

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey 07090

BYLAWS
0169
Board Member Use
of Electronic Communication
and Social Networks

Page 1 of 3

0169 BOARD MEMBER USE OF ELECTRONIC
COMMUNICATION AND SOCIAL NETWORKS

Electronic communication among Board members and the administration is an efficient and convenient way to exchange information but should not be used to deliberate issues that are properly discussed only in a public meeting.

“Electronic communication” includes, but is not limited to, any kind of technology that allows for the instant transmission of text, video or voice, .

“Public business” means and includes all matters that relate in any way, directly or indirectly, to the performance of the Board’s functions or the conduct of its business.

A “meeting” is any gathering attended by, or open to, all members of the Board, held with the intent to act upon the public business of the Board. Board committee meetings are attended by less than a quorum and are not subject to the Open Public Meeting Act.

The Board of Education is subject to the provisions of the New Jersey Open Public Meeting Act, N.J.A.C. 10:4-6 et seq., and its members are required to comply with the provisions of this Act. It is the right of the public to be present at meetings of public bodies and to witness in full all phases of the deliberations, policy formulation, and decision-making.

The Board is also subject to the Open Public Records Act, N.J.S.A. 47:A1A-1 et seq. The Open Public Records Act requires School Boards to make certain governmental records available for public access.

In order to ensure that the Board and/or individual Board members comply with the requirements of the Open Public Meetings Act and the Open Public Records Act, the following guidance is provided concerning the use of electronic communication regarding public business:

1. Electronic communication regarding the Board’s public business, written by Board members to other Board members, shall not replace deliberations that would prevent the public from witnessing in full detail all phases of the Board’s discussion. Matters which are clearly permissible to communicate electronically include:
 - scheduling meetings or appointments
 - announcing information which is about to be disseminated district-wide
 - confirming attendance at a Board meeting
 - forwarding information or a document from the public

**Board Member Use of Electronic Communication
and Social Networks**

- distributing meeting minutes and agendas
 - telephone, text, or e-mail communication between two board members
 - committee matters among committee members.
2. Interactive or sequential electronic communications that are deliberative among a quorum of the Board is a violation of the Open Public Meetings Act unless specifically excluded by the law. Interactive electronic communication by less than a quorum of the Board may result inadvertently in violating the Open Public meetings Act.
 3. Under the Open Public Records Act, electronic communications received or sent regarding Board business are public records, which may be inspected by any member of the public upon request, unless otherwise made confidential by law.
 4. Under the Open Public Records Act, Board members shall avoid reference to confidential information about employees, students or other confidential issues in electronic communications because of the potential for improper or inappropriate disclosure and/or breach of confidentiality.

For the purposes of this Policy, “use of a social network” shall include, but not be limited to: posting to a social network, reposting another person’s post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act – N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member’s use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district’s policies for Board members;

**Board Member Use of Electronic Communication
and Social Networks**

2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;
3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;
4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;
5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;
6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or
7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

In the event that a Board member fails to comply with the guidance of this Policy, the matter shall be referred to the Board President, who will meet and discuss the matter and this Policy with the Board member. The Board President may request the Board Attorney participate in the meeting.

N.J.S.A. 10:6 et seq.

N.J.S.A. 47:1A-1 et seq.

