

**FOR APPROVAL**

**Lisle Community Unit School Dist. 202  
Board of Education Meeting  
May 20, 2024**

**SUBJECT:** Appointment of the Board of Education Clerk/Recording Secretary for the 2024-2025 School Year

**RECOMMENDATION:** The Administration recommends Marilyn Buchholtz be appointed as the Board of Education Clerk/Recording Secretary for the 2024-2025 School Year.

**BACKGROUND DATA:** According to [Board Policy 2:110](#) Qualifications, Term, and Duties of Board Officers, where a board member is elected as the Secretary, it is common for the Board to designate a “Clerk/Recording Secretary” to carry out many of the duties.

The duties of the Clerk/Recording Secretary are to:

1. Perform the Secretary's duties, as assigned, except where State law prohibits the delegation;
2. Along with the Superintendent, receive notification from Board members who desire to attend a Board meeting by video or audio means, notify the Board President, and make appropriate arrangements;
3. Publish required notices, including a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing;
4. Maintain a list of closed meeting minutes;
5. Mail meeting notification and agenda to news media who have officially requested copies;
6. Act as the local school election official of the District;
7. Register Board participation in conferences or meetings.

**FINANCIAL IMPACT:** None.

**SUGGESTED MOTION:** The Board of Education appoint Marilyn Buchholz as the Board of Education Clerk/Recording Secretary for the 2024-2025 School Year.