

DUTIES OF THE SECRETARY

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The specific duties of the secretary to the Board of Education shall include, but not be limited to,

- I. To keep a full and accurate record of the proceedings of the Board.
- II. To send out notices of Board meetings.
- III. To keep Board policies in good order.
- IV. To advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration.
- V. To prepare, or cause to be prepared, the agenda for each meeting.
- VI. To perform all other duties as may be prescribed by the Board of Education.

Adopted: October 6, 1976