

BOARD BYLAWS

SUBJECT: Secretary to the Board of Education

As Secretary to the Board of Education, the Superintendent shall be responsible to:

1. Supervise the care of all records, proceedings and documents of the Board of Education.
2. Prepare agendas for meetings of the Board of Education.
3. Notify members of all Board meetings.
4. Supervise the keeping of the minutes of the meetings.
5. Conduct the official correspondence of the Board of Education.
6. Sign and execute official papers as authorized by the Board of Education.
7. Submit to Board Officers correspondence addressed to them.

An Acting Superintendent may serve as Acting Secretary to the Board of Education in the absence of the Superintendent.

Legal Reference:

EDUCATION CODE

35025 - Secretary and bookkeeper