

Policy

CONCEPTS AND ROLES IN BUSINESS AND NONINSTRUCTIONAL OPERATIONS;
GOALS AND OBJECTIVES

Fiscal Management

The Milltown Board of Education recognizes that money and money management are a necessary support of the whole school program. To make that support as effective as possible, the board intends:

- A. To encourage financial planning through the best possible budget procedures;
- B. To explore all practical sources of dollar income;
- C. To guide the expenditure of funds so as to extract the greatest educational returns;
- D. To expect top-quality accounting and reporting procedures; to adopt and implement sound fiscal procedures. The Board Secretary/ Business Administrator shall prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and board policy;
- E. To maintain a level of per pupil expenditure sufficient to provide high quality education.

Internal Controls/Standard Operating Procedures

The board of education is committed to financial integrity and directs the chief school administrator to establish specific regulations and standard operating procedures for business functions which are designed to provide district administrators with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of N.J.A.C. 6A:23A-6.5 through 6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies and comply with law and regulation.

The district may submit a written request to the Commissioner to approve an alternative system, approach or process for implementing the internal controls required in this subchapter. The application must include documented evidence that includes but is not limited to, an independent, third-party written assessment that the alternative system, approach or process will achieve the same safeguards, efficiency and other purposes as the specified internal control requirement(s).

Personnel Tracking and Accounting

The district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each in accordance with N.J.A.C. 6A:23A-6.8.

Support Services

The board of education expects operation and maintenance of the school plant and equipment to set high standards of safety, to maintain the health of pupils and staff, to reflect the aspirations of the community, to support environmentally the efforts of the staff to provide a good education and to preserve the community's major investment.

In order to provide services that sufficiently support the educational program, the board establishes as broad

CONCEPTS AND ROLES IN BUSINESS AND NONINSTRUCTIONAL OPERATIONS; GOALS AND OBJECTIVES (continued)

goals:

- A. To provide a physical environment for teaching and learning that is safe and pleasant for pupils, staff, and public;
- B. To provide safe transportation for eligible pupils;
- C. To make nutritious meals available to pupils;
- D. To provide resources, facilities and assistance to meet the needs of the educational program as they develop.

Long-range Plans

In compliance with law, the chief school administrator or school business administrator if assigned by the chief school administrator will develop a five-year comprehensive maintenance plan. The board will review this plan and the district's long-range facilities plan annually, and will revise them as necessary with the advice of the chief school administrator. The board, on recommendation of the chief school administrator, shall contract professional services, such as architects, engineers and the like in accordance with policy, to assist in the formulation and review of such five-year plans.

Adopted: January 25, 1999
 NJSBA Review/Update: December 2008
 Readopted: May 12, 2009

Key Words

Concepts and Roles in Business, Noninstructional Operations, Goals and Objectives in Business and Noninstructional Operations, Planning, Business

<u>Legal References:</u>	<u>N.J.S.A.</u> 2C:30-4	Disbursement of public moneys, incurrence of obligations in excess of appropriation
	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:17-14.1 through -14.3	Appointment of school business administrator; duties; subcontracting; tenure acquisition
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of chief school administrator, school business administrator; procedure
	<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
	<u>N.J.S.A.</u> 18A:20-1 <u>et seq.</u>	Acquisition and Disposition of Property
	<u>N.J.S.A.</u> 18A:33-1 <u>et seq.</u>	Facilities in general
	<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation to and from schools
	<u>N.J.S.A.</u> 40:8A-1 <u>et seq.</u>	Inter-local Services Act
	<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C.</u> 6A:9-12.1 <u>et. seq.</u>	Requirements for administrative certification
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:9-12.1, -12.2,-12.3(d), -12.7	
	<u>N.J.A.C.</u> 6A:23-1.1 <u>et seq.</u>	Finance and Business Services
	<u>N.J.A.C.</u> 6A:23A-6.5 through 6.13	Segregation of duties; organization structure
	<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
	<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation

CONCEPTS AND ROLES IN BUSINESS AND NONINSTRUCTIONAL OPERATIONS; GOALS AND OBJECTIVES (continued)

Possible

<u>Cross References:</u>	*3100	Budget planning, preparation and adoption
	3200	Income
	3300	Expenditures/expending authority
	3400	Accounts
	3500	Non-instructional operations
	*3510	Operation and maintenance of plant
	3530	Insurance management
	3541	Transportation
	3542	Food service
	3452.1	Local Wellness
	3543	Office services
	3570	District records and reports
	3600	Evaluation of business and non-instructional operations
	*7110	Long-range facilities planning
	9123/9124	Appointment of board secretary; appointment of business official

*Indicates policy is included in the Critical Policy Reference Manual.

BUDGET PLANNING, PREPARATION AND ADOPTION

The budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district. The budget shall be in accord with statutory and regulatory mandates of the federal government, the state legislature, the state board of education and the board of education.

The budget shall provide sufficient resources for the designed curriculum and instruction. The budget shall be delivered in such a way that all students have the opportunity to achieve the knowledge and skills according to state and local standards.

