

The board of education shall appoint a special board of education secretary who shall be a person other than an elected member of the board of education. The person selected to fill the position of school board secretary for Gage County School District No. 34 shall keep an accurate record of all board of education business in the school minutes. He or she shall sign all papers that require signature of the board of education. The school district shall provide the secretary with a book for recording all business of the school district and it shall be the secretary's responsibility to see that these records are safely preserved.

A responsibility of the secretary of the board of education shall be to see that, within ten (10) days after any regular or special meeting a list of all claims allowed, setting forth the name of the claimant, the amount, and the nature of the claim allowed, are published one time in the Beatrice Daily Sun. The secretary shall also be responsible for seeing that a concise summary of all proceedings is published. The board of education assigns the responsibility for delivering this information to the newspaper to the superintendent of schools or his or her designee.

The secretary shall be responsible for overseeing the taking of the school district's annual census and insuring that this report is filed, under oath, with the State Department of Education on or before July 20 of each year.

The board of education shall employ the school district's secretary to serve as the recorder at board meetings.

Legal Reference:	§79-520	Board of Education, Selection of Officers, Rules and Regulations, Compensation.
	§79-528	Secretary, Reports, filing Requirements, Contents.
	§79-555	Board of Education, Meetings, When Held, Publication of Claims and Summary of Proceedings, Exceptions.
	§79-575	Secretary, Disbursements, How Made.
	§79-576	Secretary, Duty as Clerk.
	§79-577	Secretary, Books, Records and Reports, Duty to Preserve.
	§79-578	Secretary, School Census, Duty to Take, time Allowed, Mentally Handicapped and Physically Handicapped, Separate Distribution or Apportionment of School Funds.
	§79-581	Publication of Proceedings, Non-Compliance by Secretary.

Bylaw Adopted: September 10, 2001
Policy 4.2