

OGP-4
Secretary

The Superintendent as Board secretary shall be responsible for:

A. Attending all Board meetings, unless reasonably excused by the Board President, and causing to have made a record of the proceedings;

B. Maintaining an accurate and complete record of all Board proceedings;

C. Taking charge of the Board's books and documents;

D. Drawing and signing all warrants authorized by the Board;

E. Sending out notices of meetings and other relevant communications to Board members and the public;

F. Preparing agendas and supplementary documents as authorized by the Board;

G. Submitting required reports to the Educational Service District (ESD) and to state and national agencies;

H. Authorizing the investment of District surplus funds by the county treasurer; and

I. Carrying out other duties as directed by the Board and required by law.

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Legal Reference:

RCW 28A.400.030 Superintendent's duties

November, 2015 – Adoption