

**WHITE RIVER SCHOOL DISTRICT #416
BOARD POLICY**

No. 1230

1000 - THE BOARD OF DIRECTORS

Board Organization

1230 - Duties of the Secretary

The superintendent, as secretary of the board, shall be responsible for maintaining an accurate and complete record of all board proceedings, take charge of the board's books and documents, draw and sign all orders for warrants authorized by the board, send out notices of meetings and other relevant communications to board members and the public, prepare agendas and supplementary documents as authorized by the board, submit required reports to the Educational Service District and to state and national agencies, and carry out other duties as directed by the board and as required by law.

Legal Reference: RCW 28A.400.030 Superintendent's duties

Original Adoption: January 28, 1981

Revised: February 26, 2003