

SECRETARY

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

- A. 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 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 national agencies;
- G. Authorizing the investment of District surplus funds by the county treasurer; and,
- H. Carrying out other duties as directed by the Board and required by law.

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



LEGAL REFERENCES *RCW 28A.400.030* *Superintendent’s duties*



<i>POLICY ADOPTED</i>	<i>November 27, 1973</i>
<i>REVISED</i>	<i>December 17, 1979</i>
	<i>March 23, 1981</i>
	<i>November 13, 1990</i>
	<i>October 28, 1991</i>
	<i>February 10, 1992</i>
	<i>June 28, 1994</i>
	<i>July 20, 1998</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>
<i>REVISED</i>	<i>November 22, 2010</i>