

### **Duties of Clerk/Secretary**

The superintendent shall serve as clerk-secretary to the Board. He/She shall have the authority to delegate functions of this office to members of his/her administrative staff. The duties of clerk-secretary shall include all those required by statute and State Board of Education administrative rules, in addition to the following:

1. Attend all meetings of the Board and keep a full and accurate record of the proceedings;
2. Send out notices of meetings and meeting agendas;
3. Maintain Board members' manuals of policies, by-laws and administrative regulations in current status;
4. Advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration;
5. Serve as accountant of the district and keep all such records as required by statute and the Board;
6. Prepare and submit monthly and annually financial reports showing receipts, expenditures and balances of general and special funds, all assets and liabilities of the district and such other data as will aid the Board in having a clear understanding of the district's financial operations;
7. Be custodian of all district funds and securities and deposit such funds and securities in the financial institutions designated by the Board;
8. Check all bills against the requisition orders and invoices and submit them to the Board for approval and auditing;
9. The clerk is authorized to pay the following upon presentation of a bill or at the time payment is due:
  - a. All salaries, regular and substitute;
  - b. Contacted services, including transportation;
  - c. Contracts;
  - d. Utilities;
  - e. Social security, retirement, industrial accident and fixed charges;
  - f. Bank charges;
  - g. All monthly bills for supplies and materials.

10. Prepare the payroll data sheet for all licensed and classified district employees at the opening of the school year, listing salaries to be paid according to contract or salary schedule, including withholding deductions. Prepare the monthly payroll for both regular personnel and substitutes. Maintain an absence record for each employee showing all absences from duty, recording the days of sick leave and days for other reasons;
11. Maintain a continuous budgetary control of district expenditures;
12. Direct the preparation of, and execute all business contracts for, the district as approved by the Board;
13. Keep an inventory of all school properties, showing location, description and value of all lands, buildings and equipment;
14. Keep a record of all insurance carried on the properties of the district and the premium dates and charges. File valuations with the rating bureau to establish rates as required;
15. Maintain an up-to-date personnel file on each employee;
16. Present to the Board at each meeting all communications, petitions and documents directed to the Board or to him/her for that purpose. Keep a record and file of all documents and communications of the Board and the district;
17. Be responsible for the collection of tuition from nonresident students and for building charges to group or individual users. Present bills for tuition and building usage to the proper persons;
18. Make periodic reports to the education service district, superintendents, the State Board of Education and other agencies as may be required by statute or administrative regulations;
19. Perform such other duties as may be assigned by the Board from time to time.

END OF POLICY

---

**Legal Reference(s):**

[ORS 332.107](#)

[ORS 332.505](#)