

**POLICY** ————— **PEQUANNOCK TOWNSHIP**  
**BOARD OF EDUCATION**  
**ADMINISTRATION**  
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Duties of School Business Administrator/Board Secretary

1320 – DUTIES OF SCHOOL BUSINESS ADMINISTRATOR  
/BOARD SECRETARY

School Business Administrator

The primary function of the School Business Administrator shall be to assist the Superintendent of Schools in carrying out the non-instructional functions and support services of the school system. The School Business Administrator in Pequannock Township School District is directly responsible to the Superintendent of Schools. He/she shall hold an appropriate certificate prescribed by the State Board of Education, and he/she shall be considered a member of the professional staff of the school district.

Responsibilities

The School Business Administrator shall have the following responsibilities:

1. Exercise leadership in business operations.
2. Provide general supervision and coordination of business affairs including supervision of the accounting system necessary to provide the Board of Education and administrators with accurate financial records and information.
3. Advise the Superintendent and Board of Education on the identified needs of the Business Department.
4. Anticipate problems and issues that may detract from an excellent business operation.
5. Assist in the planning, preparation and interpretation of the annual school budget.
6. Responsible for all school purchasing in accordance with state law, regulations and local School Board policies.
7. Recruit, supervise, and evaluate personnel for positions in the business office.
8. Administers regulations for the rental or use of school buildings and grounds, for other than school groups, and supervises the use of school facilities by non-school organizations.

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9. In cooperation with other administrators, assumes the responsibility for the supervision of maintenance of the school buildings and operations of facilities.
  - a. Recruits qualified custodial and maintenance personnel in cooperation with the building principals and makes recommendations on the hiring of such personnel to the Superintendent of Schools.
  - b. Cooperates with the Principals in the general supervision of the custodial staff, and assists the Principals in preparation of work schedules for the custodians.
  - c. Assumes supervision of the maintenance personnel.
10. Is responsible for transportation services of all district children, including non-public and special education pupils.
11. Is responsible for supervision of the business operation of school food services.
12. Advertise and receives bids on school purchases and contracts as authorized.
13. Counsels with employees regarding all matters pertaining to payroll, pension, insurance, accident claims, hospitalization, major medical claims and all deductions from salary.
14. Administers all Board of Education insurance programs.
15. Prepares county and state department reports as they relate to the business operations of the school system.
16. Maintains inventories of buildings, furniture, equipment and supplies.
17. Participate in the process of negotiations with the various employee groups as directed by the Superintendent.
18. Preparation of interpretative budget information for distribution to the community prior to the Public Hearing on the budget.
19. Perform other such duties as may be assigned by the Superintendent.

### Board Secretary

The Board Secretary shall carry out the following non-educational functions of the school system.

### Responsibilities

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The duties and responsibilities of the Board Secretary shall be as defined in New Jersey Statutes (Title 18A) and as the Board may require, including but not limited to the following:

1. Attend all advertised meetings of the Board of Education, of committees or agencies where his/her presence is requested, except when his/her own tenure, efficiency or salary is being considered, or when he/she is otherwise excused by the President from attendance.
2. Record the proceedings of the Board of Education and its committees and furnish copies of the minutes to all members of the Board at least five days prior to the second monthly meeting.
3. Handle appropriate correspondence of the Board.
4. Be the custodian of all securities, documents, title papers, record books and other papers of the Board.
5. Collect moneys due the Board of Education, except monies apportioned by the County Superintendent of Schools and deposit same with the Custodian of School Monies.
6. Preserve in his/her office all accounts, vouchers and contracts relating to the public schools.
7. Exercise expenditure control through account allocation and determination of fund availability prior to commitment.
8. Certify to all payrolls and items related thereto. These items include withholding tax, pension fund contributions, insurance premiums, social security taxes, hospitalization deductions, and any other deductions required by law or authorized by the Board of Education.
9. Be in charge of all advertisements for bids and shall supervise the letting of all contracts.
10. Perform internal audit which shall include:
  - a. Checking authority to support purchases;
  - b. Determine that merchandise and services have been received.

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11. Respond to the audit of the school district accounts as conducted by the school district authors, making such recommendation, within the rules and regulations set forth by the State Board of Education.
12. Sign official documents of the Board of Education as required for the conduct of school district affairs.
13. Be responsible for the preparation of all reports to the Board for work under his/her supervision including a monthly cash report in cooperation with the Custodian of School Monies.
14. Be responsible for all records pertaining to employee absence, substitute service, bedside and home instruction relative to the payment of funds.
15. Be responsible, in consultation with the Superintendent for the preparation of teacher contracts and the proper filing of same.
16. Be responsible for the distribution of all payroll checks.
17. Comply with all legal requirements to properly conduct all special regular school elections.
18. Carry out all legal requirements for bond issues and report to the Commissioner of Education by August 1st of each year, the amount of interest and bonds paid during the year.
19. Perform such other duties as may be directed by the Board of Education and/or the Superintendent as delegated.

Adopted: 11 November 1999

To P&M Committee for Review: 7/10, 12/11