Bylaws of the Board

Secretary

The Superintendent or designee, acting as secretary to the Governing Board, shall:

1. Be responsible for the preparation and distribution of the Board agenda.

2. Prepare and distribute the minutes of each public meeting of the Board.

3. Assume responsibilities for all district and Board records and documents.

4. Prepare and distribute, publish, mail or post all necessary notices and advertisements.

5. Conduct such activities as the Board may assign or request from time to time.

6. Prepare and maintain a master calendar identifying the Board meetings at which all requested reports shall be made.

Legal Reference:

CALIFORNIA EDUCATION CODE

35020 Duties of Employees Fixed by Governing Board
35025 Secretary and Bookkeeper

Lompoc Unified School District
Adopted: (5/75 12/85 3/00) 9/05