

SECRETARY

The County Superintendent is ex-officio secretary to the Board of Education, As secretary, the County Superintendent shall have the following duties:

1. In consultation with the Board president, prepare and maintain the Board agenda.
2. Prepare and maintain the Board minutes.
3. Maintain Board and County Office of Education records and documents.
4. Transmit to Board officers the correspondence addressed to them.
5. Advise the Board in all pertinent matters.

Legal Reference:

EDUCATION CODE

1010 Ex-officio secretary