

1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board shall by a record roll call majority vote of all its members appoint a Board Secretary who may be elected from among its members, and shall fix his compensation and term of employment.

The Board Secretary shall have the powers and duties stated in N.J.S.A. 18A:17-7 through N.J.S.A. 18A:17-12 and such others as may be provided by law or approved by the Board.

The Board shall by a majority vote of all its members appoint a Board Secretary on or before the regular organization meeting.

General

One person shall be appointed to perform the duties of both the Board Secretary and Business Administrator. As Board Secretary he or she shall be directly responsible to the Board of Education for certain duties specified by law. As School Business Administrator he or she shall be a part of the Superintendent's Administrative Team, and under the direct supervision of the Superintendent.

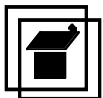
Specific Duties of Board Secretary/School Business Administrator

Performance Responsibilities - Board Secretary

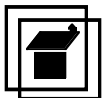
- A. The Board Secretary shall be custodian of all securities, documents, title papers, records, and other papers belonging to the Board;
- B. The Board Secretary shall be the general accountant of the Board and shall see that a correct and detailed account of all financial transactions is kept as prescribed by statute and these bylaws;
- C. The Board Secretary shall audit all claims, invoices, and demands against the Board of Education. Internal auditing functions shall include:
 1. Checking proper authority to support all purchases in accordance with the policies of the Board of Education.



2. Checking that all merchandise and/or services have been received and accounted for.
 3. Checking that all bills are correct and proper.
 4. Certifying to the Board the amount of all bills and checking their legality, if necessary.
- D. The Board Secretary shall attend all Board meetings, record all proceedings of the Board, and in coordination with the Superintendent handle Board correspondence; and hand out agendas timely;
- E. The Board Secretary shall report to the Board at each regular meeting:
1. The amount of the total appropriations and the cash receipt of each account.
 2. The amount for which warrants have been drawn and the amount of orders for all contractual obligations since the date of his or her last report.
 3. The accounts against which the warrants have been drawn and the accounts against which the contractual obligations are chargeable.
 4. The cash balance and free balance to the credit of each account.
- F. The Board Secretary shall be responsible for all annual and special meetings of the legal voters prescribed by statute;
- G. The Board Secretary shall notify all members of the Board of all regular and special meetings of the Board;
- H. The Board Secretary shall present to the Board and state at the end of each year, but not later than October 15, a detailed report of the financial transactions of the preceding school year and file a copy with the county chief administrative assistant;
- I. The Board Secretary shall be responsible for the administration of the Debt Service Account of the school district;
- J. The Board Secretary shall be responsible for certifying the school tax requirements of the school district;



- K. The Board Secretary shall be certifying agent for Teachers' Pension & Annuity Fund, Public Employees' Retirement System and State Health Benefit Program;
- L. Supervises the collection, safekeeping, and distribution of all funds;
- M. Purchases all supplies, materials, and equipment in keeping with the budget and arranges for bidding as per Board policy. (Advertising and contractual arrangements);
- N. Arranges for the internal auditing of school accounts and preparation of monthly bill list;
- O. Acts as advisor to the Superintendent and the Board on the annual school budget and all other business and financial questions;
- P. Submits a monthly financial statement to the Board detailing the status of each appropriation item. Amount of total appropriations and cash receipts for each account, amount for which warrants are drawn;
- Q. Prepares financial reports as required by State and Federal agencies having jurisdiction over public school funds;
- R. Completes applications for State and Federal funds;
- S. Shall conduct the annual school Board elections in accordance with prescribed procedures;
- T. The School Business Administrator shall be responsible for the advertisement of all bids and the preparation of all contracts in the name of the Board;
- U. The School Business Administrator shall be responsible for preparing contracts and necessary documents for all transportation routes;
- V. Manages the district's insurance program;
- W. Acts as payroll officer and maintains records of all required deductions;
- X. Supervises storage and distribution of supplies and equipment;
- Y. Maintains an up-to-date inventory of school property; checking that all merchandise and/or services have been received and accounted for;



POLICY

WATCHUNG BOROUGH BOARD OF EDUCATION

ADMINISTRATION

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Duties of School Business Administrator/
Board Secretary

- Z. Supervises school transportation services;
- AA. Supervises all business office personnel;
- BB. Assists in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under his or her jurisdiction;
- CC. Acts as the budget control officer to insure that the funds are available before purchase orders are issued.

Adopted: 25 April 2018

