

SECRETARY-TREASURER

It shall be the responsibility of the board to appoint a board secretary-treasurer. To finalize the appointment, the board secretary-treasurer will 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 sessions; 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 will also be responsible for filing the required reports with the Iowa 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 secretary to the superintendent 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 secretary-treasurer to oversee the investment portfolio, 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 Iowa Department of Education and other appropriate entities.

Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.12, .14; 299.10, (2013).
281 I.A.C. 12.3(1).
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office
211.1 Annual Meeting
217 Board of Directors' Records
501.10 Truancy - Unexcused Absences
704.3 Investments
707 Fiscal Reports
708 Care, Maintenance and Disposal of School District Records

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11/12/2007
11/13/2012
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