

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. The board secretary will be evaluated annually.

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. The board secretary will also be responsible for filing the required reports with the Iowa Department of Education.

The board will appoint a board secretary when the board secretary is unable to fulfill the responsibilities set out by the board and the law. The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8, .10-.11; 299.10
281 I.A.C. 12.3(1).

Cross Reference: 202.2 Oath of Office
206.4 Treasurer
210.1 Annual Meeting
215 Board of Directors' Records
501.10 Truancy - Unexcused Absences
707.1 Secretary's Reports
708 Care, Maintenance and Disposal of School District Records

Approved June 27, 2013

Reviewed November 9, 2020

Revised _____