

## SAYDEL COMMUNITY SCHOOL DISTRICT

### SECRETARY

It will be the responsibility of the Board to appoint a Board Secretary. The Board Secretary cannot be a teacher employed by the Board but may be another employee of the district. To finalize the appointment, the Board Secretary will take the oath of office during the meeting at which the individual was appointed or not later than ten days thereafter.

It will be the responsibility of the Board Secretary to file and preserve the records and documents pertaining to the business of the Board; to keep complete minutes of special and regular board meetings, including closed sessions; and to keep a record of the results of regular and special elections.

It will also be the responsibility of the Board Secretary to file monthly, with the Board, a complete statement of all receipts and disbursements from the various funds during the preceding month and also the balance remaining on hand in the various funds at the close of the period covered by said statement. All monthly statements will be open to public inspection.

In the event the Board Secretary is unable to fulfill the responsibilities set out by the Board and the law, the Superintendent will assume those duties until the Board Secretary is able to resume the responsibility or a new Board Secretary is appointed.

**Legal Reference:** Iowa Code 12B.10; 12C; 64; 277.27; 279.3, .5, .7, .31 - .33, .35; 291.2 - .4, .6 - .15; 299.10, .16 (1995)  
281 I.A.C. 12.3(1).  
1978 Op. Att'y Gen. 328.

**Cross Reference:** 202.2 Oath of Office  
210.1 Annual Meeting  
215 Board of Directors' Records  
704.3 Investments  
707 Fiscal Reports  
708 Care, Maintenance and Disposal of School District Records

**Approved:** 9-19-06

**Reviewed:** December 2013

**Revised:** December 2013