

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 30, 2020



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- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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
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Date: 9/23/20

To: Board of Trustees
 School District No. 9

From: Corrina Guardipee-Hall
 Superintendent of Schools

Subject: **Appoint Interim District Clerk Effective October 1, 2020**

Description: I am requesting Crystal Tailfeathers, Interim Director of Finance, be appointed as Interim District Clerk beginning October 1, 2020 until the position of Director of Finance is filled. MCA 20-3-325 requires the district to have a District Clerk as there are specific duties required of the Clerk, that are all related to Finance. In addition, the Clerk cosigns attesting to the Board Chair signature.

Financial Impact: N/A

Attachment(s): MCA 20-3-325 Clerk of District

Superintendent Action: Approved. Denied Deferred Initial & date: _____

Comments: _____

Board Action: 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.

[Previous Section](#) [MCA Contents](#) [Part Contents](#) [Search](#) [Help](#) [Next Section](#)

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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Provided by Montana Legislative Services

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Page 3 of 3