

SECRETARY-TREASURER

It shall be the responsibility of the board to annually appoint a board secretary-treasurer.

A board secretary-treasurer may be appointed from school district employees, other than a position requiring a teaching certificate, or from the public at the board meeting held each year after July 1 and no later than August 15, to serve a one year term of office. To finalize the appointment, the board secretary-treasurer shall take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It shall be the responsibility of the board secretary-treasurer, 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 meetings; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary-treasurer shall also be responsible for filing the required reports with the State Department of Education.

In the event the board secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the high school secretary shall assume those duties until the board secretary-treasurer is able to resume the responsibility or a new board secretary-treasurer is appointed.

The board secretary-treasurer shall be covered by the single blanket bond that covers the employees of the district. The cost of the bond will be paid by the school district.

It shall be the responsibility of the board secretary-treasurer to receive funds of the school corporation, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report the status of each fund at the annual board meeting and whenever the board requests, and to file required reports with the State Department of Education and other appropriate entities.

Legal Reference: Iowa Code §§ 64; 277.27; 279.3,.5,.7,.32,.33,.35;
291.2-.4,.6-.11,.15 (1991).
Iowa Code §§ 299.10,.16 (Iowa Acts 1991).
281 I.A.C 12.3(1).
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office
501.10 Truancy - Unexcused Absences

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