

**BOARD OF EDUCATION  
MINUTES CLERK  
(REGULATION)**

The board of education has established the following duties for the minutes 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 minutes clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes clerk.

**REFERENCE:** 70 O.S. §5-119

**NOTE:** Board of education members cannot serve as minutes clerk. Superintendents, principals, instructors, or teachers employed by the board may not serve as minutes clerk.