

Duties of the Secretary/Clerk of the Board

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 sign all orders for 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 as required by law.

The superintendent shall also be the clerk of the board and perform the legal duties required of a school board clerk under state law.

The superintendent shall exercise all other duties and responsibilities authorized by law and by district policies.

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