

BOARD OF DIRECTORS

Series 200

POLICY TITLE BOARD SECRETARY

No. 206.3

A board secretary may be appointed from district employees, not in 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 shall perform the duties as required by law.

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 keep an accurate account of claims and expenses incurred and present to the board for audit and payment; and to countersign warrants drawn on the school funds after board approval. The board secretary may designate an individual(s) to assist with responding to and processing requests for records of the district. The board secretary will also be responsible for filing the required reports with the Iowa Department of Education.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the superintendent or designee will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond or be covered by an insurance policy in an amount set by the board. The cost of the bond or insurance policy 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

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