24 P.S. § 4-433

Purdon's Pennsylvania Statutes and Consolidated Statutes [Currentness](http://web2.westlaw.com/result/documenttext.aspx?findtype=VQ&utid=1&fn=_top&scxt=WL&mt=Pennsylvania&db=1000262&cite=NB445C6F034-2F11DA8A989-F4EECDB8638&pbc=4BF3FCBE&cxt=DC&sr=TC&vr=2.0&sv=Split&cnt=DOC&rs=WLW10.10&ss=CNT&service=Find&rlt=CLID_FQRLT5680819341141&rp=%2fFind%2fdefault.wl&n=1&rlti=1#IAF5D53C0BC3211DF9F19826DFB795A16)

Title 24 P.S. Education

Chapter 1. Public School Code of 1949 [(Refs & Annos)](http://web2.westlaw.com/find/default.wl?rs=WLW10.10&fn=_top&sv=Split&docname=lk(PASTT24PSC1R)&pbc=14E0B243&ordoc=1715472&findtype=l&db=PA-ST-ANN&utid=1&vr=2.0&rp=%2ffind%2fdefault.wl&mt=Pennsylvania)

[Article IV](http://web2.westlaw.com/find/default.wl?sr=SB&rs=WLW10.10&jo=PA%2bST%2b24%2bP.S.%2b%25c2%25a7%2b4-433&fn=_top&sv=Split&docname=PRT(001715444)+%26+BEG-DATE(%3c%3d01%2f04%2f2011)+%26+END-DATE(%3e%3d01%2f04%2f2011)+%25+CI(REFS+(DISP+%2f2+TABLE)+(MISC+%2f2+TABLE))&jh=Article+IV.+Organization+Meetings+and+Officers+of+Boards+of+School+Directors&jl=2&pbc=14E0B243&ordoc=1715472&findtype=l&db=PA-ST-ANN&utid=1&vr=2.0&rp=%2ffind%2fdefault.wl&mt=Pennsylvania" \t "_top). Organization Meetings and Officers of Boards of School Directors

(D) Secretary

**§ 4-433. Duties**

The secretary of the board of school directors shall perform the following duties:

(1) He shall keep a correct and proper record of all the proceedings of the board, and shall prepare such reports and keep such accounts as are required by the provisions of this act; [[FN1]](http://web2.westlaw.com/result/%09%09%09%09%09%09%22%20%5Cl%20%22IA72FC480B1B711DDB396C25BF2D8D9A8)

(2) He shall after the board has acted on and approved any bill or account for the payment of money authorized by this act, prepare and sign an order on the treasurer for the payment of the same. He may prepare and sign orders on the treasurer for the payment of amounts owing under any contracts which shall previously have been approved by the board, and by the prompt payment of which the district will receive a discount or other advantage, without the approval of the board first having been secured;

(3) He shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the board;

(4) He shall furnish, whenever requested, any and all reports concerning the school affairs of the district, on such form, and in such manner, as the State Board of Education or the Superintendent of Public Instruction may require;

(5) He shall have general supervision of all the business affairs of the school district, subject to the instructions and direction of the board of school directors;

(6) He shall be the custodian of all the records, papers, office property, and official seal of the school district, and at the expiration of his term shall turn the same over to his successor;

(7) He shall keep correct accounts with each receiver of taxes, school treasurer, or school tax collector of the district, reporting a statement of the same, together with a statement of the finances of the district, at each regular meeting of the board, which statement shall be entered in full upon the minutes;

(8) He shall perform such other duties pertaining to the business of the district as are required by this act or as the board of school directors may direct.

CREDIT(S)