



SECTION I: BOARD OF EDUCATION POLICY 1210

MINUTE CLERK AND ENCUMBRANCE CLERK

Purpose: To define the duties of the Minute Clerk and the Encumbrance Clerk

Minute Clerk

The Board is required by law to employ a Minute Clerk. No Board Member, Superintendent, principal, instructor, or teacher may serve as Minute Clerk or Deputy Minute Clerk.

The Minute Clerk will be present at all public meetings of the Board, keep an accurate journal of its proceedings, and perform such other duties as the Board or its committees may require.

The Board may designate a Deputy Minute Clerk and an Assistant Deputy Minute Clerk, both of whom may perform any of the duties and exercise any of the powers of the Minute Clerk with the same force and effect as if the same were done or performed by the Minute Clerk.

Encumbrance Clerk

The Board is required by law to employ an Encumbrance Clerk. No Board Member, Superintendent, treasurer or assistant treasurer, principal, instructor, or teacher may serve as Encumbrance Clerk.

The Encumbrance Clerk shall keep the books and documents of the School District and perform such other duties as the Board or its committees may require.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
 Broken Arrow Board of Education policy reviewed & affirmed, February 27, 2012.