

## Bylaws of the Board

### Office of the Secretary

The Secretary will:

1. ~~As stated in the Connecticut Education Laws, Section 10-224, keep a record of all the Board's proceedings in a book which such Secretary shall provide for that purpose at the expense of the Town at its annual meetings a report of the doings of the Board.~~
2. **1.** Act as a resource in the absence of the Chairperson or Vice-Chairperson to the Superintendent on decisions which may require further input between Board meetings.
3. **2.** Endorse/sign all legal documents requiring the signature of the Secretary.
4. **3.** Perform all other duties as directed by the Chairperson.
4. **Post agendas for community access on social media.**

(cf. 9127 - Assistant Secretary/Treasurer)

(cf. 9326 - Minutes)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the secretary.

10-225 Salaries of secretary and attendance officer.

10-232 Restrictions on employment of members of board of education.

Bylaw adopted by the Board: June 23, 1999  
Bylaw revised: May 3, 2007

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut