

THE BOARD OF DIRECTORS

Secretary

The superintendent as board secretary shall be responsible for:

- A. Attending all meetings of the board and 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.

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**Legal Reference:**

RCW 28A.400.030 Superintendent's duties

Adoption Date: April 10, 1985

Revision: October 11, 1995

Revised: May 23, 2001