

The Policy Committee approved changes in blue at its public work session on 1/11/24.

File: BCBD

EXECUTIVE OFFICER, SECRETARY, AND -TREASURER OF THE BOARD OF EDUCATION / SUPERINTENDENT

I. Purpose

Policy BCBD sets forth the duties and responsibilities of the Superintendent in their capacity as executive officer, secretary, and treasurer of the Board of Education.

II. Background

~~Under Maryland law, The County Superintendent of Schools shall be the executive officer, the secretary, and the treasurer of the county Board of Education, but shall not be deemed a public officer under the Constitution or the laws of Maryland. He/she~~ **The Superintendent shall have the right to advise on any questions under consideration, but shall have no right to vote.**

III. Policy Statement/Procedures

~~He/she, or his/her designated representative, shall attend all board and committee meetings, except when his/her own tenure, salary, or the administration of his/her office are under consideration.~~

1. **Duties of the Superintendent in their capacity as executive officer, secretary, and treasurer shall include, but not be limited to the following:**
 - A. ~~To have complete charge of proper maintenance~~ **Maintaining, filing, and storage storing** of documents and records of the Board of Education in accordance with state laws and regulations and policies of the Board.
 - B. ~~To post~~ **Posting and issue issuing** written notices as required by law, and **notifying** all Board of Education members of Board meetings.
 - C. ~~To attend~~ **Attending** all Board of Education meetings and meetings of ~~all the~~ **the** committees (i.e., **standing and advisory**) except when ~~his/her own~~ **his/her the Superintendent's** office ~~are~~ **is** under consideration. In case of incapacitation, or other unavoidable absence, the Superintendent shall notify the president of the Board of Education.
 - D. ~~To prepare~~ **Preparing**, with the Board of Education President, and **issuing** the agenda for each Board meeting **in accordance with the Maryland Open Meetings Act.**
 - E. ~~To assure~~ **Assuring** that minutes of all meetings of the Board of Education are recorded and made available to the public in accordance with the Maryland Open Meetings Act.
 - F. ~~To conduct~~ **Conducting** and **signing** the correspondence of the Board of Education.
 - G. ~~To prepare~~ **Preparing** and **submitting** all official Board of Education documents.
 - H. ~~To sign and execute~~ **Signing and executing** all official papers on behalf of the Board of Education when the signatures of the Board members are not required.

- I. ~~To compile~~ **Compiling** and ~~presenting~~ **presenting** information useful to the Board of Education in making decisions and in keeping ~~the Board~~ **the Board** informed on the progress of the school system.

2. Unless otherwise provided for by the policies of the Board of Education, the Superintendent's designee shall be the assistant secretary, and treasurer and shall, in the absence of the Superintendent, perform the legally constituted duties of the Superintendent. Any document signed under this authority shall possess the same legal effects as though it were signed by the Superintendent. The Superintendent shall keep a permanent record of all such records signed.

Legal Reference: Annotated Code of Maryland, Education Article ~~(1989)~~ **4-102**

Policy adopted: December 17, 1974. Amended: August 29, 1989. **Revised:**
Board of Education of Washington County