

**BOARD OF EDUCATION  
MINUTES CLERK**

The board of education shall employ a minutes clerk to keep an accurate journal of the proceedings of the board of education and perform such other duties as the board of education or its committees may require. The minutes clerk shall be bonded in the amount of \$1000.00.

No member of the board, superintendent, principal, instructor, or teacher employed by the board shall be qualified to serve as minutes clerk. However, the minutes clerk may serve as the encumbrance clerk.

The minutes clerk shall keep complete records of board meetings to include the following:

- A complete record of members present and absent
- All matters considered by the board.
- All actions taken by the board, including resolutions and motions in full.

Minutes shall also reflect compliance with Oklahoma Open Meeting Act.

Copies of the minutes of a meeting shall be sent to members of the board before the meeting at which they are to be approved. Corrections of the minutes may be made at the meeting at which they are approved. Permanent minutes shall be signed by the board president and the board clerk.

Reference: O.S. 70-5-119.