

MINUTES CLERK

The Board of Education has established the following duties for the minute clerk:

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof.
2. Furnish tentative minutes to newspapers requesting copies.
3. Perform such other duties as directed by the board of education.

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

Reference: OKLA. STAT. tit. 70 §5-119