

## SECRETARY

It shall be the responsibility of the Board of Education to appoint a Board Secretary. The Board Secretary shall be an employee of the district, other than a position requiring a teaching certificate. To finalize the appointment, the Board Secretary shall take the oath of office during the meeting at which the individual was appointed or no later than 10 days thereafter.

It is 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 sessions; to arrange for all School Board Elections with the County Commissioner of Elections; 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 in conjunction with the Director of Student and At-Risk Services. The Board Secretary may designate an individual(s) to assist with responding to and processing requests for records of the District. The Board Secretary will also be responsible for filing the required reports with the Iowa Department of Education.

In the event the Board Secretary is unable to fulfill the responsibilities set out by the Board and the law, the Board President may appoint a temporary Board Secretary who shall assume those duties until the Board Secretary is able to resume his/her responsibilities or until a new Board Secretary is appointed. The Board Secretary will give bond or be covered by an insurance policy in an amount set by the Board. The cost of the bond or insurance policy will be paid by the school district.

Legal Ref: Iowa Code §§ 12B.10; 12C; 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 Ref: 202.2 Oath of Office  
206.4 Treasurer  
210.1 Annual Meeting  
215 Board of Directors' Records  
215-E1 Board of Directors' Records – Board Meeting Minutes  
701.1 Depository of Funds  
704.3 Investments  
707.1 Presentation and Publication of Financial Information  
708.0 Care, Maintenance and Disposal of School District Records

ADOPTED: 9/83  
2/12/90  
4/26/93  
12/8/03  
8/26/24  
4/28/25

Reviewed: 3/93, 10/20/99, 11/14/02, 11/13/03, 10/4/07, 3/7/12, 4/6/17, 2/3/22, 8/1/24, 4/3/25