

APPOINTED OFFICIALS**SECRETARY**

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 arrange for all School Board Elections with the County Commissioner of Elections; to keep a record of the results of regular and special elections; and to sign warrants drawn on school funds with Board approval. The Board Secretary shall also be responsible for filing the required reports with the State Department of Education. The Board Secretary will act as parliamentarian as necessary.

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.

TREASURER

It shall be the responsibility of the Board Treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities.

The Board Treasurer shall report to the Board on a regular basis (at minimum, quarterly) about the receipts, disbursements and balances of the various funds. This report shall be in written form and included with the agenda.

If the Board Treasurer is unable to carry out the duties required, the Board President may appoint a temporary Board Treasurer who shall assume those duties until the Board Treasurer is able to resume his/her responsibilities or until a new Board Treasurer is appointed.

ADOPTED: 4/26/93
10/20/99
11/14/02
10/4/07

Reviewed: 3/93, 11/14/02, 11/13/03, 10/4/07, 3/7/12, 4/6/17, 2/3/22