

Duties of Secretary

The Superintendent, as Board secretary, shall be responsible for:

- A. Attending all Board meetings and maintaining an accurate and complete record of all Board proceedings;
- B. Taking charge of the Board's books and documents;
- C. Drawing and signing all warrants authorized by the Board;
- D. Sending out notices of all annual or special elections as required by law, giving notice of all regular and special Board meetings and other relevant communications to Board members and the public;
- E. Preparing agendas and supplementary documents as authorized by the Board;
- F. Submitting required reports to the educational service district and to state and federal agencies;
- G. Keeping accurate and detailed accounts of all receipts and expenditures of district money;
- H. Authorizing the investment of Olympia School District surplus funds by the county treasurer; and,
- I. Carrying out other duties as directed by the Board and required by law.

In the absence of both the President and Vice President, the Superintendent shall call the Board meeting to order, provided a quorum is present, and conduct the election of a president pro tempore from the members present.

Cross References: 1225 - School Director Legislative Program

Legal References: RCW 28A.400.030 - Duties of Superintendent

Adoption Date: 11.27.73

Renumbered: 05.12.03

Olympia School District

Classification: Discretionary

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