

THE BOARD OF DIRECTORS

Superintendent's Duties

In addition to such other duties as a district school board shall prescribe, the superintendent shall:

- A. Attend all meetings of the board of directors and cause to have made a record of the proceedings thereof;
- B. Keep such records and reports and in such form as the district board of directors require or as otherwise required by law or rule or regulation of higher administrative agencies and turn the same over to his or her successor;
- C. Keep accurate and detailed accounts of all receipts and expenditures of school money. At each annual school meeting the superintendent must present his or her record book of board proceedings for public inspection, and shall make a statement of the financial condition of the district and such record book must always be open for public inspection;
- D. Give such notice of all annual or special elections as otherwise required by law; also give notice of the regular and special meetings of the board of directors;
- E. Sign all orders for warrants ordered to be issued by the board of directors;
- F. Preparing agendas and supplementary documents as authorized by the board;
- G. Submitting required reports to the educational service district and to state and national agencies;
- H. Authorizing the investment of district surplus funds by the county treasurer; and
- I. Carry out all orders of the board of directors made at any regular or special meeting.

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**Legal Reference:**

RCW 28A.400.030 Superintendent's duties

Adopted: April 10, 1985

Revised: October 11, 1995

Revised: May 23, 2001

Revised: November 29, 2023