



OGP-4 Secretary

Policy Type: Operational Governance Policy

The Superintendent as Board secretary shall be responsible for:

- A. Attending all Board meetings, unless reasonably excused by the Board President and causing to have made a record of the proceedings;
- B. Maintaining an accurate and complete record of all Board proceedings;
- C. Taking charge of the Board's books and documents;
- D. Drawing and signing all warrants authorized by the Board;
- E. Sending out notices of meetings and other relevant communications to Board members and the public;
- F. Preparing agendas and supplementary documents as authorized by the Board;
- G. Submitting required reports to the Educational Service District (ESD) and to state and national agencies;
- H. Authorizing the investment of District surplus funds by the county treasurer; and
- I. Carrying out other duties as directed by the Board and required by law.

Legal Reference:

RCW 28A.400.030 Superintendent's duties

November, 2015 – Adoption
September, 2022 - Revised
October 7, 2024 – Updated format