

Bylaws of the Board

Recording Secretary/Clerk

The Board of Education shall be staffed by an individual who will serve as Recording Secretary.

The Recording Secretary/Clerk, in conjunction with the Superintendent's Office, shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson/President, and reports of the Superintendent.

Legal Reference: Connecticut General Statutes

10-218 Officers.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

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

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut