

**Bylaw**

---

BUSINESS ADMINISTRATOR/BOARD SECRETARY

The board secretary/business administrator to the Frenchtown Board of Education is appointed by the board at the annual organization meeting. The term of office shall commence with the ensuing fiscal year.

The efficient operation of the office of the board of education under existing laws, statutes and directives is the responsibility of the board secretary/business administrator to the board of education.

The direct supervision of employees in the office of the board of education is assigned to the board secretary/business administrator.

The board secretary/business administrator shall cooperate with all members of the staff having related administrative responsibilities.

The board secretary/business administrator is directly responsible to and under the supervision of the superintendent.

Adopt: November 25, 2008  
NJSBA Review/Update: October 2016  
Readopted: May 9, 2017

Key Words

Board Secretary, Business Administrator, Organization Meeting

|   |  |
|---|--|
| <b>Legal References:</b> <u>N.J.S.A. 18A:4-14</u> | Uniform system of bookkeeping for all school districts   |
| <u>N.J.S.A. 18A:6-7.1 through -7-5</u>            | Criminal history record; employee in regular contact with students; grounds for disqualification from employment, exception            |
| <u>N.J.S.A. 18A:7 et seq.</u>                     | Executive county superintendents   |
| <u>N.J.S.A. 18A:7F</u>                            | Comprehensive Educational Improvement and Financing Act  |
| <u>N.J.S.A. 18:A7G</u>                            | Educational Facilities construction and financing Act  |
| <u>N.J.S.A. 18A:12</u>                            | School Ethics Act  |
| <u>N.J.S.A. 18A:16-1</u>                          | Officers and Employees in general  |
| <u>N.J.S.A. 18A:16-2</u>                          | Physical examinations: requirement   |
| <u>N.J.S.A. 18A:17-1</u>                          | Removal, etc. of secretaries, assistant secretaries, school business administrators and business managers during terms of office       |
| <u>N.J.S.A. 18A:17-2</u>                          | Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees |
| <u>N.J.S.A. 18A:17-5</u>                          | Appointment of secretary; terms ; compensation; vacancy;   |
| <u>N.J.S.A. 18A:17-6</u>                          | Bond of Secretary  |
| <u>N.J.S.A. 18A:17-7</u>                          | Secretary to give notices, keep minutes, etc.  |
| <u>N.J.S.A. 18A:17-8</u>                          | Secretary; collection of tuition and auditing of accounts  |
| <u>N.J.S.A. 18A:17-9</u>                          | Secretary; report of appropriations, etc.  |
| <u>N.J.S.A. 18A:17-10</u>                         | Secretary; annual report   |
| <u>N.J.S.A. 18A:17-11</u>                         | Secretary; taking oaths  |
| <u>N.J.S.A. 18A:17-12</u>                         | Secretary; annual financial report to the commissioner   |

BUSINESS ADMINISTRATOR/BOARD SECRETARY (continued)

