

It shall be the responsibility of the school board to annually appoint a board secretary. A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. The board may appoint the same individual to serve as both secretary and treasurer. To finalize the appointment, the board secretary shall take the oath of office during the meeting at which the individual was appointed no later than ten (10) days thereafter.

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.

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 meetings; 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 also be responsible for filing the required reports with the Iowa Department of Education.

The secretary shall perform the following tasks:

1. File and preserve copies of all reports made to the AEA 10 Director and all papers transmitted to him/her pertaining to the business of the district.
2. Keep a complete record of all proceedings of the meetings of the board.
3. Keep a record of all regular or special elections.
4. Keep a record of each fund deposited with the treasurer.
5. Keep an accurate account of all bills and present them to the board for audit and approval for payment.
6. Make and file with the board monthly financial statements, showing receipts, disbursements and the remaining balance in each fund.
7. Countersign all warrants and drafts upon the county-treasurers drawn on and signed by the President. Draw warrants for claims allowed by the board, countersign and keep a record of them, showing the fund upon which the warrant is drawn, the date, name of vendor, purpose and amount.
8. File all required reports with the AEA 10 Director.
9. Report to the AEA 10 Director, county auditor, and the county treasurer, the name of the president, the secretary and the treasurer of the school board as soon as practical after each officer has qualified.
10. Prepare and publish monthly financial statements for the district.
11. Arrange for all school board elections with the county auditor.
12. Handle legal advertisements.
13. Shall countersign all interest-bearing school bond issues.
14. Perform such other duties from time to time as may be required by the board of education, superintendent, or by law.
15. In the event both the President and Vice-President are absent the Secretary shall serve as temporary chairperson for the purpose of selecting a President pro-tempore.

16. The above tasks may be delegated with the exceptions of numbers 8 and 16.
17. And any other duties as assigned by the board.

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

Approved: 11/23/92

Reviewed and Revised: 11/23/92; 11/95; 8/99; 09/26/05; 12/22/08; 10/22/12; 10/26/20