In reviewing budget proposals, the board will consider priorities to be accomplished during the subsequent year, based on the needs identified through the district's planning process. The budget shall be prepared on forms prescribed by the Commissioner of Education and should be considered critically by each board member during its preparation.

In order to ensure adequate time for the preparation and review of the proposed budget, the board directs the chief school administrator to develop a schedule of events associated with the development, presentation and adoption of the budget by the board. This calendar of events shall conform to all dates set out in statute and shall be reviewed and adopted by the board annually. The chief school administrator shall prepare a tentative budget and shall confer with the principals, department heads, board committees and other district personnel, as necessary, to make the tentative budget realistic.

The board may call upon key personnel to discuss those portions of the budget that concern their areas of district operations.

The budget should evolve primarily from the district's goals and schools' current needs, but shall also consider the data collected in long-range budget planning. The district's operating budget, when presented to the board for review, shall contain:

- A. The total expenditure for each item for the preceding school year;
- B. The amount appropriated for the current school year adjusted for transfers as of February 1 of the current school year;
- C. The amount estimated to be necessary to be appropriated for the ensuing school year;
- D. The amount of the surplus account available at the beginning of the preceding school year, at the beginning of the current school year and the amount anticipated to be available for the ensuing school year;
- E. The amount of revenue available for budget purposes for the preceding school year, the amount available for the current school year as of February 1 of the current school year and the amount anticipated to be available for the ensuing school year in the following categories:
 1. Total to be raised by local property taxes;
 2. Total State aid;
 3. Total federal aid;
 4. Other sources;
- F. The proposed expenditure for each line item requested for the ensuing year;

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

- G. The anticipated expenditure for each existing line item in the current school year;
- H. The actual expenditure for each then-existing line item from the immediately completed school year;
- I. A description of each line item;
- J. An estimate of the pupil population for the coming school year by grade;
- K. The current pupil population by grade;
- L. An estimate of the staff needed for the coming school year by grade and/or by subject;
- M. Actual staff for the current year;
- N. Anticipated revenue by sources and amounts;
- O. Amount of surplus anticipated at the end of the current school year including accumulated surplus;
- P. All other expenses projected for the coming year, anticipated for the present year, and incurred in the preceding year, on the district level; and
- Q. Projected impact on tax rate.

Budget Adoption and Submission

Annually, on or before March 4, the board shall adopt and submit to the executive county superintendent for approval, together with such supporting documentation as prescribed by the commissioner, a budget that provides for a thorough and efficient (T&E) education. The board shall submit at the commissioner's request supplemental information such as documents, contracts, reports, and financial records and statements required by law or regulation, or other information necessary to conduct a review of the school district's annual spending plan. Additional information may include, but need not be limited to:

- A. Contracted services;
- B. Health benefits;
- C. Operation and maintenance of plant services;
- D. Utilities and where applicable, an analysis of savings by not using the Alliance for Competitive Energy Services (ACES) or Alliance for Competitive Telecommunications (ACT);
- E. Purchased professional services;
- F. Textbook adoptions;
- G. Equipment purchases;
- H. A detailed list of efforts to improve administrative efficiency and realize other potential or real cost savings;
- I. An accounting and analysis of:
 - 1. Actual salary breakage in the year prior to the prebudget year for replacement of staff that retired or left district employment before or during the year;

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

2. Actual or estimated salary breakage, as available, for the prebudget year for replacement of staff that retired or left district employment or are known to be retiring or leaving district employment before the end of the prebudget year; and
 3. Estimated salary breakage for the budget year for replacement of staff known to be retiring or leaving district employment at the end of the prebudget year;
- J. A list of budgeted positions and salaries that have been vacant for more than one year;
- K. A list of aides and salaries that are not mandated for preschool and kindergarten or required by IEP for special education; and
- L. A list of appropriations to fund deficits in any of the school district's enterprise fund activities;
- M. Supporting documentation in regard to the employment contracts of the chief school administrator, any assistant chief school administrator, the school business administrator, and any employee with an annual salary that exceeds \$75,000 who is not a member of a collective bargaining unit.

The annual budget proposal must be adopted by a roll call majority vote of the full membership of the board. Once adopted, the proposal represents the position of the board, and all reasonable means shall be employed by the board to present and explain that position to all community residents and taxpayers.

Budget Hearing

The date of the public hearing shall be advertised in at least one newspaper published in the district not less than 4 days prior to the fixed date. If there is no newspaper published in the district it shall be advertised in at least one newspaper circulated in the district. The notice shall include the hours and place the budget will be on file and open to the examination of the public. The budget shall be open to examination from the date of the notice publication until the date of the holding of the public hearing.

The board of education shall hold such public hearing on the date and at the time and place, fixed annually by the board (see: the Department of Education *School Election and Budget Procedures Calendar* posted by the Office of School Finance at <http://www.state.nj.us/education/finance/>), *The date of the hearing shall be fixed between March 22 and March 29 for boards with an April election or districts with a board of school estimate. The date of the hearing shall be fixed between April 24 and May 7 for boards with a November election.* At the public hearing the taxpayers and other interested persons shall have an opportunity to present objections and to be heard with respect to said budget and the amounts of money necessary to be appropriated and the various items and purposes for which the same are to be appropriated for the use of the schools in the district for the ensuing school year.

