

SECTION 120 SECRETARY OF THE SCHOOL BOARD

The Director of Business Operations or designee shall act as secretary to the School Board and will attend all regular meetings of the Board.

The secretary shall keep the minutes of the meeting and publish them according to law; shall publish all legal notices; shall keep the financial records of the school district funds, and shall perform all other duties incident to the position.

Approved - Dec. 12, 1983  
Revised - August 26, 1996  
**Revised – October 14, 2013**