

BYLAWS OF THE BOARD

Secretary

The Superintendent shall act as secretary of the Board of Trustees. As secretary, the Superintendent shall:

1. Prepare and handle the Board of Trustees agenda.
2. Prepare and handle the Board of Trustees minutes.
3. Handle and care for all district and Board of Trustees records and documents.
4. Prepare a tentative calendar for the school year next ensuing for the consideration of the Board of Trustees at the first regular meeting in April. This calendar shall become final if not changed by the majority vote of the Board of Trustees at a regular meeting prior to September 1 of each year.
5. Submit to the president of the Board of Trustees all correspondence addressed to the president or to the Board of Trustees.
6. Submit to the clerk of the Board of Trustees all correspondence addressed to the clerk.

Legal Reference: Education Code
35025 Secretary and bookkeeper
35034 District superintendent of certain unified districts (acts as secretary of the board)
35250 Duty to keep certain records and reports

Adopted: November 25, 1986