for the documentation of the same.

The board of education has established the following duties for the clerk of the board of education:

1. It shall be the duty of the clerk of the board of education to attend all meetings of the board and to countersign all warrants for school moneys drawn upon the treasurer by the board; and perform such other duties as the board may direct.
2. The clerk shall, in addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer, the minutes clerk, and the encumbrance clerk in the management of the business affairs of the school.
3. The clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the board of education.
4. The clerk shall furnish, whenever requested, any and all reports concerning the school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. The clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of such district for a period of longer than five (5) years.
6. In the absence of both the president and vice president the clerk will call the meeting to order and a president pro-tempore will be chosen.
7. Performs such other duties as are required by the board of education.

REFERENCE: 70 O.S. §5-119, §5-122