The budget shall be maintained on the district website and made available in print within 48 hours after the public hearing.

All board members are expected to attend the public hearing on the budget.

Public Notification of the Budget

Since the budget is the legal basis on which the school tax rate is established, the annual school budget process is an important means of communication within the school organization and with district residents. The community shall be notified of and encouraged to attend all board meetings at which preliminary budget discussions will be held. The legally required public hearing on the proposed budget shall be held after the budget has been approved by the executive county superintendent and within the statutorily prescribed timelines.

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

The budget as adopted for the school year shall be provided for public inspection on the district's Internet site, if one exists, and made available in print in a "user-friendly," plain language budget summary format within 48 hours after the public hearing on the budget.

- A. The budget shall be maintained on the district's website, if one exists, with a visible link off the main page, for the entire budget year and revised, as applicable, when changed as follows:
 - 1. Prior to adoption of a separate proposal(s);
 - 2. Upon voter rejection of a separate proposal(s);
 - 3. Upon municipal action on a voter rejected base budget question; and
 - 4. For any subsequent determination on an application for restoration to the Commissioner.

- B. The user-friendly budget shall include:
 - 1. All appropriation line items aggregated by item type;
 - 2. The school tax rate;
 - 3. The equalized school tax rate;
 - 4. Revenues by major category;
 - 5. The amount of available surplus;
 - 6. A description of unusual revenues or appropriations, with a description of the circumstances of the revenues and appropriations; and
 - 7. A list of shared services agreements in which the district is participating.

Appropriation of Funds

(Option 1 – for districts with an annual April school election)

The board shall fix and determine by a recorded roll call majority vote of the full board, at or after the public hearing on the budget but not later than 18 days prior to the April school election, the amount of money to be raised pursuant to the School Funding reform Act of 2008 and any additional funds to be voted upon by the voters at the April school election. The sum or sums shall be designated in the notice calling the election as required by law.

The board may submit a separate budget proposal or proposals to the voters for additional general fund tax levies which may be in excess to that which has been determined necessary for all students to have an opportunity to achieve the New Jersey Student Learning Standards and a thorough and efficient education. The board shall adopt any such questions by a recorded roll call majority vote of the full board.

(Option 2 – for districts with an annual November school election)

The board shall fix and determine by a recorded roll call majority vote of the full board, at or after the public hearing on the budget but not later than May 14, the amount of money to be raised pursuant to the School Funding reform Act of 2008 and any additional funds to be voted upon by the voters at the April school election. The sum or sums shall be designated in the notice calling the election as required by law.

The board may submit a separate budget proposal or proposals to the voters for additional general fund tax levies which may be in excess to that which has been determined necessary for all students to have an opportunity to achieve the New Jersey Student Learning Standards and a thorough and efficient education.

Revised & Readopted: 1/2/2017

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)Key Words

Budget Planning, Preparation and Adoption; Planning; Budget

<u>Legal References:</u>	<u>N.J.S.A. 18A:7F-43 et seq.</u>	<u>School Funding Reform Act of 2008</u>
	<u>N.J.S.A. 18A:13-17, -19, -23</u>	Submission of budget; annual regional school election
	<u>N.J.S.A. 18A:22-7, -8</u>	Preparation of budgets
	through -8.2 and -9 through -13	
	<u>N.J.S.A. 18A:22-14</u>	Fixing appropriations to be made; notice of intent to appeal (Type I districts)
	<u>N.J.S.A. 18A:22-25</u>	Borrowing against appropriations on notes (Type I districts)
	<u>N.J.S.A. 18A:22-26</u>	Type II district with board of school estimate;
	through -31	determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation ...
	<u>N.J.S.A. 18A:22-32, -33</u>	Type II districts without board of school estimate; determination of appropriation
	<u>N.J.S.A. 18A:39-1.5</u>	Adoption of policy regarding transportation of students along hazardous routes
	<u>N.J.S.A. 19:60-1</u>	School elections, adjustments, ballots
	<u>N.J.A.C. 6A:8-1.1 et seq.</u>	Standards and Assessment
	<u>N.J.A.C. 6A:23A-8.1 et seq.</u>	Budget Submission, support documentation, website publication
	<u>N.J.A.C. 6A:23A-15.2</u>	Per pupil calculation, notification and caps (charter schools)
	<u>N.J.A.C. 6A:23A-15.3</u>	Enrollment counts payments process and aid adjustment (charter schools)
	<u>N.J.A.C. 6A:23A-22.4</u>	Financial requirements (charter schools)
	<u>N.J.A.C. 6A:26-10.1 et seq.</u>	Purchase and lease Agreements
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts

Abbott v. Burke, 149 NJ 195 (1999)Budget Guidelines and Electronic Data Collection Manual 2016-17, New Jersey Department of Education**Possible**

<u>Cross References:</u>	*3160	Transfer of funds between line items/amendments/purchases not budgeted
	*3220/3230	State funds; federal funds
	*3326	Payment for goods and services

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

BUDGET PLANNING

The budgeting process and allocation of resources are aligned with instructional priorities and student needs to provide for a thorough and efficient education. Financial planning is integrated and aligned with Board of Education goals and priorities.

