

**BOARD OF EDUCATION  
MINUTES CLERK  
(REGULATION)**

The Perry Board of Education shall employ a minutes clerk to keep an accurate journal of the proceedings of the board of education and perform such other duties as the board of education or its committees may require.

No member of the board, superintendent, principal, instructor, or teacher employed by the board shall be qualified to serve as minutes clerk. However, the minutes clerk may serve as the encumbrance clerk.

The minutes clerk is to attend all meetings of the board and keep an accurate journal of the proceedings thereof including a complete record of members present and absent, all matters considered by the board, and all actions taken by the board such as resolutions and motions in full.

The minutes clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes clerk.

Minutes shall also reflect compliance with Oklahoma Open Meeting Act.

**REFERENCE: 70 O.S. §5-119**