Sumner School District
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Policy No. 1230
Board By-Laws

SECRETARY

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

Revised 11/2005
Revised 2/2012 and approved March 14, 2012