

**BOARD OF EDUCATION  
MINUTES CLERK**

The board of education has established the following duties for the minute's clerk:

- 1.** Attend all meetings of the board and keep an accurate journal of the proceedings thereof;
- 2.** List the approved encumbrances in the minutes of the board meetings;
- 3.** Furnish requesting newspapers in the county with copies of tentative minutes;
- 4.** Perform such other duties as required by the board of education.

The minute's clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minute's clerk.

REFERENCE: 70 O. S. 5 – 119

NOTE: Board of education members, superintendents, principals, instructors or teachers employed by the board cannot serve as minute's clerk.