

The superintendent shall act as secretary of the Board of Trustees. As secretary, the superintendent, or designee, shall

1. Prepare the board agenda.
2. Prepare the board minutes.
3. Handle and care for all district and board records and documents.
4. Submit to the president of the board all correspondence addressed to the president or to the board.
5. Submit to the clerk of the board all correspondence addressed to the clerk.
6. Perform such other duties as may be prescribed by the Board of Trustees or by state statutes.

Legal References:

Education Code

35025	Secretary
35026	District Superintendent
35035	Superintendent Duties
35250	Article 8. Records and Reports

Bylaw Adopted:

October 9, 1980

Revised: October 26, 1989

Reviewed: January 1993

References Revised: May 2004

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