

The Clerk shall perform the following duties:

1. prepare and keep minutes of all meetings of the Board;
2. keep all records, books, and documents of the Board;
3. notify members of the Board of any regular or special meetings;
4. upon order of the Board, countersign all checks or warrants drawn upon District funds; and
5. prepare and submit to the Board those reports required by the Board or by law.

B.O.E. Amended 13 Aug 1979

B.O.E. Amended 10 Jul 2000

LEGAL REFERENCE: KSA 72-8202d