

The superintendent as Board secretary shall be responsible for:

- A. Maintaining an accurate and complete record of all Board proceedings;
- B. Taking charge of the Board's books and documents;
- C. Drawing and signing all warrants authorized by the Board;
- D. Sending out notices of meetings and other relevant communications to Board members and the public;
- E. Preparing agendas and supplementary documents as authorized by the Board;
- F. Submitting required reports to the Educational Service District (ESD) and to state and national agencies;
- G. Authorizing the investment of District surplus funds by the county treasurer; and
- H. Carrying out other duties as directed by the Board and required by law.

Legal Reference:

RCW 28A.400.030 Superintendent's duties

November 18, 2015 – Adoption