

## SECRETARY

It shall be the responsibility of the board to annually appoint a board secretary.

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public at the board meeting held each year after July 1 and no later than August 15, to serve a one year term of office. To finalize the appointment, the board secretary shall take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. *[It shall be the responsibility of the board to evaluate the board secretary annually.]*

It shall be 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 sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary shall 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, appropriate AEA individual shall assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary shall give bond in an amount set by the board. The cost of the bond will be paid by the school district.

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