

FAIRFIELD AREA SCHOOL DISTRICT

DUTIES OF SECRETARY

1450

- 1450.1 The Secretary shall keep a correct and proper record of all the proceedings of the Board, and shall prepare such reports and keep such accounts as are required by law.
- 1450.2 The Secretary shall, after the Board has acted on and approved any bill or account for the payment of money authorized by this act, prepare and sign an order on the Treasurer for the payment of the same. He/she may prepare and sign orders on the Treasurer for the payment of the same. He/she may prepare and sign orders on the Treasurer for the payment of which the District will receive a discount or other advantage, without the approval of the Board first having been secured.
- 1450.3 The Secretary shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
- 1450.4 The Secretary shall furnish, whenever requested, any or all reports concerning the school affairs of the District, on such form and in such manner, as the State Board of Education or the Secretary of Education, (formerly the Superintendent of Public Instruction), may require.
- 1450.5 The Secretary shall have general supervision of all the business affairs of the District, subject to the instructions of the Superintendent which indicate that these duties are delegated to the Business Manager.
- 1460.6 The Secretary shall be the custodian of all the records, papers, office property, and official seal of the District, and at the expiration of his/her term shall turn the same over to his/her successor.
- 1450.7 The Secretary shall keep correct accounts with each receiver of taxes, Treasurer, or Collector of the District, reporting a statement of the same, together with a statement of the finances of the District, at each regular meeting of the Board, which statement shall be entered in full upon the minutes.
- 1450.8 The Secretary shall be responsible for reporting the proceedings in minutes to all members of the Board, the Superintendent, and the Solicitor, promptly after each regular or special meeting.

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DUTIES OF SECRETARY (Contd)

1450

- 1450.9 The Secretary shall give notice to members of the Board the Superintendent, the Treasurer, and the Solicitor of all regular and special meetings of the Board and of the various committees when so requested by the chairperson thereof.
- 1450.10 The Secretary shall give notice to members of the Board, the Superintendent, the Treasurer, and the Solicitor of all regular and special meetings of the Board and of the various committees when so requested by the chairperson thereof.
- 1450.11 The Secretary shall furnish the various committees, the Superintendent, the Treasurer and Solicitor information necessary for the proper performance of their duties.
- 1450.12 The Secretary shall maintain a file of all debts, title papers, maps, building plans, bonds, contracts, inventory of books and supplies and other official documents pertaining to the operation of the District.
- 1450.13 The Secretary shall perform such other duties pertaining to the business of the District as are required by the laws of the Commonwealth and/or as the Board, the Business Manager or Superintendent may direct.