

## Policy

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### EMPLOYMENT AND DUTIES OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

The Little Silver Board of Education shall adopt a job description for the position of school business administrator/board secretary. The job description will specify:

- A. The qualifications and specific certificate and endorsement required for the position;
- B. The function, duties, and responsibilities of the position;
- C. The extent and the limits of authority;
- D. The work relationships with other employees of the district; and
- E. Any background experiences, personal qualities, and individual achievements that the board prefers in a person appointed to the position.

The job description will be reviewed periodically.

### Appointment

The board shall appoint a qualified and capable person to fill a vacancy in the position of school business administrator/board secretary. Appointment will be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full board.

All candidates for the position of school business administrator/board secretary must produce evidence of their certification, training and experience in the fields of government, accounting, financial report preparation, and budget and accounting management.

Every serious candidate for the position of school business administrator/board secretary shall be interviewed by the superintendent. The superintendent shall recommend and the board shall approve the final selection of the candidate. The board shall also fix the compensation to be paid to the school business administrator/board secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

### Duties

The school business administrator/board secretary shall strive to achieve district goals for students by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and students both in and outside the school district.

In order to achieve the functions of the position, the school business administrator/board secretary shall work cooperatively with the district administrative staff to:

- A. Establish and maintain long-range and other fiscal plans;

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- B. Prepare the annual budget based upon district resources and needs;
- C. Ensure that all district fiscal, insurance, custodial-maintenance, food, and transportation services comply with the policies of the board and the regulations of the district;
- D. Ensure the proper functioning and evaluation of district personnel assigned to his or her areas of responsibility;
- E. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services;
- F. Strive to increase the capability of the staff assigned to his or her area of responsibility through consultation and in-service training;
- G. Analyze the effectiveness of district programs in his or her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;
- H. Strive to increase the efficient use of district resources in his or her area of responsibility;
- I. Help to interpret the budget and the district affairs under his or her supervision to interested members of the school district community;
- J. Strive to develop personal capabilities in financial strategies and supervisory methods;
- K. Strive to conduct himself or herself in a proper manner at all times;
- L. Be responsible for the conduct of all duties legally assigned to his or 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, N.J.S.A. 10:4-8d, 10:4-19, 18A:10-4, 18A:17-7;
  - b. Recording the minutes of all proceedings of the board and the results of annual or special school elections, N.J.S.A. 18A:17-7;
  - c. Collecting tuition fees and other moneys due the board and transmitting them to the Treasurer of School Moneys, N.J.S.A. 18A:17-8;
  - 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, N.J.S.A. 18A:17-8, 18A:19-4;
  - e. Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures, N.J.S.A. 18A:17-8;
  - 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, N.J.S.A. 18A:17-9;
  - g. Keeping all contracts, records, and documents belonging to the board, N.J.S.A. 18A:17-9;
  - 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, N.J.S.A. 18A:17-10;
  - 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, N.J.S.A. 18A:17-12;
  - 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, N.J.S.A. 18A:23-4;
  - k. Subscribe to bonds, notes, contracts, and other legal instruments of the board for which the

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signature of the secretary is required, N.J.S.A. 18A:24-32;

- I. Sign all school district warrants and certify the payroll, N.J.S.A. 18A:19-1, 19-9.
- M. Perform such other duties as may be required by the board or superintendent. The school business administrator/board secretary shall be directly responsible to the superintendent for the performance of his or her assigned duties and responsibilities as school business administrator and to the board for the performance of his or her legal duties as board secretary.

Evaluation of the Business Administrator/Board Secretary

The superintendent will annually evaluate the performance of duties assigned to the business administrator/board secretary for the conduct of all business administration functions and board secretarial duties in the district. This evaluation shall assess the proper discharge the responsibilities detailed in the job description and include a professional development plan. The superintendent may, in his/her discretion, consult with staff members assigned to work with the school business administrator.

Procedures for the evaluation of the business administrator/board secretary may include, but are not limited to, an informal conference with the school business administrator/board secretary for the purpose of discussing his or her job performance, a written evaluation report to which the business administrator/board secretary may add comments, and the establishment of a written plan for performance improvement and growth.

Incapacity of the Business Administrator/Board Secretary

The Board of Education will appoint, by the affirmative votes of a majority of the members of the full Board, and fix the compensation of an Acting School Business Administrator/Board Secretary to serve when the School Business Administrator/Board Secretary is so incapacitated as to render him/her unable to perform the duties of the office of School Business Administrator/Board Secretary.

The School Business Administrator/Board Secretary will be deemed to be incapacitated when:

- A. The School Business Administrator/Board Secretary is absent on disability leave of a projected duration of one hundred eighty days or more; or
- B. The School Business Administrator/Board Secretary is certified incapacitated by a physician in accordance with Board Policy; or
- C. The School Business Administrator/Board Secretary has been suspended with pay; or
- D. The School Business Administrator/Board Secretary has been suspended without pay pending the resolution of tenure charges.

