BOARD OF DIRECTORS

Secretary

The superintendent as board secretary will be responsible for:

A. Maintaining an accurate and complete record of all board proceedings;
B. Maintaining an accurate and complete record of all business related to written
communications to or from the Board;
C. Taking charge of the Board's books and documents;
D. Drawing and signing all warrants authorized by the Board;
E. Sending out notices of meetings and other relevant communications to board members and
the public;
F. Providing adequate public notice of all official meetings of the Board as required by law;
G. Preparing agendas and supplementary documents as authorized by the Board;
H. Submitting required reports to the Educational Service District and to state and national
agencies;
I. Authorizing the investment of district surplus funds by the County Treasurer; and
J. Carrying out other duties as directed by the Board and required by law.

Legal Reference: RCW 28A.400.030 Superintendent's duties

Date: 1/29/79; 11/16/89; 1/19/98; 3/8/04; 2/6/20.

PORT TOWNSEND SCHOOL DISTRICT NO. 50