

MEDFORD LAKES BOARD OF EDUCATION

FILE CODE: 9123

Bylaw

Monitored

Mandated

Other Reasons

BOARD SECRETARY/BUSINESS ADMINISTRATOR

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 direct supervision of employees in the office of the board of education is assigned to the board secretary.

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

The position of board secretary may be combined with that of the school business administrator.

Date: Reviewed: 11/16/2011

Adopted: 12/15/1999; 01/11/2012

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

President, Board President