|  |   |
|--|---|
| <u>N.J.S.A.</u> 18A:17-12.1,<br>12.2         | Secretary; retirement of pension amount   |
| <u>N.J.S.A.</u> 18A:17-13                    | Assistant and acting secretaries, appointment, powers and duties                                    |
| <u>N.J.S.A.</u> 18A:17-14                    | Clerks in the Secretaries office  |
| <u>N.J.S.A.</u> 18A:17-14.1                  | Appointment of school business administrator  |
| <u>N.J.S.A.</u> 18A:17-14.2                  | Qualifications  |
| <u>N.J.S.A.</u> 18A:17-14.3                  | Secretary or business manager appointed school administrator; tenure                                |
| <u>N.J.S.A.</u> 18A:17-24.1<br>through -24.9 | Superintendents and school business administrators shared by two or more school districts, approval |
| <u>N.J.S.A.</u> 18A:18A                      | Public School contract Law  |
| <u>N.J.S.A.</u> 18A:19                       | Expenditures of funds; Audited payment of claims  |
| <u>N.J.S.A.</u> 18A:21                       | Capital projects  |
| <u>N.J.S.A.</u> 18A:22                       | Budget and Appropriations   |
| <u>N.J.S.A.</u> 18A:23-4                     | Preparation and distribution of synopsis or summary   |
| <u>N.J.S.A.</u> 18A:28-5                     | Tenure of teaching staff members  |
| <u>N.J.S.A.</u> 18A:-30.5                    | Payment for accumulated sick leave  |
| <u>N.J.S.A.</u> 18A:30-9                     | Payment for accumulated vacation leave  |
| <u>N.J.S.A.</u> 18A:33                       | Facilities in general   |
| <u>N.J.S.A.</u> 18A:39                       | Transportation to and from schools  |
| <u>N.J.S.A.</u> 19:60                        | School election   |
| <u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>       | NJ Worker and Community Right to Know Act   |
| <u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u>      | Managing for equality and equity in education   |
| <u>N.J.A.C.</u> 6A:9                         | Professional standards  |
| <u>See particularly</u>                      |   |
| <u>N.J.A.C.</u> 6A:9-3.4                     | Professional standards for teachers and school leaders  |
| <u>N.J.A.C.</u> 6A:9B-11.3                   | Authorization   |
| <u>N.J.A.C.</u> 6A:9B-11.7                   | School business administrator   |
| <u>N.J.A.C.</u> 6A:9B-13                     | Acting administrators   |
| <u>N.J.A.C.</u> 6A:9C-s.1 <u>et seq.</u>     | Required professional development for school leaders  |
| <u>N.J.A.C.</u> 6A:16-1.3 and 3.1            | Prohibition of substance smoking and tobacco use on school grounds                                  |
| <u>N.J.A.C.</u> 6A:23A                       | Fiscal Accountability, efficiency and budgeting procedures  |
| <u>N.J.A.C.</u> 6A:23A-3.1                   | Review of contracts for superintendents, assistant superintendents and business administrators      |
| <u>N.J.A.C.</u> 6A:24                        | Urban education reforms in Abbot districts  |
| <u>N.J.A.C.</u> 6A:25                        | Qualified zone academy bonds  |
| <u>N.J.A.C.</u> 6A:26                        | Educational facilities  |
| <u>N.J.A.C.</u> 6A:27                        | Student Transportation  |
| <u>N.J.A.C.</u> 6A:28                        | School operations   |
| <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>     | Evaluation of the performance of school districts   |
| <u>N.J.A.C.</u> 6A:32-4.4                    | Evaluation of tenured teaching staff  |
| <u>N.J.A.C.</u> 6A:32-4.5                    | Evaluation of non-tenured teaching staff  |
| <u>N.J.A.C.</u> 6A:32-6.1 <u>et seq.</u>     | School employees physical exams   |
| <u>N.J.A.C.</u> 8:59-11.1 <u>et seq.</u>     | NJ Worker and Community Right to Know Act   |
| <u>N.J.A.C.</u> 12:100-4.2                   | Safety and health standards for public employees<br>occupational exposure to bloodborne pathogens   |

Immigration Reform and Control Act of 1986 8 U.S.C.A. 100 et seq.

Blood –borne Pathogens Standard 29 CFR 1910 1030

BUSINESS ADMINISTRATOR/BOARD SECRETARY (continued)

|                                     |   |
|-------------------------------------|---|
| <u>Cross References:</u> 3000/3010* | Concepts and Roles in \business and Non-Instructional Operations;<br>Goals and Objectives |
| 3100*                               | Budget Planning, Preparation and Adoption   |
| 3160*                               | Transfer of Funds Between Line Items/Amendment/Purchases not<br>Budgeted                  |
| 3250*                               | Income from Fees, Fines, Charges  |
| 3260*                               | Sale and Disposal of Books, Equipment and Supplies  |
| 3290                                | Funds Management  |
| 3293                                | Depositories  |
| 3300                                | Expenditures/Expending authority  |
| 3320*                               | Purchasing Procedures   |
| 3326*                               | Payment for Goods and Services  |
| 3440*                               | Inventories   |
| 3453*                               | School Activity Funds   |
| 3510*                               | Operation and Maintenance of Plant  |
| 3541.1*                             | Transportation routes and Services  |
| 3541.31*                            | Privately Owned Vehicles  |
| 3570*                               | District Records and Reports  |
| 3571                                | Financial Reports   |
| 3571.4*                             | Audit   |
| 9250*                               | Expenses and travel reimbursement   |
| 9321*                               | Time, Place, Notification of Meetings   |
| 9322.1                              | Organization meeting  |
| 9323/9324*                          | Agenda Preparation/Advance Delivery of Meeting Material                                   |

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