

STAFF
SECRETARIAL STAFF

The board of education recognizes the need for a trained, efficient secretarial staff. Secretaries are often the first contact that the public has with the school. Therefore, they have an important role in public relations for the school.

These positions are:

1. Minutes Clerk: The minutes clerk prepares materials for all board meetings, takes notes during all board meetings and transcribes the notes to official minutes of the board.
2. Treasurer: The treasurer records all financial transactions of the General Fund, Building Fund, Bond Fund and Lunch Fund and reports monthly to the board on the activity of each of these funds.
3. Encumbrance Clerk: The encumbrance clerk prepares encumbrances for board approval. Encumbrances shall be made in the General Fund, Building Fund, Bond Fund and Lunch Fund.
4. Secretary: The school secretary shall be responsible for the daily operation of the school office.
5. Activity Fund Clerk: The activity fund clerk records all financial transactions of the activity fund and reports monthly to the board on the activity of each of the sub-funds within the activity fund.