



**Policy No: 3.45**

**Subject: BOARD SECRETARY**

**Supersedes:** All related existing Office of Board Secretary Policies

**Effective:** September 8, 2008

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**Approved By:** Detroit Board of Education

### **1.0 Policy Statement**

The role of Secretary for the Board of Education (“Board Secretary”) is critical to the efficient operation of the Board and in the assistance of the Board in maintaining compliance with its bylaws, policies, resolutions, state law and federal law along with maintaining the proficient operation of the Board offices.

#### **Purpose**

The purpose of this policy is to provide clarity regarding responsibilities of the Board Secretary in the performance of Board related duties.

#### **Policy**

1. The Board Secretary shall be responsible for recording, printing and publishing the minutes of all official meetings.
2. The Board Secretary shall keep a calendar of all matters referred to staff or to special committees.
3. The Board Secretary shall call meetings in compliance with the Open Meetings Act and give notice of regular meetings to Members of the Board and the General Superintendent at least forty-eight hours before such meeting. Such notice shall be accompanied by a written agenda of all matters to be brought before the meeting.
4. The Board Secretary shall be responsible for preparing agendas for all Board related meetings.
5. The Board Secretary shall be the official repository of all records; responsible for compiling and distributing Board meeting packages; securing appropriate

materials from the General Superintendent for inclusion in the Board package; and arranging the physical aspects of the meeting. The Board Secretary shall be responsible for keeping a log of all litigation filed against the Detroit Board of Education.

6. The Board Secretary shall ensure the records of the Board are made available to the public for inspection as prescribed by law.
7. The Board Secretary shall manage and supervise the Board Office and recommend to the Board the classification and staffing of the Board Office. The Board Secretary shall have the latitude to determine the budget of the Board Office within the budget constraints that have been established by the Board. The Board Secretary shall report directly to the Board and receive direction through policy, resolution and bylaws. The salary of the Board Secretary will be determined by the Board. The Board Secretary will be entitled to benefits in accordance with similarly situated District employees.
8. The Board Secretary, in accordance with policy, resolution and the bylaws of the Board of Education, shall be responsive to all Board Members in fulfilling the duties of the Secretary and the operation of the Board Office.
9. The Board Secretary shall maintain open communication with the General Superintendent and members of the administration in the fulfillment of the duties of the Board Secretary, the business of the Board and the effective operation of the school district.
10. If no policy, resolution or bylaw of the Board of Education addresses a formal matter relative to the Board Secretary, then the matter shall be brought before the full Board at the next regular meeting. If time does not permit action before the full Board, the Board President shall make a decision that must be approved by the full Board at the next regular meeting.

**Attachments to Policy 3.45:** None

**See also:** None

**Legal References:** Detroit Board of Education Bylaws

**Labor Contract References:** All labor contracts should be consulted.