

- ( ) Required
- (X) Local
- (x) Notice

**APPOINTED BOARD OFFICIALS**

District Clerk

The Board of Education shall annually appoint a District Clerk. The District Clerk shall:

1. keep an accurate record of the proceedings of the Board of Education and shall submit a summary of the proceedings to each Board member and the

Superintendent of Schools:

2. file all correspondence and records relating to matters of the school district involving the Board;

3. prepare and arrange publication of legal notices;

5. pay out district monies on written order of officials of the Board; and

Adoption date: 10/22/14