

SECRETARY

The board shall appoint a school board secretary from the district staff, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary shall take the oath of office at the meeting at which the individual was appointed or no later than ten days thereafter.

It shall be the responsibility of the secretary, as custodian of the school district's records, to preserve and maintain the records and documents pertaining to the business of the board of directors, to keep complete minutes for special and regular school board meetings, to keep a record of the results of regular and special elections, to keep an accurate account of school funds, and to sign warrants drawn on the school funds after board approval. The secretary shall also be responsible for filing the required reports with the State Department of Education.

In the event that the secretary is unable to fulfill the responsibilities set out by the board and the law, the board president or designee shall appoint someone to assume those duties until the board secretary is able to resume the responsibility or a new secretary is appointed.

The secretary shall be covered by a public employee bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§277.27, 279.3, .5, .7, 291.2-.4, .6-.11, .15 (2015).  
281 Iowa Admin. Code 12.3(l).

Cross Reference: 202.2 Oath of Office  
206.3E1 Board Secretary Job Description  
206.4 Treasurer  
501.10 Student Absences - Unexcused  
710 Insurance Program

Approved: September 24, 1990  
Reviewed: May 9, 2016  
Revised: January 12, 2004