

Policy

SECRETARY OF THE BOARD OF EDUCATION/BUSINESS MANAGER

Reporting directly to the chief school administrator, the secretary of the board of education/business manager shall:

- A. Coordinate and manage the business affairs and plant operation of the school district in such a way as to support and facilitate the instructional program.
- B. Assist in the planning and preparation of the annual budget and long-range financial planning.
- C. Be custodian of all securities, documents, title papers, records, bonds, interest, and other papers belonging to the board.
- D. Be the general accountant of the board and keep a correct and detailed account of all financial transactions as prescribed by statute and the policy of the board of education.
- E. Supervise the district's transportation and food service programs.
- F. Be responsible for the maintenance and repair of the school facilities and the operation of the plant.
- G. Supervise a program for purchasing supplies and equipment.
- H. Interpret the financial status and concerns of the district to the community.
- I. Assist in development of a facility expansion program and in supervision of plant construction.
- J. Work with other administrators, architects, attorneys and financial advisors in planning construction, contracting, and in acquiring suitable financing.
- K. Supervise the district's insurance program.
- L. Be responsible for the employment, job status, supervision and the assignment of duties for business office personnel.
- M. Consult with the chief school administrator and other appropriate personnel as necessary.
- N. Undertake special assignments in the interests of the educational program, as requested by the board.
- O. Serve as secretary to the board of education and perform those duties assigned to that office by statute and the bylaws of the board of education.

Adopted:	May 2, 1989
Revised:	July 31, 2003
NJSBA Review/Update:	January 2009, August 2016, September 2018
Readopted:	April 27, 2009, September 17, 2018, August 16, 2021, January 2024

Key Words

Secretary, Board Secretary, Business Administrator, Business Manager

N.J.S.A. 18A:17-14.1
N.J.S.A. 18A:17-14.2
N.J.S.A. 18A:17-14.3

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*9323/9324

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