

**Bylaw**

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DUTIES OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

A business administrator/board secretary shall be appointed by a recorded roll call majority vote at the annual reorganizational meeting for a term to expire not later than the following January 8<sup>th</sup>, except as subject to the tenure laws, but he/she shall continue to serve after the expiration of his/her term until his/her successor is appointed and qualified. The business administrator/board secretary shall:

- A. Provide adequate notice of all public meetings (including the reorganization meeting) of the board to the members and those requesting notice in accordance with law;
- B. Record the minutes of all proceedings of the board and the results of annual or special school elections;
- C. Post and give notice of annual and special elections;
- D. Post and maintain a schedule of the regular meetings of the board;
- E. Be responsible for all duties concerning school board elections as specified in N.J.S.A. 18A:14-1 et seq.;
- F. Collect tuition fees and other monies due to the board;
- G. Examine and audit all accounts and demands against the board, present them to the board at its meetings, indicate the board's approval and send them to the treasurer for payment;
- H. Keep accounts of the school district's financial transactions including a correct detailed account of all expenditures;
- I. Report to the board at each regular meeting the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account;
- J. Keep all contracts, records and documents belonging to the board;
- K. Give the board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the Executive County Superintendent;
- L. Report to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue and the due dates of bonds or of the indebtedness;
- M. Prepare a summary of the annual audit and recommendations prior to the meeting of the board to act thereon and supply copies of the summary to interested persons;
- N. Perform such other duties as may be required by the board.

Adopted: November 18, 2003  
Revised: July 26, 2011  
NJSBA Review/Update: February 2020  
Readopted:

Key Words

ELECTION AND DUTIES OF THE SECRETARY (continued)

President, Board President, Business Administrator, Board Secretary

**See:** Article IV, Section 3

<b>Legal References:</b> <u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1 through -7-5	Criminal history record; employee in regular contact with students; grounds for disqualification from employment, exception
<u>N.J.S.A.</u> 18A:7 <u>et seq.</u>	Executive county superintendents
<u>N.J.S.A.</u> 18A:7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u> 18:A7G	Educational Facilities construction and financing Act
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:16-1	Officers and Employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations: requirement
<u>N.J.S.A.</u> 18A:17-1	Removal, etc. of secretaries, assistant secretaries, school business administrators and business managers during terms of office
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
<u>N.J.S.A.</u> 18A:17-5	Appointment of secretary; terms; compensation; vacancy;
<u>N.J.S.A.</u> 18A:17-6	Bond of Secretary
<u>N.J.S.A.</u> 18A:17-7	Secretary to give notices, keep minutes, etc.
<u>N.J.S.A.</u> 18A:17-8	Secretary; collection of tuition and auditing of accounts
<u>N.J.S.A.</u> 18A:17-9	Secretary; report of appropriations, etc.
<u>N.J.S.A.</u> 18A:17-10	Secretary; annual report
<u>N.J.S.A.</u> 18A:17-11	Secretary; taking oaths
<u>N.J.S.A.</u> 18A:17-12	Secretary; annual financial report to the commissioner
<u>N.J.S.A.</u> 18A:17-12.1, 12.2	Secretary; retirement of pension amount
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries, appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the Secretaries office
<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrator
<u>N.J.S.A.</u> 18A:17-14.2	Qualifications
<u>N.J.S.A.</u> 18A:17-14.3	Secretary or business manager appointed school administrator; tenure
<u>N.J.S.A.</u> 18A:17-24.1 through -24.9	Superintendents and school business administrators shared by two or more school districts, approval
<u>N.J.S.A.</u> 18A:18A	Public School contract Law
<u>N.J.S.A.</u> 18A:19	Expenditures of funds; Audited payment of claims
<u>N.J.S.A.</u> 18A:21	Capital projects
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:23-4	Preparation and distribution of synopsis or summary
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:-30.5	Payment for accumulated sick leave
<u>N.J.S.A.</u> 18A:30-9	Payment for accumulated vacation leave
<u>N.J.S.A.</u> 18A:33	Facilities in general
<u>N.J.S.A.</u> 18A:39	Transportation to and from school
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	NJ Worker and Community Right to Know Act
<u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u>	Managing for equality and equity in education

ELECTION AND DUTIES OF THE SECRETARY (continued)

<u>N.J.A.C. 6A:9</u>	Professional standards
<u>See particularly</u>	
<u>N.J.A.C. 6A:9-3.4</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9B-12.3</u>	Authorization
<u>N.J.A.C. 6A:9B-12.4</u>	School business administrator
<u>N.J.A.C. 6A:9B-13</u>	Acting administrators
<u>N.J.A.C. 6A:9C-1.1 et seq.</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:16-1.3 and 3.1</u>	Prohibition of substance smoking and tobacco use on school grounds
<u>N.J.A.C. 6A:23A</u>	Fiscal Accountability, efficiency and budgeting procedures
<u>N.J.A.C. 6A:23A-3.1</u>	Review of contracts for superintendents, assistant superintendents and business administrators
<u>N.J.A.C. 6A:24</u>	Urban education reforms in Abbot districts
<u>N.J.A.C. 6A:25</u>	Qualified zone academy bonds
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:27</u>	Student Transportation
<u>N.J.A.C. 6A:28</u>	School operations
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-6.1 et seq.</u>	School employees' physical exams
<u>N.J.A.C. 8:59-11.1 et seq.</u>	NJ Worker and Community Right to Know Act
<u>N.J.A.C. 12:100-4.2</u>	Safety and health standards for public employees' occupational exposure to bloodborne pathogens

Immigration Reform and Control Act of 1986 8 U.S.C.A. 100 et seq.

Blood –borne Pathogens Standard 29 CFR 1910 1030

**Possible**

**Cross References:** \*1120 Board of trustees meetings  
 \*9020 Public statements  
 \*9130 Committees  
 \*9322 Public and executive sessions

\*Indicates policy is included in the Critical Policy Reference Manual.