

Board Policy

Code No. 206.3

SECRETARY

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. [It is the responsibility of the board to evaluate the board secretary every other year.]

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the superintendent's assistant will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-8, .10-.11; 299.10 (2013).
281 I.A.C. 12.3(1).

Cross Reference: 202.2 Oath of Office
206.4 Treasurer
210.1 Annual Meeting of the Board
501.10 Truancy - Unexcused Absences
707.1 Secretary's Report
708 Care, Maintenance and Disposal of School District Records

Approved: August 1, 2011

Reapproved: February 3, 2014