

BY-LAW

DUTIES OF BOARD SECRETARY/BUSINESS ADMINISTRATOR

The Pennsville School District operates wherein the Board Secretary/School Business Administrator reports directly to the Superintendent for the performance of his/her assigned duties and responsibilities as School Business Administrator, and to the Board for the performance of his/her legal duties as Board Secretary.

The Board Secretary/School Business Administrator shall strive to achieve District goals for pupils by providing leadership and supervision in the district program of fiscal management and any other area assigned by the Superintendent, as well as by acting as a proper role model for staff and pupils both in and outside of the school district.

The duties of the Board Secretary/School Business Administrator shall include all those specified by law, and such other appropriate duties as the Board or the Superintendent may require. In this regard, the Board Secretary/School Business Administrator shall work cooperatively with the Superintendent and/or District administrative staff to:

1. Establish and maintain long-range and other fiscal plans;
2. Prepare the annual budget based upon District resources and needs;
3. Ensure that all District fiscal, insurance, and food services comply with the policies and regulations of the Board;
4. Ensure the proper functioning and evaluation of District personnel assigned to his/her areas of responsibility;
5. Manage efficiently the District systems of accounting, purchasing, investment, insurance, plant operation, maintenance, and food services;
6. Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training;
7. Analyze the effectiveness of District programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;
8. Strive to increase the efficient use of District resources in his/her area of responsibility;

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9. Help to interpret the budget and the District affairs under his/her supervision to interested members of the community;
10. Strive to develop personal capabilities in financial strategies and supervisory methods;
11. Be responsible for the conduct of all duties legally assigned to his/her position including:
 - A. Providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law;
 - B. Recording and preparing the minutes of all proceedings of the Board and the results of annual or special school elections;
 - C. Collecting tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys;
 - D. Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment;
 - E. Keeping accounts of the District's financial transactions including a correct detailed accounting of all expenditures;
 - F. Reporting to the Board at each regular meeting, but not more often than once per month, 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;
 - G. Keeping all contracts, records, and documents belonging to the Board;
 - H. Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the Executive County Superintendent;
 - I. Reporting 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 other indebtedness;
 - J. Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, and to prepare the Comprehensive Annual Financial Report (CAFR);

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- K. Subscribe to bonds, notes, contracts, and other legal instruments of the Board for which the signature of the Secretary is required; and
 - L. Sign all school district warrants and certify to the payroll.
13. Perform such other duties as may be required by the Board or Superintendent.

The Board will fix his/her salary annually by resolution. He/she shall be bonded for not less than \$2,000. The Board shall pay the expense of the bond.

Date: January 18, 1983

Date Revised: February 23, 2009

Legal References:

N.J.S.A. 10:1-1 <i>et seq.</i>	Open Public Meetings Act
N.J.S.A. 18A:10-4	Secretary to give notice of meeting
N.J.S.A. 18A:17-5 <i>et seq.</i>	Appointment of a secretary of Board of Education; terms, compensation, vacancy
N.J.S.A. 18A:17-6	Bond of Secretary
N.J.S.A. 18A:17-7	Secretary to give notices and keep minutes, etc..
N.J.S.A. 18A:17-8	Secretary; collection of tuition and auditing of accounts
N.J.S.A. 18A:17-9	Secretary; report of appropriations, etc...
N.J.S.A. 18A:17-10	Secretary; annual report
N.J.S.A. 18A:17-11	Secretary; taking oaths
N.J.S.A. 18A:17-12	Secretary; annual financial report to commissioner
N.J.S.A. 18A:17-12.1	Retirement of secretary of board; pension
N.J.S.A. 18A:17-12.2	Provision of funds for pension
N.J.S.A. 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
N.J.S.A. 18A:17-14.1 <i>et seq.</i>	Appointment of School Business Administrator; may act as secretary; duties, etc...
N.J.S.A. 18A:18A-1 <i>et seq.</i>	Public School Contracts Law
N.J.S.A. 18A:19-1 <i>et seq.</i>	Expenditure of Funds; Audit and Payment of Claims
N.J.S.A. 18A:22-3 <i>et seq.</i>	Type II Districts
N.J.S.A. 18A:22-7 <i>et seq.</i>	Budgets
N.J.S.A. 18A:23-1 <i>et seq.</i>	School Audits
N.J.S.A. 18A:24-1 <i>et seq.</i>	Loans and Bonds and Other Obligations
N.J.S.A. 19:60-1 <i>et seq.</i>	School Board Elections

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Possible

Cross References:

3000	School Business Administrator
9323	Agenda
9326	Minutes
9220	Election