

Secretary

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed (or no later than ten days thereafter) and annual meetings thereafter. It is the responsibility of the board to evaluate the board secretary biennially.

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 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.

The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Adopted: May 8, 1967
Reviewed: August 15, 2011
Revised: September 16, 2013

Legal Reference:
Code of Iowa Ch. 64; 279.3, .5, .7, .32, .33, 35;
291.2-.4, .6-.8, .10-.11, 299.10, .16 (2005)