First Reading: April 12, 2005

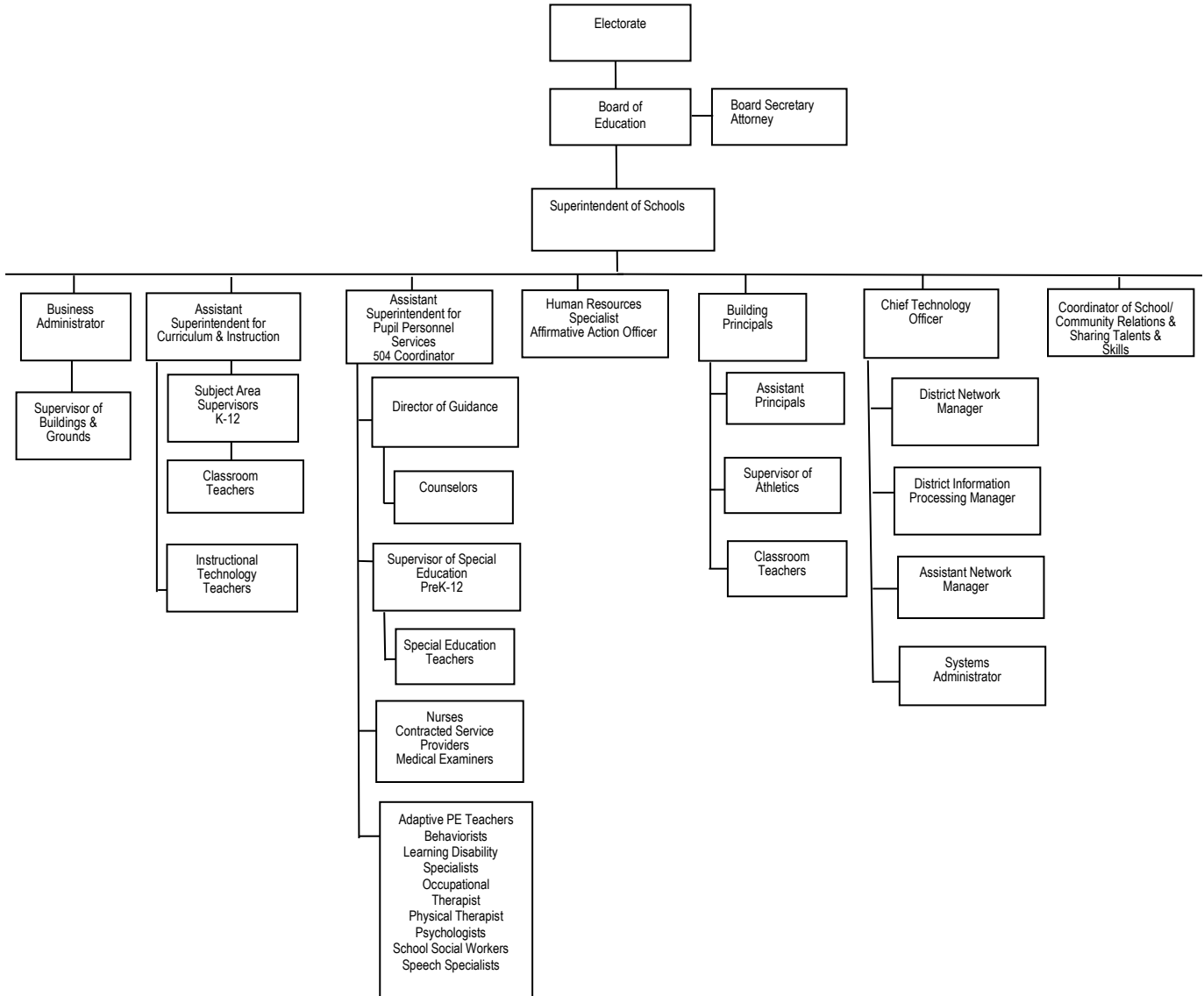
Approved: May 3, 2005

Reviewed: May 29, 2013

First Reading: January 7, 2020

Second Reading: February 4, 2020

1110 ORGANIZATIONAL CHART



Classroom Paraprofessionals report to Building Principal or designated Administrator
 Custodians report to Building Principals
 Maintenance and Elm Street Custodians report to Supervisor of Buildings and Grounds
 Secretaries report to Building Principals or designated Administrator
 Technicians report to Chief Technology Officer

Approved: November 6, 2007
 Revised: December 7, 2010
 Revised: August 28, 2012
 Revised: December 10, 2013
 Reviewed: December 11, 2014
 Revised: February 28, 2017
 Revised: March 27, 2018
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 Second Reading: February 4, 2020

**1320 DUTIES OF BUSINESS ADMINISTRATOR/
BOARD SECRETARY**

The Business Administrator/Board Secretary shall strive to achieve district goals by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and pupils both in and outside the school district.

