

### **Secretary**

A Board Secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the Board Secretary will take the oath of office during the meeting at which the individual was appointed (or no later than ten days thereafter) and annual meetings thereafter. It is the responsibility of the Board to evaluate the Board Secretary biennially.

It is the responsibility of the Board Secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the Board; to keep complete minutes of special and regular Board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students.

Adopted: May 8, 1967  
Revised: September 16, 2013  
Revised: August 13, 2018  
Reviewed: November 13, 2023