

Secretary

The Superintendent as Board Secretary shall be responsible for:

1. Maintaining an accurate and complete record of all Board proceedings;
2. Taking charge of the Board's books and documents;
3. Drawing and signing all warrants authorized by the Board;
4. Sending out notices of meetings and other relevant communications to Board members and the public;
5. Preparing agenda and supplementary documents as authorized by the Board;
6. Submitting required reports to the educational service district and to state and national agencies;
7. Authorizing the investment of district surplus funds by the County Treasurer; and
8. Carrying out other duties as directed by the Board and required by law.

Legal Reference: RCW 28A.400.030 Superintendent's duties

Bremerton School District

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| Adopted: | <u>11/17/83</u> | <u> </u> | <u> </u> |
| Revised: | <u> </u> | <u> </u> | <u> </u> |
| Affirmed: | <u>8/13/92</u> | <u>3/19/98</u> | <u> </u> |