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