

Policy

Board of Education
Woodbridge Township

TABLE OF CONTENTS

200	ADMINISTRATION
201	Administrative Organization
202	Superintendent of Schools
203	Board Secretary
205	Attorney for Board
206	Public School Accountant
207	Treasurer of School Monies

Policy

Board of Education Woodbridge Township

#201 ADMINISTRATIVE ORGANIZATION

All matters requiring administrative action shall be pursued through the framework of responsibility outlined in the organization chart. All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and, through appropriate successive steps, to the Board of Education.

The organization chart shows line of primary responsibility only. All personnel are expected to realize that there are many lines of secondary responsibility and communication which are essential in the development of a desirable educational program.

Date adopted: 4/18/73
Date revised: 12/21/78

Policy

Board of Education

Woodbridge Township

#202 SUPERINTENDENT OF SCHOOLS

A. Function:

The Superintendent of Schools is the Chief Administrative Officer of the Woodbridge Township educational system and is responsible solely to the Board of Education. He/she shall have general supervision over the schools of the township under rules prescribed by the State Board of Education and the adopted policies of the local Board. He/she shall have a seat on the Board and the right to speak on all educational matters, but shall not have the right to vote.

B. Duties specified by law:

1. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the district. (18A:17-20)
2. Have a seat on the Board or Boards of Education employing him or her, and the right to speak on all educational matters, but no vote. (18A:17-20)
3. Responsible for general supervision over the schools in the district, exercising the educational and administrative leadership and guidance necessary for providing the best possible educational conditions and outcomes. (18A:17-20)
4. Be responsible for the supervision of instruction and for advising the principals and teachers in procedures, methods and materials of instruction. (N.J.A.C. 6:3-1.12(b))
5. Select and recommend to the Board all textbooks, equipment, supplies, and other educational materials. (N.J.A.C. 6:3-1.12(f))
6. Visit the schools under his or her jurisdiction to keep informed on matters of their condition and progress. (N.J.A.C. 6:3-1.12(a))
7. Provide to the Commissioner and County Superintendent, on or before August 1 of each year, a report of matters relating to the schools under his or her supervision in a form directed by the Commissioner. (18A:17-21)
8. Be responsible for discipline and conduct of the schools. (N.J.A.C. 6:3-1.12(b))
9. Nominate Assistant Superintendent(s) for Board of Education approval. (N.J.A.C. 6:3-1.12(c))
10. Ascertain that teachers are not properly certified and notify Board of Education if a teacher is not so certified. (N.J.A.C. 6:3-1.12(g))
11. Appoint such clerks as may be authorized by the Board of Education. (N.J.A.C. 6:3-1.12(d))
12. With the approval of the President of the Board employing him or her, he or she may suspend any assistant superintendent, principal, or teacher under his or her supervision and report such suspension to the Board promptly. (18A:25-6)

Policy

Board of Education Woodbridge Township

C. Duties and responsibilities specified by Board:

1. Attend all Board meetings unless excused.
2. Keep the Board continuously and completely informed of the condition of the school system and its activities.
3. Suspend, subject to final approval of the Board, any employee deemed for adequate reasons to have warranted that action.
4. Report to the Board on problems on which information may be requested or upon any other school activity or function that he/she considers helpful or informative to the Board.
5. Investigate and answer complaints regarding school activities. Those not covered by stated policy shall be referred to the Board.
6. Refer to the Board for action any conditions in the buildings or grounds requiring major repair or capital outlay.
7. Be responsible for the study, interpretation, and revision of the curriculum.
8. Oversee the evaluation and selection of all applications for positions in the school system.
9. Recommend personnel for tenure and for prescribed increments in salary.
10. Assign duties to staff members.
11. Approve for purchase all books, instructional equipment, and other educational supplies within established budgetary limits.
12. Be responsible for preparing an inventory of all educational supplies and equipment when requested to do so by the Board.
13. Arrange for the observance in the schools of all special days noted in the state law.
14. Perform properly and promptly all obligations legally required of his/her office.
15. Recommend the assignment and transfer of instructional personnel.
16. Arrange for emergency transfers of instructional personnel subject to subsequent approval by the Board.
17. Be responsible for providing a sound cooperative relationship between the schools and the citizens of the community.
18. Be responsible for developing such rules and regulations as are necessary to implement the established policies of the Board.
19. Be responsible for preparing such reports as are necessary to provide the Board with information needed for budget purposes.
20. Perform all other duties as assigned by the Board.

