



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Delegate Statutory Duties of Clerk to Administrative Staff

Meeting Date: January 6, 2025

Prepared by: Superintendent's Office

Date Prepared: December 27, 2024

Information Briefing Action Enclosure Item(s)

The Board needs to delegate the statutory duties of clerk to the administrative staff. This includes keeping the book of minutes of all district school board meetings, and preparation of reports that shall include the condition and value of school district property, receipts and disbursements in detail and such other financial matters that may be called for by the commissioner of the Minnesota Department of Education. If the board agrees, action is needed.