

Recording Secretary/Clerk

The Board of Education will be supported by the Board Clerk who will serve as Recording Secretary.

The Board Clerk will have primary responsibility for accurate records of the proceedings of the Board, including preparation of minutes of Board meetings, subject to oversight by the Board Secretary; the preservation of reports of committees and communications addressed to the Board; reports of the Chairperson; and reports of the Superintendent.

In the absence of the Board Clerk, the Superintendent or a staff person designated by the Superintendent shall serve as the Recording Secretary.

Legal References: Connecticut General Statutes
 10-218 Officers
 10-224 Duties of secretary
 10-225 Salaries of secretary and attendance officers

Adopted: December 9, 2010

Revised: November 9, 2021

NORTH CANAAN BOARD OF EDUCATION
North Canaan, Connecticut