

<i>Policy</i>	<i>Title</i>	<i>Code</i>
	SCHOOL COMMITTEE APPOINTED OFFICIALS	BDC

HOLLISTON

<p><u>Secretary</u></p> <p>The secretary shall be elected by the School Committee as provided by law and shall serve as secretary and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as majority of the Committee may direct.</p> <p>The secretary will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by state or the town.</p> <p>The School Committee secretary may be a school employee such as the superintendent's secretary. However, when acting in this capacity, this person reports directly to the School Committee via the chairperson.</p>
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First Reading:	December 4, 1997
Second Reading:	Waived
Third Reading	Waived
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Policy Amended:	
Policy Reviewed:	December 18, 2017
Legal References:	
Policy Cross Reference:	
Procedure Reference:	