

THE BOARD OF DIRECTORS

Secretary

The superintendent as board secretary shall be responsible for:

1. Maintaining an accurate and complete record of all board proceedings;
2. Taking charge of the board's books and documents;
3. Drawing and signing all warrants authorized by the board;
4. Sending out notices of meetings and other relevant communications to the board members and the public;
5. Preparing agendas and supplementary documents as authorized by the board;
6. Submitting required reports to the educational service district and to state and national agencies;
7. Authorizing the investment of district surplus funds by the county treasurer; and
8. Carrying out other duties as directed by the board and required by law.

Legal References: RCW 28A.400.030 Superintendent's duties

Adoption Date: November 26, 1991

Revised and Renumbered: February 14, 2001
(from 1250 to 1230)