Integrated Priorities

Financial planning should include a direct connection between district priorities and fund allocation. The Board of Education budget presentation will include information that links categorical expenditures with district priorities. Priorities may be developed based on the following, but not limited to, goals in the district strategic plan, district professional development plan, curriculum revisions, instructional programming, textbook cycles, and analysis of state assessment results.

Budget Drivers

The annual public hearing on the budget is prefaced by a presentation to the Board of Education that includes the focus areas for that fiscal year. Budget drivers typically include instruction, technology, personnel and facilities. However, other budget drivers may change year to year based on the annual needs assessment. Staff, parent and community input are taken into consideration when building the budget drivers. Budget drivers are also linked to district and strategic planning goals. Input taken from the Board of Education at the budget driver presentation meeting will provide direction for the administration and Board Finance and Facilities committee to finalize the budget drivers and associated expenditures for the annual budget.

Strategic Plan and District Goals

The vision for the district is guided by collaborative goal setting. The district regularly adopts a strategic plan that typically spans a three year period, as well as annual district goals. The Board of Education district goals reflect areas of focus for the Superintendent. These goals may or may not be aligned with the goals in the strategic plan. Funding to support goals at this level are given priority to ensure the district vision is achieved.

Statewide Assessments

Analysis of the state assessment occurs at the beginning of each school year. Current and longitudinal data provides information on grade level and cohort performance. School and grade level goals are developed based on strengths and weaknesses in student achievement. Budget implications of the assessment analysis mainly impact the areas of personnel, instructional programming, curriculum review, and professional development. The Superintendent/Curriculum Director along with teacher chairpersons and the professional development committee provide guidance on allocation of resources to address identified areas of need.

Mid-Year Review

In the middle of the fiscal year, the budget is reviewed at both a district cabinet meeting and at a meeting with the executive county superintendent and county business administrator. Expenditures are examined for fidelity to the approved intent and assessment of progress in achieving district goals are discussed. Identification of issues and proposed upcoming goals that would require funding for the following year are also discussed. This dialogue serves as the beginning stages of the budget planning process.

Policy

APPEALS

If a majority of the voters reject any item of the budget, the Board shall deliver the proposed school budget to the Milltown Borough Council within two days thereafter. The Council shall, after consultation with the Board, and by the date fixed by law, determine the amount which, in its judgment, is necessary to be appropriated for each item appearing in the budget to provide a thorough and efficient system of schools in the district. The Council shall certify the amounts required to the County Board of Taxation. The Board has the right to appeal to the Commissioner of Education after consultation with Council, if the Board is not in agreement with Council's recommendations, within the time specification of N.J.S.A. 18A:22-28.

Adopted:	March 26, 1996
NJSBA Review/Update:	December 2008
Readopted:	May 12, 2009

Legal References:

<u>N.J.S.A.18A:22-10</u>	Fixing Day, etc., for Public Hearing;
<u>N.J.S.A.18A:22-32</u>	Type II Districts Without Board of School Estimate;
	Determination and Certification of Appropriation;
<u>N.J.S.A.18A:22-33</u>	Submission of Budget and Authorization of Tax;
<u>N.J.S.A.18A:22-34</u>	Appropriations, How Assessed, Levied and Raised;
<u>N.J.S.A.18A:22-35</u>	Resumption of School Year Appropriation;
<u>N.J.S.A.18A:22-37</u>	Determination by Municipal Governing Body Where Items Rejected at Election, Notice of Intent to Appeal;
<u>N.J.S.A.18A:22-38</u>	Failure of Municipal Governing Body or Bodies to Certify, Commissioner to Act, Amount Included in Tax Levy

Policy

TRANSFER OF FUNDS BETWEEN LINE ITEMS/AMENDMENTS/
PURCHASES NOT BUDGETED

Appropriate fiscal controls shall ensure that the Milltown Board of Education does not spend more than authorized funds. The board secretary shall keep the board informed of the district's financial status according to law.

Except in the case of federal basic skills improvement funds, the board designates the chief school administrator to approve such transfers among line items and programs as are necessary between meetings of the board. Transfers approved by the chief school administrator shall be reported to the board, ratified, and recorded in the minutes at a subsequent meeting of the board, but not less than monthly.

The school business administrator shall sign no purchase orders in which there is an insufficiency of funds in any line account. The school business administrator shall promptly notify the chief school administrator of any account requiring a transfer prior to that account having an insufficiency of funds.

When the necessity arises for an unbudgeted expenditure, and there are no available funds in other line items in the same category, the procedures required by administrative code shall be initiated.

