

Policy Subject DUTIES OF BOARD SECRETARY	Location Code 202.3	Adoption Date 3/6/82
	Rescinds/Amends	Adopted

The secretary shall keep an accurate record of the proceedings of the board and shall submit a copy of the proceedings to each school board member and to the superintendent. The secretary shall perform those duties as prescribed by law. The secretary shall have a bond in such sum as may be fixed by the board. The cost of such bond shall be paid by the school district.

The signature of the secretary of the board of education shall be required on all checks or warrants to satisfy general fund obligations of the school district. This signature may be either personal or facsimile in nature.