

# Downey Unified School District

## INTERNAL BOARD OPERATIONS

### DUTIES OF THE SECRETARY TO THE BOARD

BP 9340

It shall be the policy of the Board of Education that the Superintendent shall be appointed Secretary by the Board and shall act under the Board's direction. He/she shall be responsible to the Board for the performance of all duties of the office. The Secretary shall keep a record of the proceedings of the Board. He/she shall be responsible for the safekeeping of all books, records, and correspondence of the Board. He/she shall be responsible to the Board for such other duties as may be delegated.

It shall be the duty of the Secretary to the Board of Education to perform the following functions:

1. Handle Correspondence
  - a. Manage and acknowledge all routine correspondence directly.
  - b. Deal with other correspondence as follows:
    - (1) Route to appropriate department.
    - (2) Draft replies in advance, when possible, for Board consideration.
    - (3) Seek instructions for reply when necessary.
    - (4) Write to those persons with whom the Board wishes direct contact, as in requesting or expressing appreciation for services.
2. Prepare for Board Meetings
  - a. Prepare the agenda with the advice of the President.
  - b. Maintain a calendar of the Board's unfinished business and remind the Board of its own decisions concerning scheduling of these items.
  - c. Call to the attention of the Board legal provisions, forms, and requirements in those matters for which the Secretary is responsible.
  - d. Draft policy motions and resolutions upon the Board's request and with its advice.
  - e. Prepare calendar of events in which the Board may be interested.

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3. Attend all Board Meetings
  - a. Make physical arrangements
    - (1) Ensure that the Flag of the United States of America is properly displayed in the Board room during all meetings of the Board of Education. The Flag shall occupy the position of honor on the platform to the right of the Board as it is seated in session.
    - (2) Provide adequate supplies and materials for the Board to conduct its business.
    - (3) Arrange adequate seating for a total of 75 persons, including members of the Board, staff, press, and public.
  - b. Record Board decisions
    - (1) Record briefly the disposition of all matters on which the Board considered action, referring to the source of major written recommendations by title, date, and sequence.
    - (2) Prepare, check, and distribute minutes in advance for approval at the next meeting.
    - (3) Maintain properly authenticated official copy of the minutes.
    - (4) Maintain official records as well as distribute to all Board members copies of Board Policies and Administrative Regulations.
  - c. Advise the Board of pertinent provisions of the California Education Code concerning its duties.
4. Maintain Board's Reference Files and Reference Materials
  - a. Read in advance miscellaneous information sent to Board members, marking matters the Secretary considers pertinent to Board affairs.
  - b. Display remaining material of little interest or of only potential value in the Board room for a period of time, then file it for reference. (Display only upon request of the Board.)

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- c. Maintain up-to-date files
  - (1) Policies and Bylaws.
  - (2) Administrative Rules and Regulations.
  - (3) Decisions (Board level only).
  - (4) Minutes.
  - (5) Education Code.
  - (6) Financial Reports.
  - (7) District Publicity.
  - (8) County Counsel Rulings.
  - (9) Correspondence.
- 5. Supervise the District's Publicity

All school publicity shall be under the general authority of the Superintendent, with the Board serving in an advisory capacity.
- 6. Arrange for District Board Meetings and District Elections

Maintain legal records and official papers pertaining to the District meetings and elections.
- 7. Carry out all such other responsibilities as are required by law.