

Secretary

01 Secretary

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03 ~~The superintendent shall act as secretary of the Governing Board.~~

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05 ~~As secretary, the superintendent shall:~~

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07 ~~1. Prepare and handle the Governing Board agenda.~~

08 ~~2. Prepare and handle the Governing Board minutes.~~

09 ~~3. Prepare a tentative calendar for the ensuing school year to be~~
10 ~~considered by the Governing Board at the first regular meeting in April.~~

11 ~~This calendar shall become final if not changed at a regular meeting~~
12 ~~prior to September 1st of each year by the majority vote of the~~
13 ~~Governing Board.~~

14 ~~4. Submit to the president of the Governing Board all correspondence~~
15 ~~addressed to the president or to the Governing Board.~~

16 ~~5. Submit to the clerk of the Governing Board all correspondence~~
17 ~~addressed to the clerk.~~

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20 The Governing Board shall appoint the Superintendent to serve as Secretary
21 to the Board. The Secretary to the Board shall be responsible for maintaining
22 an accurate and complete record of all Board proceedings and shall:

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24 1. Prepare the agenda in consultation with the Board President;

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26 2. Distribute and maintain the Board agenda;

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28 2. Record, distribute and maintain the Board minutes;

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30 3. Maintain Board records and documents;

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32 4. Conduct official correspondence for the Board;

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34 5. As directed by the Board, sign and execute official papers; and

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36 6. Perform other duties as assigned by the Board.

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38 Legal Reference:

39 EDUCATION CODE

40 35025 Secretary and bookkeeper

Secretary

- 41 35143 Annual organizational meetings; dates and notice
- 42 35250 Duty to keep certain records and reports
- 43 GOVERNMENT CODE
- 44 54950-54963 Ralph M. Brown Act
- 45
- 46 Management Resources:
- 47 CSBA PUBLICATIONS
- 48 CSBA Professional Governance Standards, 2000
- 49 Maximizing School Board Leadership: Boardsmanship, 1996
- 50 WEB SITES
- 51 CSBA: <http://www.csba.org>
- 52

Adopted: 1/08/85; Revised: 1/12/99, _____