Policy

Board of Education Woodbridge Township

D. Experience/Background:

1. Successful teaching experience in public schools.
2. Successful administrative and/or supervisory experience in public schools is required.
3. District-wide administrative experience is required.
4. Success in working with parent groups and the public in securing an understanding and acceptance of the educational program of the school district.

E. Personal qualifications:

1. Must be in good physical condition.
2. Must be mature and possess integrity.
3. Must possess vigorous leadership qualities.
4. Must possess the ability to get along well with one's colleagues and the public.

F. Professional preparation:

1. An earned Doctor's degree is required.
2. Preparation in public school administration and supervision is required.
3. A valid School Administrator's certificate issued by the New Jersey Department of Education is required.

Reference: N.J.A.C. 6:11-9.1, -9.2, -10.2, -10.4, -10.5, -10.7

Date adopted: 12/21/78

Policy

Board of Education

Woodbridge Township

#203 BOARD SECRETARY

The Secretary of the Board of Education is an important educational official many of whose duties are legally described in detail in the state statutes. The Secretary, unless having attained tenure after the award of the fourth consecutive annual contract, shall be appointed annually by a majority vote of the Board. Until attaining tenure, the Secretary may be removed from office by vote of the Board, but after the attainment of tenure may be removed only in accordance with the legal stipulations concerning the removal of certified employees on tenure. The Secretary may be a member of the Board and shall be bonded in an amount to be determined by the Board, but not less than \$2,000.00, the fee for which shall be paid by the Board. The Secretary shall be responsible solely to the Board.

A. The legal functions of the Secretary include the following:

1. Fulfilling all state requirements of this office. Since, with respect to such areas as elections, budgets, and other fiscal problems, they are too detailed to be usefully incorporated in these rules and regulations, the relevant statutes are deemed by reference thereto to have been incorporated herein.
2. Recording the proceedings of all regular and special Board meetings, including annual and special school district meetings. Preparing and transmitting promptly to all Board members copies thereof.
3. Notifying members of the Board of all regular and special meetings of the Board.
4. Certifying and submitting for payment all properly audited and signed bills, by orders of the Custodian of School Monies. No bill shall be paid unless first approved by the committee authorizing the expenditure and thereafter approved by the Board.
5. Reporting to the Board at each regular meeting:
 - a. The amount of the total appropriations and the cash receipts for each amount;
 - b. The amount for which warrants have been drawn, the name of payee, purpose for which drawn, and the amount of orders for all contractual obligations since the date of the previous report;
 - c. The accounts against which the warrants have been drawn and the accounts against which contractual obligations are chargeable;
 - d. The cash balance and free balance of the credit of each account.
6. Submitting all financial records to an annual audit after preparing a statement of the financial condition of the school district for auditing and transmission to the Board members.
7. Preparing, in July, a detailed financial statement of the fiscal year ended June 30 and transmitting a copy thereof to the County Superintendent.
8. Purchasing supplies as authorized by the Board. In such cases, the Secretary shall present properly itemized bills for all transactions except those involving salaries.
9. Preparing, at the stipulated times, all budgetary and election information that the law requires be published.

