Browning Public Schools **Board Agenda Request**Meeting to Be Held: 10/30/2020



Recognit	ion: Students	Staff	Parents
Informat	tion:	Old Business	Superintendent's Report
Action:	Resignation	Hiring	Contract Service Agreements
	Travel Out-of-State	Travel In State	Approvals
	Termination	Legal Matters	Other:
	This action request pertains to	Elementary (only)	High School/District Wide
Date:	10/29/2020		
То	Browning School Board of Trustees From: Corrina Guardipee-Hall ED.S. Title: Superintendent		
Subject:	Appoint District Clerk 2020	-2021	
Description: The Board of Trustees approved Crystal Tailfeathers as the interim District Clerk. I am recommending that the Board approve her officially for 2020-2021 if the recommendation to hire her for the Director of Finance is accepted.			
Financia	l Impact: N/A		
Funding	Source (Budget/grant, etc): N	N/A	
Attachm	ent(s): MCA		
Approva	l: Superintendent's Office/Fin	ance/Personnel as applicab	ble (Initial)
Commen	its:		
Board A	ction: N/A (Info)	Approved Denied	Tabled to:

MONTANA CODE ANNOTATED 2015

IMPORTANT THIS IS **NOT** THE MOST CURRENT MCA THE **2017 MCA** IS AVAILABLE HERE. PLEASE **UPDATE** YOUR BOOKMARKS.

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20-3-325. Clerk of district. (1) As provided in 20-3-321, the trustees shall employ and appoint a clerk of the district. The clerk of the district shall attend all meetings of the trustees to keep an accurate and permanent record of all the proceedings of each meeting. If the clerk is not present at a meeting, the trustees must have one of their members or a district employee act as clerk for the meeting, and that person shall supply the clerk with a certified copy of the proceedings. The clerk of the district must be the custodian of all documents, records, and reports of the trustees. Unless the trustees provide otherwise, the clerk shall:

- (a) keep an accurate and detailed accounting record of all receipts and expenditures of the district in accordance with the financial administration provisions of this title; and
 - (b) prepare the annual trustees' report required under the provisions of 20-9-213.
- (2) The clerk of the district shall provide the county treasurer with a minimum of 30 hours' notice in advance of cash demands to meet payrolls, claims, and electronic transfers that are in excess of \$50,000. If the clerk of the district fails to provide the required 30-hour notice, the district must be assessed a fee equal to any charges demanded by the state investment pool or other permissible investment manager for improperly noticed withdrawal of funds.

History: En. 75-5935 by Sec. 64, Ch. 5, L. 1971; amd. Sec. 7, Ch. 266, L. 1977; R.C.M. 1947, 75-5935; amd. Sec. 1, Ch. 196, L. 2005.

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