

## **BOARD OF DIRECTORS**

### Secretary

The superintendent as board secretary will be responsible for:

- A. Maintaining an accurate and complete record of all board proceedings;
- B. Maintaining an accurate and complete record of all business related to written communications to or from the Board;
- C. Taking charge of the Board's books and documents;
- D. Drawing and signing all warrants authorized by the Board;
- E. Sending out notices of meetings and other relevant communications to board members and the public;
- F. Providing adequate public notice of all official meetings of the Board as required by law;
- G. Preparing agendas and supplementary documents as authorized by the Board;
- H. Submitting required reports to the Educational Service District and to state and national agencies;
- I. Authorizing the investment of district surplus funds by the County Treasurer; and
- J. Carrying out other duties as directed by the Board and required by law.

Legal Reference:

RCW 28A.400.030

Superintendent's duties

**Date: 1/29/79; 11/16/89; 1/19/98; 3/8/04; 2/6/20.**

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**