

Policies

Newport Public Schools Article IV – Duties of Officers – Duties of the Clerk

No. 1572

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The Superintendent of Schools shall serve as the clerk for the School Committee. The clerk shall keep a complete and accurate record of all meetings. It shall be his or her duty to notify members of meetings, and to perform all other clerical duties usually pertaining to the office. Minutes and records of the committee meetings shall be submitted to the committee for approval.

Mail addressed to the School Committee only shall be received and opened by the clerk. Mail addressed to individual School Committee members shall be given directly to them. In both instances, the Superintendent or his or her designee shall promptly notify School Committee members of mail received.

It shall be the clerk's responsibility to preserve all papers and other records relating to the business of the committee. Whenever applicable, the word "secretary" as used in Robert's Rules of Order, Latest Revision, shall be synonymous with the word "clerk" as used in these bylaws.

The clerk shall be assisted in this work by the Superintendent's secretary or such other person designated by the Superintendent who shall perform all the physical duties of this office.

History: BCD/BCC 10/9/61, 1978; BDDG, 1978

Revised: 1st Reading, December 12, 2017

2nd Reading & Adoption, January 9, 2018