

Board Policy

Code No. 206.3E1

SECRETARY

At the annual meeting of the Board held in September, the Board shall appoint a secretary. The individual may not be a teacher employed by the Board but may be another employee of the District. The term of appointment shall be for one year.

The Secretary of the Board or designee shall:

- File and preserve copies of all reports made to the state and Area Education Agency Chief Administrator and all papers transmitted to them pertaining to the business of the District.
- Keep a complete record (minutes) of all proceedings of the meetings of the Board.
- Process nomination papers for all Board of Director's elections.
- Arrange for all Board of Directors elections with the County Commissioner of Elections (auditor).
- Keep a record of all regular or special elections as directed by the County Commissioner of Elections (auditor).
- Keep a record of each fund deposited with the Treasurer.
- Keep an account of all bills and present them to the Board for audit and approval for payment.
- Make and file with the Board monthly financial statements, showing receipts, disbursements, and the remaining balance in each fund.
- Countersign all warrants and drafts upon the county treasurer drawn and signed by the President.
- Draw warrants for claims allowed by the Board, countersign and keep a record of them, showing fund upon which the warrant is drawn, the date, name of vendor, purpose and the amount.
- Report to the Department of Education, county auditor, and county treasurer, the names of the President, the Secretary, and the Treasurer of the Board of Directors as soon as practicable after each officer has qualified.
- Request reports from private schools regarding the attendance of pupils between the ages of seven and 16.
- Request reports regarding private instruction of pupils between the ages of seven and 16.
- Prepare the agenda with the advice of the President of the Board and the Superintendent.
- Make necessary arrangements for Board meetings, including notification of all Board or committee meetings and prepare and distribute the Board Packet containing the agenda and supporting information relating to the agenda as required by law.
- Interface between the Board and appropriate counsel.
- Prepare and publish annually the listing of salaries paid to individuals regularly employed by the District.
- Mail itemized tuition statements on or before February 15 and June 15 of each year for out-of-district tuition students and mail tuition statements as required by Board policy.
- Call to the attention of the Board any pertinent legal requirements relating to matters for which the Secretary is responsible.
- Handle legal advertisements as required and requested by the Board.
- Countersign all interest-bearing school bonds issued by the District.
- Perform such other duties as may from time to time be required by the Board of Directors, the Superintendent, or the law.
- Prepare and publish once monthly a schedule of bills approved by the Board of Directors in accordance with the Iowa Code.
- Furnish a copy of the proceedings of each regular, adjourned or special meeting of the Board for publication in accordance with the Iowa Code.
- Obtain, gather, and organize pertinent data as needed or desired by the Board and as directed by the Superintendent, and put into usable form.
- Maintain Board Policy Book and distribute new, revised, and reapproved policies as required.

Indicates Primary Responsibility:

- Board Secretary
- Superintendent's Administrative Assistant
- Director of Finance & Business Services
- Assistant Superintendent's Assistant

Legal References: Iowa Code §§ 279.3; 279.30; 291.2; 291.6 through 291.11

Approved: August 14, 1967

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