

BYLAW

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. 0170
BYLAWS
Duties
Page 1 of 3

0170. DUTIES

Section 1. Board Member - A Board member: [Bylaws are accessible via the district website]

1. Upon request will be provided with a copy of these bylaws and policies which he or she shall return to the Secretary when he or she becomes ineligible to sit on this Board.
2. Shall, when required by order of the State Board of Education, attend before that body, its committees or to the Commissioner of Education. (N.J.S.A. 18A:4-18)
3. Shall, when so appointed by the Board, declare the polls open for school elections or referenda. (M/K/S/A/ 18A”14-46)

Section 2. President - The President shall preside at all meetings of the Board; he or she shall appoint all committees and be an ex-officio member of each; he or she shall subscribe bonds, notes, contracts and other legal instruments for which the signature of the President is required by law (N.J.S.A. 18A:19-1, 19-9). He or she shall have the right, as other members of the Board, to offer resolutions, to discuss questions, and to vote thereon.

Section 3. Vice President - The Vice President shall assume and discharge the duties of the President in his or her absence, disability or disqualification. (N.J.S.A. 18A:16-1.1)

Section 4. Treasurer - The Treasurer shall:

1. Receive and hold in trust all school moneys, except moneys from athletic events and pupil organization activities, and deposit them in the bank(s) designated by the Board. (18A:17-34)
2. Pay out school moneys only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the President, Secretary and Treasurer. (N.J.S.A. 18A:19-1)
3. Receive school employee payrolls and a warrant for the full amount of

BYLAW

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. 0170
BYLAWS
Duties
Page 2of 3

each payroll certified by the President and Secretary, deposit the warrants in a separate payroll account, and issue individual checks drawn on such account to each employee. (N.J.S.A. 18A:19-9 and 19-10)

4. Give public notice when funds are on hand for payment of interest bearing warrants issued for which no funds were available. (N.J.S.A. 18A:17-35)
5. Keep a record of moneys received and paid out in books provided for that purpose and in accordance with a bookkeeping system prescribed by the State Board. (N.J.S.A. 18A:17-35)
6. Pay over the balance of school funds in his or her hands to successor. (N.J.S.A. 18A:17-35)
7. Render a monthly report to the Board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account. (N.J.S.A. 18A:17-36)
8. Render an annual report showing the amounts received and disbursed by him or her during the school year and file a copy with the County Superintendent. (N.J.S.A. 18A:17-36)

Section 5. Accountant - The public school accountant must file a report of his or her audit and recommendations with the Board and two copies with the Commissioner. (N.J.S.A. 18A:23-3)

Section 6. Counsel - It shall be the duty of the counsel to advise the Board on specific legal problems submitted to counsel and to make such recommendations as he or she feels desirable.

Section 7. Principal - A principal shall:

1. Conduct all required drills. (N.J.S.A. 18A:41-1)
2. Require all teachers keep all doors and exits of their rooms and building unlocked during school hours, unless otherwise required to be locked as per statute. (N.J.S.A. 18A:41-2)
3. Keep furnace rooms, hallways and stair towers or smoke doors closed

BYLAW

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. 0170
BYLAWS
Duties
Page 3 of 3

when the building is occupied by teachers or pupils. (N.J.S.A. 18A:41-2)

4. Report suspension of a pupil to the Superintendent forthwith. (N.J.S.A. 18A:37-4)

Date Adopted: 4/18/77

Date Revised: 3/18/91; 6/16/20