Adopted: January 25, 1999
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Transfer of Funds, Budget, Budget Amendment

Legal References: N.J.S.A. 2C:30-4 Disbursing moneys, incurring obligations in excess of appropriations
N.J.S.A. 18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.
N.J.S.A. 18A:18A-7 Emergency purchases and contracts
N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories
N.J.S.A. 18A:22-8.2 Prohibited transfers
N.J.S.A. 18A:24-48 through -54 Application of proceeds to new purpose; in districts having boards of school estimate; certification by boards of education
N.J.A.C. 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP
See particularly: Accounting in Local School Districts
N.J.A.C. 6A:23-2.2, -2.11
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988 (Pub. L. 100-297)

Manual for the Evaluation of Local School Districts

TRANSFER OF FUNDS BETWEEN LINE ITEMS/
AMENDMENTS/PURCHASES NOT BUDGETED (continued)

Guidelines for Development of Application--Basic Skills Improvement Plan--New Jersey State Department of Education, revised annually

Guidelines for Development of Program Plan--Bilingual/ESL Education Programs--New Jersey State Department of Education, revised annually

Possible

<u>Cross References:</u>	*3000/3010	Concepts and roles in business and non-instructional operations; goals and objectives
	*3100	Budget planning, preparation and adoption
	3170	Budget administration
	3300	Expenditures/expending authority
	*3320	Purchasing procedures
	*3570	District records and reports
	3571	Financial reports
	*6142.2	English as a second language; bilingual/bicultural
	*6171.3	At-risk and Title 1
	9127	Appointment of auditor
	*9325.4	Voting method
	*9326	Minutes

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

TRANSFER OF ITEMS BETWEEN LINE ITEMS

PURCHASES NOT BUDGETED

Public money shall not be dispersed:

- A. In amounts in excess of the funds provided to this district; and
- B. Exceeding the amount budgeted for each major line item or program category or change the purposes for which amounts were allocated.

Transfer of Funds

When funds allocated to or remaining in a line item account or program category are insufficient for a proposed expenditure, the business administrator shall request board approval for the transfer of sufficient funds to meet the expenditure.

Emergency Purchases

An emergency occurs only when the time required for the board lawfully to convene and take action would endanger life, cause the destruction of property, or seriously disrupt the educational program; it is not intended by this policy that emergencies shall be permitted to occur as the result of inadequate planning or delay.

In the event of emergency:

- A. A purchase order up to the amount required to cover such emergency may be authorized by the chief school administrator; and
- B. Emergency authorization shall be reported to the board at its next meeting.

Over Expenditure of Funds

The business administrator shall:

- A. Inform the board each month that no line item account or program category/account has been over-expended in violation of law or this policy.

The board shall then:

- A. Review of the business administrator's monthly financial report;
- B. Certify in the minutes or document in the board business administrator/board secretary report that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- C. The board shall eliminate the deficit by approving a resolution that transfers amounts among line item items and/or from the free balance.

TRANSFER OF ITEMS BETWEEN LINE ITEMS/
PURCHASES NOT BUDGETED (continued)

The chief school administrator shall:

- A. Report anticipated over-expenditure in the current expense, capital outlay, or debt services accounts will be reported immediately to the Executive County Superintendent;
- B. Notify the Executive County Superintendent of the projected amount of the anticipated over-expenditure;
- C. Document the reason or reasons for the over-expenditure;
- D. Document the action being taken by the board to avoid the over-expenditure. Any such corrective action will be recorded in the board minutes.

The board recognizes that it is a crime of the fourth degree for a board member to purposely and knowingly disburse, order, or vote for the disbursement of public funds in excess of appropriation or incur obligations in excess of appropriation and the limit of expenditure set by law.

STATE FUNDS; FEDERAL FUNDS

Each year, when it is believed that the school district is eligible for federal and/or state assistance under the provisions of public laws, application for said assistance may be submitted so long as acceptance of the funds does not include conditions contrary to the policies of the Milltown Board of Education. The chief school administrator shall inform the board about specific assurances which may be required in addition to those addressed in this policy, and will provide the required language for board adoption.

When the law requires the development and implementation of administrative procedures for submitting state and federal financial reports, with specified time schedules, the chief school administrator and board secretary shall ensure that the staff has properly completed the reports and that in each instance the reports have been submitted within the specified time. In particular, the chief school administrator is responsible for assuring that the District is in compliance with Education Department General Administrative Regulations (EDGAR) and all persons responsible for following those administrative regulations shall be held accountable.

The regular operating budget must include amounts anticipated to be received from state and/or federal sources, and a listing of projects describing how this money will be spent. These recommendations for expenditures will be approved by the board before projects are submitted.

If additional amounts become available during the year, additional projects will be recommended to the board and, with its approval, added to the budget.

Maintenance of Effort

The board of education will maintain a combined fiscal effort per pupil or aggregate expenditures of state and local funds with respect to the provision of the public education for the preceding fiscal year that is not less than the required amount of the combined fiscal effort per pupil or the aggregate expenditures for the second preceding fiscal year.

Equivalence

To be in compliance with the requirements of federal law, the board of education directs the chief school administrator to assign staff and distribute curriculum materials and instructional supplies to the schools in such a way that equivalence of personnel and materials is ensured among the schools.

