

9055—DUTIES OF THE CLERK

The Clerk of the School Board shall perform the following duties:

- ~~1. The Clerk, before entering upon duties of his/her office, shall be instructed in the faithful discharge of his/her duties as Clerk and shall execute a bond to the School District, according to law and in conformity with the policies of the School Board. Said bond, when approved, shall be deposited with the Chairperson of the School Board.~~
- ~~2. Receive such salary as the School Board may determine. Such salary shall be payment in full for all services performed by him/her as Clerk.~~
- ~~3. Perform such duties as are provided by law and he/she, together with the Chairperson, when authorized by the School Board, shall draw or cause to be drawn, sign and execute all contracts, agreements, deeds of conveyance, bonds, and orders upon the Treasurer.~~
- ~~4. Prepare and present to the School Board all necessary matters, reports, and documents.~~
- ~~5. Keep a complete and accurate record of the proceedings of the School Board. Such record shall be submitted to the School Board for its approval at its next regular meeting. When officially approved, the record shall be signed by the Chairperson and the Clerk and shall then constitute the official record of the proceedings of the School Board.~~
- ~~6. Prepare pay orders upon the Treasurer for regularly audited accounts. Such pay orders shall be officially signed by the Chairperson and the Clerk of the School Board.~~
- ~~7. Keep regular sets of books showing a detailed account of all the business of the School Board.~~
- ~~8. Keep on file all audited accounts of the School Board, numbered with the same number as the orders drawn in payment thereof.~~
- ~~9. Receive and compile all payrolls and draw orders in payment of them.~~
- ~~10. Submit all payrolls of the Civil Service employees of the School Board to the secretary of the Civil Service Commission for proper endorsement.~~
- ~~11. Notify the secretary of the Public Employees Retirement Fund of all new employees hired by the School Board and of all changes in salary or classification.~~
- ~~12. Determine the proper deductions from the payroll orders of all employees who are members of the Public Employees Retirement Fund and so instruct the School District's Payroll Benefits Department.~~
- ~~13. At the direction of the secretary of the association, the Clerk shall direct the Payroll Benefits Department to deduct from payroll orders of teachers the amounts due as payments to the treasury of the Duluth Teachers' Retirement Fund Association. All deductions shall immediately be transmitted to the treasury of the Duluth Teachers' Retirement Fund Association.~~
- ~~14. Determine the proper deductions from the payroll orders of all eligible employees under OASI program and so instruct the Payroll Benefits Department.~~

- ~~15. Procure and audit all statements for supplies purchased for the use of the schools and for all repairs made to any equipment or property of the School Board. All statements shall be properly certified as to correctness before being submitted to the Business Services Committee.~~
- ~~16. Give proper attention to all insurance of the School District, notifying the Business Services Committee of the expiration of any policies. At its direction, he/she shall obtain bids from insurance agents on needed types of insurance as the policies expire.~~
- ~~17. Operate the system of purchasing supplies set up by the School Board. No purchase may be made under the authority of the School Board by any committee, department head, or individual, without a written order of the Clerk of the School Board, except as provided elsewhere in these policies and regulations.~~
- ~~18. Prepare specifications and advertise for bids for the purchase of property or supplies at the direction of the School Board. He/she shall receive such bids and shall report the findings to the School Board, unless otherwise directed.~~
- ~~19. Upon request, furnish to the standing committees a statement of unencumbered balances in any designated account for their guidance in the consideration of purchases of supplies, equipment, or property.~~
- ~~20. In addition, the Clerk shall perform such duties as the School Board, Superintendent, or standing committees may require.~~

Adopted: ~~06-09-1970~~ ISD 709

Revised: ~~10-12-1976~~

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