Policy

Board of Education

Woodbridge Township

10. Performing all required legal duties associated with elections.
- B. Other functions of the Secretary include the following:
1. Preserving safely all records, papers, etc., of the school district and, in addition, such securities as may be under the control of the Secretary.
 2. Preparing for each new Board member such information and illustrative material as may be of assistance to the new member in becoming acquainted promptly with the responsibilities imposed by the state law and with current operating policies of the Board.
 3. Preparing an annual calendar of those repetitive functions of the office that a substitute or successor must fulfill.
 4. Supervising the work of the personnel in the Secretary's office.
 5. Performing such other duties as may be required by the Board.

Reference: 10:4-8d, 10:4-18, -19; 18A:10-4, 18A:14-1 et seq, 17-7 et seq; 19-4, 23-4

Date adopted: 12/21/78

Policy

Board of Education

Woodbridge Township

#205 ATTORNEY FOR BOARD

A. Function

The attorney for the Board of Education shall be retained as an attorney for legal counsel and service in the affairs of the district.

B. Duties and Responsibilities

1. Attend all regular, special, and caucus meetings of the Board of Education except when excused by the President.
2. Attend meetings of committees of the Board of Education as requested by the President.
3. Be responsible for and conduct the law business of the Board and its committees.
4. Advise the Board generally and give such written opinions as may, from time to time, be requested.
5. Advise the Board, individual Board members, Secretary of the Board, and Superintendent of Schools regarding school affairs when requested.
6. Advise the Board on all new decisions of the New Jersey Commissioner of Education or the courts where pertinent.
7. Advise the Board on the effects of decisions rendered by the New Jersey State Board of Education.
8. Prepare or review all contracts when requested.
9. Advise on all school election problems.
10. Review and advise regarding notices and specifications for bidders when requested.
11. Prepare resolutions, deeds, leases, conveyances, bonds, obligations, and other legal instruments relating to the business of the Board as shall be required and conduct such correspondence in connection therewith as may be necessary to advance such matters or as may be requested by the Board.
12. Prosecute, defend, or otherwise appear as counsel for the Board of Education in all actions which may be brought by or against it or any officer or employee thereof in his/her official capacity for or by reason of any matter in which the Board is interested and in any court of the state, whenever requested by the Board.
13. Advise on acquisition of real estate and the examination of title thereto.
14. Prepare and review all school building contracts, performance bonds, maintenance bonds, and all other documents required to effectuate completion of said buildings and alterations pursuant to the appropriate statutes and laws of the state.
15. Represent the Board of Education in mediation, fact finding, arbitrations, or court actions pursuant to the New Jersey Employer/Employee Relations Act.
16. Advise and review all matters regarding Planning Board and Zoning Board applications or proposals in the Township which affect the operation of the school district.
17. Be active in organizations which specialize in the study of school law such as the New Jersey Association of School Attorneys, National Organization on Legal Problems of

Policy

Board of Education

Woodbridge Township

Education, Council of School Attorneys of the National School Boards Association, and the New Jersey School Boards Association Convention legal seminar.

18. Maintain a close personal association with other school Board Attorneys to benefit by the constant interchange of ideas.
19. Perform all other duties as assigned by the Board of Education.

C. Duties and Responsibilities Not Included

1. Principal responsibility for labor negotiations with employee units, except that the attorney may render such legal advice as requested.
2. Nothing herein shall preclude the Board of Education from employing other attorneys.

D. Compensation

The compensation for the attorney shall be set forth from year to year and such compensation shall be agreed to include all legal services, except that if, in any matter in which counsel prosecutes, defends, or otherwise appears in representation of the Board of Education, counsel spends in excess of twenty-five (25) hours time for any such individual matter, then in that event, counsel shall receive additional compensation for every hour above twenty-five (25) hours at the rate of \$70.00 per hour.

E. Professional Preparation

1. Must be an Attorney-at-Law in the State of New Jersey
2. Experience as a trial and appellate attorney is desired but not required.

F. Experience/Background

1. Successful experiences as an Attorney-at-Law in New Jersey and elsewhere.
2. Should be knowledgeable in the field of administrative law since such procedures are applicable to the Board of Education.
3. Should possess and have experienced success in effective human relations skills.

