

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; publish board proceedings and the schedule of bills allowed (including a list of claims allowed); to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary may designate an individual(s) to assist with responding to and processing requests for records of the district. The board secretary will also be responsible for filing the required reports with the Board of Directors, the Iowa Department of Education, and all other entities, as required. The secretary shall coordinate with the treasurer regarding financial records, financial reporting, and cash flow needs of the school district.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the board treasurer will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond or be covered by an insurance policy in an amount set by the board. The cost of the bond or insurance policy will be paid by the school district.

Approved: 11/23/92

Reviewed and Revised: 11/23/92; 11/95; 8/99; 09/26/05; 12/22/08; 10/22/12; 10/26/20; 7/28/25; 7/27/26