

**BOARD OF DIRECTORS**Secretary of the Board

The Superintendent, as Secretary of the Board, shall be responsible for:

1. Maintaining an accurate and complete record of all Board proceedings.
2. Taking charge of the Board's books and documents.
3. Sign all orders for warrants ordered to be issued by the Board.
4. Preparing agendas and supplementary documents as authorized by the Board.
5. Sending out notices of meetings and other relevant communications to Board members and the public.
6. Submitting required reports to the Educational Service District and to the state and national agencies.
7. Authorizing the investment of school district surplus funds by the Benton County Treasurer.
8. Carrying out other duties as directed by the Board and required by law.

Legal Reference: RCW [28A.400.030](#) Superintendent's Duties

Adopted: June 10, 1992