G. Personal Qualifications

1. Must be in good physical condition.
2. Must be mature and possess integrity.
3. Must possess the ability to relate to one's colleagues and the public in an articulate and dignified manner.
4. Must possess vigorous leadership qualities.

Date adopted: 8/20/73
Dates revised: 7/21/77, 12/21/78

Policy

Board of Education Woodbridge Township

#206 PUBLIC SCHOOL ACCOUNTANT

The public school accountant shall be a registered municipal accountant of New Jersey or a certified public accountant of New Jersey who shall hold an uncanceled registration license as a public school accountant of New Jersey. (N.J.S.A. 18A:23-8)

A. Duties Specified by Law

1. Make an annual audit of the district's accounts and financial transactions, to be completed not later than three months after the end of the school fiscal year. (18A:23-1)
2. The above shall include an audit of books, accounts, monies, verification of all cash and bank balances of the Board and any of its officers or employees, and monies derived from athletic events or activities of Board authorized student organizations since the last annual audit. (18A:23-2)
3. File a copy of the annual audit and recommendations with the district Board of Education and, within five days, file two copies, certified and signed, in the office of the Commissioner. (18A:23-2)
4. All reports of audit of accounts are to be signed by the person making the audit or the person in charge of same. (18A:23-7)
5. The Public School Accountant must subscribe to the following declaration:
 - a. That he/she is fully acquainted with the laws governing the fiscal affairs of school districts of New Jersey and is a competent and experienced auditor, and
 - b. That he/she will honestly and faithfully audit the books and accounts of any school district when engaged to do so, and report any error, omission, irregularity, violation of the law, discrepancy or other non-conformity to the law, together with his/her recommendations, to the Board of Education of such school district. (18A:23-9)

B. Duties Specified by Board

1. Conduct interim audits of the district's accounts and financial transactions on a semiannual basis.
2. Be available for consultation in matters pertaining to the budget, financial problems, and in all related areas where his/her advice is considered necessary.
3. Meet with the entire Board, per arrangement, during the school year for presentation of the audit report.

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#207 TREASURER OF SCHOOL MONIES

The Treasurer of School Monies shall be the person designated by law as the treasurer of monies belonging to the municipality of Woodbridge, unless the Tax Collector shall be designated as such Treasurer by the Board. The bonds given by the collector or other person for the faithful performance of his/her duty as such officer shall be held to cover and secure the faithful performance of his/her duty as Treasurer of School Monies.

His/her duties shall include the following:

- A. The Treasurer of School Monies shall receive and hold in trust all school monies belonging to the school district, except such monies as are derived from athletic events or other activities of pupil organizations of the district, whether received from the state appropriation, state school tax, district tax appropriation, or from other sources, and shall pay out the same only on warrants signed by the President and Secretary of the Board of Education.
- B. Each warrant shall be made payable to the order of the person entitled to receive the amount named therein provided that, in the payment of teachers and other employees, a payroll, certified by the President and Secretary of the Board of Education, stating the names of the teachers and other employees and the amount to be paid to each, may be delivered to the Treasurer of School Monies, accompanied by a warrant, drawn to his/her order, for the full amount of said payroll, which said payroll warrant shall be deposited in a separate bank account as a payroll account.
- C. He/she shall keep, in the books provided for that purpose, a record of the sums received and paid out by him/her.
- D. He/she shall make a monthly report to the Board of Education giving a detailed account of all receipts and the amount of all warrants signed by him/her since the date of his/her last report, the accounts against which said warrants shall have been drawn, and the balance to the credit of each account.
- E. At the close of the school year he/she shall transmit to the Board of Education a report showing the amounts received and disbursed by him/her for school purposes during the year, and shall file a duplicate of such report with the County Superintendent of Schools.
- F. He/she shall prepare and transmit to the designated authorities any other reports required by law.

Reference: 18A:17-34 et seq, 19-1, 19-9 et seq

Date adopted: 12/21/78