

DUTIES OF SCHOOL BOARD OFFICERS - CLERK

The Clerk:

1. Shall be responsible for checking and supervising the record of all meetings of the district and the School Board.
2. On or before August 15 in each year shall make and transmit to the Commissioner certified reports showing:
 - a. The condition and value of school property;
 - b. The revenues and expenditures in detail, and such other financial information required by law, rule or as may be call for by the commissioner;
 - c. The length of the school term and the enrollment and attendance by grades, and
 - d. Such other items of information as may be called for by the commissioner.
3. Shall furnish the county auditor on or before October 10 of each year an attested copy of his record showing the amount of money voted by the School Board for school purposes.
4. Shall sign all orders upon the treasurer for the payment of money for bills and salaries approved by the School Board.
5. Shall sign all contracts and agreements approved by the School Board unless the School Board authorizes the same to be signed by one of the administrative personnel.
6. Shall direct and inspect all records and reports as required of the clerk. These records and reports shall be prepared by the clerical staff of the central administration office.
7. Shall, within three days after an election, notify all persons elected of their election.
8. Shall perform such duties as the School Board, Superintendent of Schools, or the special committees may require.
9. Shall receive such salary as the School Board may determine at its organizational meeting.
10. Shall file all records, minutes, and correspondence in a space provided in the central administration office.

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433
Revised: November 27, 2006