Supplement not Supplant

Federal funds shall be used for supplementary services only and shall not be used to replace services that the district would supply eligible pupils, if state and federal funds were not available.

Parent/Guardian Participation

The district shall implement parent/guardian consultation and participation, advisory councils, etc., as mandated for the specific program.

Control of Equipment

Title to and control over equipment and/or property purchased with federal funds shall be maintained in accordance with the pertinent federal regulations. The chief school administrator shall develop written

STATE FUNDS; FEDERAL FUNDS (continued)

procedures outlining federal ownership and district use, loan, loss and disposal of such equipment/property for public and private/nonpublic schools.

Special Education Medicaid Initiative (SEMI) Program

The chief school administrator or designee shall ensure that the district follows all required procedures to maximize its revenue from reimbursements under the Special Education Medicaid Initiative (SEMI) Program. This Program allows the district to recover a portion of the cost of certain health-related services considered medically necessary in a student's Individualized Education Program (IEP), including evaluation services, physical, occupational and speech therapy, and specialized transportation services.

Procedures to be followed are included in the SEMI Provider Handbook, found at www.state.nj.us/treasury/administration/SemiMac.htm. These procedures include maximizing the return rate of parental consent forms for all SEMI eligible students.

In accord with the Family Education Rights and Privacy Act (FERPA), the district shall obtain the parent/guardian's informed written consent prior to any disclosures of personally identifiable information from education records, including health information, to the Medicaid program for Medicaid claim submission.

All supporting documentation for Medicaid claims shall be maintained on file and available for state or federal audit for at least seven years from the date of service. Records shall fully document the basis upon which claims for reimbursement are made.

Reimbursement Requests

When the district is a subgrantee of grants awarded by the Federal government to the State of New Jersey, the district shall submit reimbursement requests using the Electronic Web-Enabled Grant (EWEG) System. Expenditures must be supported by documentation at the subgrantee level. Documentation for salary expenditures will be according to the applicable federal circular. Expenditures must be for allowable costs. Expenditures must be related to the subgrantee's cost objectives. Expenditures will be reviewed to determine that:

- A. Adequate description of expenditures is provided;
- B. No new budget category is created; and
- C. Reimbursement does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories.

Reimbursement requests will be certified by the board as being in accordance with approved grant applications. EWEG reimbursement requests will meet NJDOE timelines and deadlines. The district shall assume all responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended according the requirements of the Cash Management Improvement Act of 1990 (CMIA) and other applicable federal regulations.

Financial Fraud and Theft Prevention

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with integrity and due diligence in matters involving state grants, federal grants, and other fiscal resources.

The chief school administrator shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety or fiscal irregularities within the district. Every member of the district's

STATE FUNDS; FEDERAL FUNDS (continued)

administrative team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her areas of responsibility.

As used in this policy, "fraud" refers to intentionally misrepresenting, concealing or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- A. Behaving in a dishonest or false manner in relation to district assets, including theft of funds, securities, supplies or other properties;
- B. Forging or altering financial documents or accounts illegally or without proper authorization;
- C. Improper handling or reporting of financial transactions;
- D. Personally profiting as a result of insider knowledge;
- E. Disregarding confidentiality safeguards concerning financial information;
- F. Violating board conflict of interest policies;
- G. Mishandling financial records of district assets (destroying, removing or misusing).

The chief school administrator shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

In the event the concern or complaint involves the chief school administrator, the concern shall be brought to the attention of the board president who is hereby empowered to contact the board's legal counsel, auditing firm and any other agency to investigate the concern or complaint.

Adopted: January 25, 1999
 NJSBA Review/Update: December 2008
 Readopted: May 12, 2009
 Readopted: February 14, 2012

Key Words

State Funds, Federal Funds, Disposal of Equipment, State/Federal Funds

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:7F-43 <u>et seq.</u> <u>N.J.S.A.</u> 18A:7G-1 through -44 <u>et al.</u> <u>N.J.S.A.</u> 18A:11-1 <u>N.J.S.A.</u> 18A:34-1 <u>N.J.S.A.</u> 18A:38-7.7 through -7.14 <u>N.J.S.A.</u> 18A:54-20 <u>N.J.S.A.</u> 18A:58-7.1 <u>N.J.S.A.</u> 18A:58-7.2 <u>N.J.S.A.</u> 18A:58-11 <u>N.J.S.A.</u> 18A:58-11.1	School funding reform Act of 2008 Educational Facilities Construction and Financing Act General mandatory powers and duties Textbooks; selection; furnished free with supplies; appropriations Legislative findings and declarations (impact aid) Powers of board (county vocational schools) School lunch program School lunch program; additional state aid Emergency aid Loss of tuition to district due to establishment of regional district; state aid for one year
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STATE FUNDS; FEDERAL FUNDS (continued)

