

## SECRETARY

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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.

**Legal Reference:** RCW 28A.400.030

Superintendent's duties