Secretary

The Superintendent as Board secretary will 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.

Legal Reference: RCW 28A.400.030 Superintendent’s Duties

Adoption Date: 04.01.97