<u>N.J.S.A.</u> 18A:58-33.6 through -33.21	Additional State School Building Aid Act of 1970
<u>N.J.S.A.</u> 18A:58-37.1 through -37.7	Textbook Aid to Public and Nonpublic Schools
<u>N.J.S.A.</u> 18A:59-1 through -3	Federal aid
<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
<u>N.J.A.C.</u> 6A:23A-5.3	Failure to maximize Special Education Medicaid Initiative (SEMI)
<u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>	Annual Budget Development, Review and Approval
<u>N.J.A.C.</u> 6A:23A-19.1 <u>et seq.</u>	Emergency Aid
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>N.J.A.C.</u> 6A:27-8.1 <u>et seq.</u>	State Aid, Transportation
<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

Abbott v. Burke, 149 N.J. 145 (1997)

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (Pub. L. 100-97)

20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Drug-Free Workplace Act of 1988

34 CFR 80 (7-1-05) monitoring districts' use of federal grant funds
Education Department General Administrative Regulations (EDGAR)

34 CFR Part 85, Governmentwide Debarment and Suspension (nonprocurement)
and Governmentwide Requirements for Drug-Free Workplace (Grants)

34 CFR 200.1 et seq.

34 CFR 80 (7-1-05) monitoring districts' use of federal grant funds

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible

<u>Cross References:</u>	*3100	Budget planning, preparation and adoption
	*3160	Transfer of funds between line items/amendments/purchases not budgeted
	3500.1	Energy
	*3541.1	Transportation routes and services
	*3542.31	Free or reduced-price lunches/milk
	*3570	District records and reports
	*4119.23	Employee substance abuse
	*4219.23	Employee substance abuse
	*6142.2	English as a second language; bilingual/bicultural
	*6142.6	Basic skills
	*6142.12	Career education
	*6171.3	At-risk and Title 1
	*6171.4	Special education

STATE FUNDS; FEDERAL FUNDS (continued)

*9326 Minutes

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

NEW JERSEY APPLICATION FOR STATE SCHOOL AID

Whereas the chief school administrator (CSA) shall determine how the annual District budget is to be compiled and issue instructions to staff, the following administrative guidelines are adopted relative to the completion of the New Jersey Application for State School Aid, commonly the ASSA report.

1. Upon receipt of the appropriate materials from the New Jersey Department of Education (NJDOE), the CSA shall forward same to the School Business Administrator/Board Secretary (SBA/BS) who shall coordinate the completion of the report with the program administrator.
2. The program administrator shall have the responsibility for completing the report utilizing the required student data.
3. The SBA/BS shall be responsible for supplying any necessary data to the program administrator in a timely fashion.
4. The SBA/BS shall submit the report to the CSA at least five (5) school days prior to the due date.
5. The SBA/BS shall be responsible for the report to be delivered to the proper office(s) of the NJDOE in a timely fashion.
6. The incorporation of any revisions, corrections, additions, or deletions required by the state shall be the responsibility of the SBA/BS in coordination with the program administrator as well as returning same to the state in a timely fashion.

Policy

INCOME FROM FEES, FINES, CHARGES

All charges to elementary and secondary pupils shall be kept at a minimum. Materials used by pupils in art, industrial arts, and home economics in projects that are to be taken home may be charged to the pupils. No pupil shall be caused to suffer embarrassment because of financial inability to participate in any activity or project under control of the Milltown School District.

Reasonable charges for admission to school-sponsored athletic events shall be approved by the board on recommendation of the chief school administrator.

The chief school administrator shall oversee preparation of a schedule of fines for lost or damaged textbooks and/or equipment. The same schedule shall apply to nonpublic school pupils who lose or damage textbooks loaned to them. Generally, full replacement value shall be required.

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Gate Receipts; Charges for Supplies; Fees, Fines, Charges

Legal References: N.J.S.A. 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting
N.J.S.A. 18A:37-3 Liability of parents or guardian of minor for damage to property
N.J.S.A. 18A:58-37.3 Purchase and loan of textbooks
N.J.A.C. 6A:23-2.14 Student activity funds
N.J.A.C. 6A:23-2.15 School store business practice
N.J.A.C. 6A:23-6.6 Charge for textbook loss or damage

Ballato v. Long Branch Board of Education 1990 S.L.D. (August 20)

Possible

Cross References: *3453 School activity funds
3517 Security
*5131.5 Vandalism/violence
*6145.1/6145.2 Intramural competition; interscholastic competition
*6153 Field trips
6161.3 Guidelines pertaining to overdue, damaged or lost instructional materials
*6200 Adult/community education

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES;
SALE, LICENSING AND RENTAL OF PROPERTY

The Milltown Board of Education believes that the efficient administration of the district requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the school district. The board shall direct the chief school administrator to review periodically all district property and shall authorize the disposition by sale, licensing, rental or donation of any property not required for school purposes.

The school business administrator shall develop rules for the disposition of property that ensure that all sales are conducted in a fair and open manner consistent with the public interest, and in compliance with law.

Any district property designated for donation or unsold after such offer may be offered without cost to charitable or nonprofit organizations having a use for such property.

Supplies and equipment for specific programs, purchased with funds granted by the state and federal government, shall be disposed of in strict accordance with applicable law and regulations.

