

Board Secretary

Custodian of all securities, documents, title papers, & minutes of the Board of Education.
Work with Board attorney when necessary

Attend all meetings of the Board of Education
Advertise all meetings & work sessions
Prepare meeting documents & publish meetings thru the KSBA eMeeting Portal
Work with KSBA rep on Board Policies/Procedures

Maintain accurate records of training hours to assist members to ensure they meet the required training hours

Register board for trainings
Arrange travel/lodging for board members

Secretary to Newport Education Foundation