The Acting School Business Administrator/Board Secretary shall discharge the duties of the office until the School Business Administrator/Board Secretary returns, resigns, or is removed from the position. The acts of the Acting School Business Administrator/Board Secretary shall be legal and binding as if done by the School Business Administrator/Board Secretary. The Acting School Business Administrator/Board Secretary shall not acquire tenure in the position of School Business Administrator/Board Secretary.

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Key Words

Business Administrator, Board Secretary,

<b>Legal References:</b>	<u>N.J.S.A. 10:4-6 et seq.</u> <u>N.J.S.A. 18A:6-7.1</u> through -7.5  <u>N.J.S.A. 18A:12</u> <u>N.J.S.A. 18A:12-24</u> <u>N.J.S.A. 18A:16-1</u> <u>N.J.S.A. 18A:16-</u> <u>N.J.S.A. 18A:17-1</u>  <u>N.J.S.A. 18A:17-2</u>  <u>N.J.S.A. 18A:17-5</u>  <u>N.J.S.A. 18A:17-6</u> <u>N.J.S.A. 18A:17-7</u> <u>N.J.S.A. 18A:17-8</u> <u>N.J.S.A. 18A:17-9</u> <u>N.J.S.A. 18A:17-10</u> <u>N.J.S.A. 18A:17-11</u> <u>N.J.S.A. 18A: 17-12</u> <u>N.J.S.A. 18A:17-12.1,</u> -12.2 <u>N.J.S.A. 18A:17-13</u>  <u>N.J.S.A. 18A:17-14</u> <u>N.J.S.A. 18A:17-14.1</u>  <u>N.J.S.A. 18A:17-14.2</u> <u>N.J.S.A. 18A:17-14.3</u>  <u>N.J.S.A. 18A:19 et seq.</u> <u>N.J.S.A. 18A:23-4</u> <u>N.J.S.A. 18A:28-5</u> <u>N.J.S.A. 19:60</u> <u>N.J.S.A. 34:5A-1 et seq.</u> <u>N.J.S.A. 47:1A</u> <u>N.J.A.C. 6A:7</u> <u>N.J.A.C. 6A:9</u> See particularly: <u>N.J.A.C. 6A:9-3.4</u> <u>N.J.A.C. 6A:9B-11.3</u>	<u>Open Public Meetings Act</u> Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception School Ethics Act School officials; prohibited conduct Officers and employees in general Physical examinations; requirement Removal, etc., of secretaries, assistant secretaries and school business administrators Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees Appointment of secretary; terms; compensation; vacancy Bond of secretary Secretary to give notices and keep minutes, etc. Secretary; collection of tuition and auditing of accounts Secretary; report of appropriations, etc., Secretary; annual report Secretary; taking oaths Secretary; annual financial report to the commissioner  Secretary; retirement or pension; amount Assistant and acting secretaries; appointment, powers and duties Clerks in the secretary's office Appointment of school business administrator; may act as secretary; duties; etc. Qualifications Secretary or business manager appointed school administrator; tenure Expenditure of Funds; Audit and Payment of Claims Preparation and distribution of synopsis or summary Tenure of teaching staff members School election N. J. Worker and Community Right to Know Act Public access to government records Managing for equality and equity in education Professional standards  Professional standards for school leaders Authorization
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	<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the code of ethics for district board of education members and charter school board of trustees
	<u>N.J.A.C. 6A:10-1.1 et seq.</u>	Educator effectiveness
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:10-1.2</u>	Definitions
reports	<u>N.J.A.C. 6A:10-1.4</u>	Educator evaluation data, information and written reports
	<u>N.J.A.C. 6A:10-2.2</u>	Evaluation of teaching staff members
	<u>N.J.A.C. 6A:10-2.3</u>	Evaluation of tenured teaching staff members
	<u>N.J.A.C. 6A:10-2.4</u>	Evaluation of nontenured teaching staff members
	<u>N.J.A.C. 6A:32-6.1</u>	Requirements of physical examinations
	<u>N.J.A.C. 8:59-11.1 et seq.</u>	N. J. 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

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

**Possible**

<b><u>Cross References:</u></b>	*2000/2010	Concepts and roles in administration; goals and objectives
	*2121	Line of responsibility
	2130.2	Evaluation of the school business administrator/board secretary
	*2131	Superintendent
	*3000/3010	Concepts and roles; goals and objectives in business and noninstructional operations
	*4111	Recruitment, selection and hiring
	*4211	Recruitment, selection and hiring
	*9000	Role of the board
	*9323/9324	Agenda preparation, advance delivery of meeting material
	*9326	Minutes

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