In order to achieve the functions of the position, the Business Administrator/Board Secretary shall work cooperatively with the district administrative staff to:

1. establish and maintain long-range and other fiscal plans;
2. prepare the annual budget based upon district resources and needs;
3. insure that all district fiscal, insurance, custodial-maintenance, food, and transportation services comply with the policies of the Board and the regulations of the district;
4. insure the proper functioning and evaluation of district personnel assigned to his or her areas of responsibility;
5. manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services;
6. strive to increase the capability of the staff assigned to his or her area of responsibility through consultation and in-service training;
7. analyze the effectiveness of district programs in his or her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;
8. strive to increase the efficient use of district resources in his or her area of responsibility;
9. help to interpret the budget and the district affairs under his or her supervision to interested members of the school district community;

ADMINISTRATION
1320
Duties of Business
Administrator/Board Secretary

Page 2 of 3

10. strive to develop personal capabilities in financial strategies and supervisory methods;
11. conduct himself or herself in a proper manner at all times;
12. be responsible for the conduct of all duties legally assigned to his or her position including:
 - a. providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law, N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7;
 - b. recording the minutes of all proceedings of the Board and the results of annual or special school elections, N.J.S.A. 18A:17-7;
 - c. collecting tuition fees and other moneys due the Board, N.J.S.A. 18A:17-8;
 - d. examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval, N.J.S.A. 18A:17-8, 18A:19-4;
 - e. keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures, N.J.S.A. 18A:17-8;
 - f. reporting to the Board, no less than once a month, the amount of the total appropriations and cash receipts for each account, and of the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account, N.J.S.A. 18A:17-9;
 - g. keeping all contracts, records, and documents belonging to the Board, N.J.S.A. 18A:17-9;
 - h. giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent, N.J.S.A. 18A:17-10;
 - i. reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness, N.J.S.A. 18A:17-12;

ADMINISTRATION
1320
Duties of Business
Administrator/Board Secretary

Page 3 of 3

- j. preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, N.J.S.A. 18A:23-4;
 - k. subscribe to bonds, notes, contracts, and other legal instruments of the Board for which the signature of the Secretary is required, N.J.S.A. 18A:24-32;
 - l. sign all school district warrants and certify to the payroll, N.J.S.A. 18A:19-1, 19-9; and
13. perform such other duties as may be required by the Board or Superintendent.

The Business Administrator/Board Secretary shall be directly responsible to the Superintendent for the performance of his or her assigned duties and responsibilities as Business Administrator/Board Secretary.

Approved: March 7, 2000
Revised: December 10, 2013
First Reading: January 7, 2020
Second Reading: February 4, 2020

1400 JOB DESCRIPTIONS

The Board of Education shall adopt job descriptions for the positions of Superintendent, Business Administrator/Board Secretary, Assistant Superintendent, and each supervisory position. The Superintendent or designee shall prepare, approve, and disseminate to the Board job descriptions for all other employment positions created by the Board.

All job descriptions will be written and will specify:

1. The qualifications and specific certificate and endorsement required for the position;
2. The function, duties, and responsibilities of the position;
3. Background experiences, personal qualities, and individual achievements that the Board prefers in a person appointed to the position;
4. To whom the employee reports for the purpose of evaluation; and
5. Terms of employment.

Job descriptions will be reviewed periodically.

N.J.A.C. 6A:32-4.1; 6A:32-4.4;
6A:32-4.5; 6A:32-5.1

Approved: March 7, 2000
Citation Revision: October 1, 2007
Reviewed: March 13, 2014
First Reading: January 7, 2020
Second Reading: February 4, 2020

R 1400 JOB DESCRIPTIONS

- A. A job description shall be prepared for each job position in the district, including all administrative, educational specialist, instructional, and support staff positions.
- B. Each job description must include:
 - 1. The qualifications of the position holder including the certificate and endorsement required for the position and such other prerequisites for employment as the possession of a license to operate a vehicle or machine;
 - 2. The functions, duties, and responsibilities of the position;
 - 3. Any background experiences, personal qualifications and individual achievements that the Board prefers in a person appointed to the position;
 - 4. To whom the employee reports for the purpose of evaluation;
 - 5. Terms of employment.
- C. Each job description will:
 - 1. Be written in clear language that briefly describes the major functions of the position;
 - 2. Whenever possible, be generic in form, covering a number of specific positions;
 - 3. Be written in a direct, simple style using common terminology and a uniform format;
 - 4. Be gender neutral or employ both male and female pronouns.
- D. Maintenance of district job descriptions shall be the responsibility of the Superintendent or designee. Job descriptions shall be reviewed on request of the majority of persons in positions covered by the job description.
- E. Each employee shall be sent a copy of his or her current job description by the Superintendent or designee. Any revision of a job description shall be provided to each holder of a position covered by the job description.
- F. Suggested revisions to job descriptions by a job holder shall be referred initially to the job holder's immediate supervisor.