

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Adopted: 12-4-95 Revised:	Policy B-16
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CLERKS

At its organizational meeting, the Board shall appoint a board clerk, deputy board clerk, minute clerk, and an encumbrance clerk. The minute clerk shall keep a journal of Board proceedings; the encumbrance clerk shall preserve the district's books and documents; the board clerk shall countersign all warrants for school monies drawn upon the treasurer by the Board, and all shall perform other duties as the Board may request. The board clerk may sign warrants by the use of a machine which prints a facsimile of his/her signature. The deputy clerk shall act on behalf of the clerk in his/her absence.

The board clerk shall keep the district seal. The board clerk shall serve as the official service agent for the District. The board clerk shall report changes in Board membership, in writing, to the State Department of Education.

Cross Reference: B-12

Legal References: Oklahoma Statutes 70 Section 5-119
Oklahoma Statutes 70 Section 122