
BOARD SECRETARY

The secretary to the board of education is appointed by the board of education at the annual organization meeting. Unless the secretary is tenured, the term of office shall be for one year or for such a period of time as the board of education shall deem expedient. 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 secretary to the board of education. The chief school administrator will develop administrative regulations including a job description for the policy and submit it to the board for adoption.

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

First Adoption: June 21, 1989
Review Date: July 7, 2009
Revision & Adoption: September 24, 2009

LEGAL REFERENCES:

N.J.S.A. 18A:17-2	Any secretary, assistant secretary, or business manager of this office and any person holding any secretarial or clerical position acquires tenure: (a) after 3 consecutive calendar years of employment, or (b) at the beginning of the fourth consecutive academic year.
N.J.S.A. 18A:17-5	Appointment of a secretary of board of education; terms; compensation; vacancy.
N.J.S.A. 18A:17-6	Bond of secretary.
N.J.S.A. 18A:17-7	Secretary to give notices and keep minutes, etc.
N.J.S.A. 18A:17-8	Secretary; collection of tuition and auditing of accounts.
N.J.S.A. 18A:17-9	Secretary; report of appropriations, etc; custodial duties, etc.
N.J.S.A. 18A:17-10	Secretary; annual report.
N.J.S.A. 18A:17-11	Administer oaths relevant to school matters, without charge (Swearing in).
N.J.S.A. 18A:17-12	Annual financial report to commissioner.
N.J.S.A. 18A:17-13	Retirement of secretary of board; pension.
N.J.S.A. 18A:18A-3	Purchase, contracts and agreements not requiring advertising.
N.J.S.A. 18A-19-4	Audit of claims, etc; warrants for payments.
N.J.S.A. 18A:23-4	Preparation and distribution of synopsis or summary.

POSSIBLE CROSS REFERENCES:

2120/2121	Organization chart; line of responsibility
3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives