

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. 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.

At the annual meeting of the Board, 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:

- Keep a complete record (minutes) of all proceedings of the meeting of the Board
- Countersign all warrants and drafts upon the county treasurer drawn and signed by the President.
- Call to the attention of the Board any pertinent legal requirements relating to matters for which the Secretary is responsible.
- 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.
- Furnish a copy of the proceedings of each regular, adjourned or special meeting of the Board for publication in accordance with the Iowa Code.

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).

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

Bettendorf Community School District
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Approved: August 1, 2011

Reapproved: February 3, 2014

Revised: October 21, 2019