

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.
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Legal Reference(s)

RCW 28A.400.030 – Superintendent's Duties

Adoption Date:	Sept. 17, 2012
School District Name:	Mary Walker School District No. 207
Revised:	04.97
Classification:	Optional