

**OLYMPIC ESD 114 BOARD POLICY  
SECRETARY TO THE BOARD**

**POLICY 1221**

The Superintendent shall serve as secretary to the Olympic Educational Service District 114 (OESD) Board of Directors (Board).

The secretary to the Board shall send the members of the Board notice of all regular and special meetings.

The Secretary shall keep records of all regular and special meetings held by the Board. These records shall be maintained at the office of the OESD Superintendent, accessible to its Board members and to the public for inspection.

In the absence of the Secretary, an OESD administrator designated by the Secretary shall act, or if none has been designated, the chairperson may appoint an OESD administrator to serve as recording Secretary pro-tempore.

**Legal Reference:**

RCW 28A.310.270

Date Adopted: October 20, 1988  
Revised: October 17, 1996  
Renumbered January 21, 2016, From 1100  
Revised: March 21, 2019