

**SECRETARY**

The Superintendent shall serve as Secretary to the Board of Trustees and shall have the following duties and responsibilities:

1. To prepare and transmit agendas of Board meeting and supporting information to the Board and other appropriate persons and agencies.
2. To keep a proper and complete record of the proceedings and of the meetings of the Board and to distribute copies of the minutes of all such meetings to the members of the Board and to all other appropriate persons and agencies.
3. To post all legal notices and prepare and sign all legal documents and State reports.
4. To protect and preserve all District and Board records and documents.
5. To prepare a tentative calendar of regular Board meeting dates for the school year next ensuing for the consideration of the Board no later than the last regular meeting in November of each year.
6. To perform such other duties as may be prescribed by the Board of Trustees or by State statutes.

Reference: Education Code Sections 35025, 35026, 35040, 35250

Bylaw adopted: November 22, 1976, December 3, 1979