

Board of Directors Series 200

Policy Title: BOARD OFFICERS-SECRETARY

Code No. 206.3

It shall be the responsibility of the school board to annually appoint a board secretary. A board secretary shall be appointed from the school district staff, other than a position requiring a teaching certificate, or from the public.

To finalize the appointment, the board secretary shall take the oath of office during the meeting at which the individual was appointed on or later than ten days thereafter. 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 meetings; 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.** ~~State Department of Education.~~ In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, **the Director of the district office or Superintendent will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed.** ~~the board shall appoint a new board secretary.~~

The board secretary will give a bond in an amount set by the board. ~~shall be covered by the single blanket bond that covers the employees of the district.~~

The cost of the bond will be paid by the school district.

Date of Adoption: 5/14/73 Revised: 12/17/84 Revised: 9/16/92 Reviewed: 12/11/96 Reviewed: 2/20/02
Reviewed: 2/21/07 Reviewed: 1/16/13

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

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