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Sale of Property, Licensing, Rental, Donation to Private Organizations, Disposal of Property

Legal References: N.J.S.A. 18A:7F-7(e) Appropriation by school district of undesignated fund balance; amounts allowable
N.J.S.A. 18A:18A-45 Manner and method of sale (personal property)
N.J.S.A. 18A:20-2 Purchase and sale of property in general
N.J.S.A. 18A:20-5 Disposition of property and title of purchaser
N.J.S.A. 18A:20-6 Sale at public sale; exceptions
N.J.S.A. 18A:20-7 Sale at fixed minimum prices; rejection of bids
N.J.S.A. 18A:20-8.1 Transfer of land for vocational school purposes
N.J.S.A. 18A:20-8.2 Lease of land, or part or all of school building not necessary for school purpose; resolution; procedure
N.J.S.A. 18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
N.J.S.A. 18A:20-9.1 Conveyance of certain sewer lines to a municipality
N.J.S.A. 18A:20-9.2 Sale of school property to nonprofit schools for the handicapped
N.J.S.A. 54:4-3.6 Exemption of property of nonprofit organizations
N.J.A.C. 6A:26-7.4 Approval for the disposal of land

Possible

Cross References: *3220/3230 State funds; federal funds
*3280 Gifts, grants and bequests
*3440 Inventories
*6171.3 At-risk and Title 1

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES;
SALE, LICENSING AND RENTAL OF PROPERTY (continued)

*7110 Long-range facilities planning

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

GIFTS, GRANTS AND BEQUESTS

Only the Milltown Board of Education may accept for the school district any bequest or gift of money, property or goods, except that the chief school administrator may accept on behalf of the board any such gift of less than \$500 in value.

The board reserves the right to refuse to accept any gift that does not contribute to the achievement of district goals or could deplete the resources of the district.

Any gift accepted by the board or the chief school administrator shall become the property of the board, may not be returned without the approval of the board, and is subject to the same controls and regulations as are other properties of the board. The board shall be responsible for the maintenance of any gift it accepts.

In accepting gifts the district shall consider such points as:

- A. Condition of gift;
- B. Adaptability of gift;
- C. Adaptability to school use;
- D. Consistency with curriculum;
- E. Impact on other district programs and goals;
- F. Short term and long term maintenance costs;
- G. Safety standards;
- H. Useful life; and
- I. Costs to be incurred by district.

The board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to use any gift it accepts in the best interest of the educational program of the district and to change the purpose from the intent without notice to the donor(s). In no case shall acceptance of a gift be considered to be an endorsement by the board of a commercial product or business enterprise or institution of learning.

Grants

Staff members are encouraged to seek out sources of grants and gifts, and bring them to the attention of the chief school administrator, who shall investigate the conditions of such grants and make recommendations to the board regarding the advisability of seeking them.

Educational Foundation

An educational foundation shall be created for the purpose of soliciting and raising monetary gifts and donations for the school district. This foundation shall be governed by a board of directors that shall recommend expenditures of funds in educational areas not ordinarily covered by the school budget and in accordance with criteria in its bylaws. Members of the board of education and/or the administration shall not serve on the board of directors of the educational foundation. Policies and regulations on gifts to the district shall apply to funds raised by the foundation.

GIFTS, GRANTS AND BEQUESTS (continued)

Adopted: January 25, 1999
 NJSBA Review/Update: December 2008
 Readopted: May 12, 2009

Key Words

Gifts, Grants, Bequests

Legal References: N.J.S.A. 18A:6-33.1
 through -33.12 Incentive Grants
N.J.S.A. 18A:18A-15.1 Payment for goods or services; funds received from
 a bequest, legacy or gift
N.J.S.A. 18A:20-4 Acceptance and use of gifts
N.J.S.A. 18A:20-11
 through -16 Property devised in trust
N.J.S.A. 18A:29A-1
 through -7 Governor's Annual Teacher Recognition Act
N.J.S.A. 18A:71A-1 et seq. Authority Structure and General Provisions
N.J.S.A. 18A:71B-1 et seq. Student Financial Aid
N.J.S.A. 18A:71C-1 et seq. Student Loans
N.J.A.C. 6A:26-7.4 Approval of land acquisition

Possible

Cross References: *1230 School-connected organizations
 3200 Income
 *3220/3230 State funds; federal funds
 *3453 School activity funds
 *5126 Awards for achievement
 *6163.1 Media center/library

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

CORPORATE SPONSORSHIP AND ADVERTISEMENT IN SCHOOLS

The Milltown Board of Education desires to provide optimal financial support for the essential needs of its schools. To that end, the Milltown Board of Education recognizes that school business relationships based on sound principles and community input can contribute to high quality education. Positive school business relationships should be ethical and structured in accordance with the following:

- Programs of corporate involvement must be structured to meet identified educational needs, and must be evaluated for educational effectiveness by the school district.
- Sponsor recognition and corporate logos may be posted on school property including marquees, but shall be limited to the identification of the sponsor and shall not contain other advertisement. Public signs indicating the district's appreciation of an enterprise's support for education shall be permitted.
- If the economic benefit from any partnership exceeds \$2,500 to the school or district, the partnership must be set forth in a written agreement, signed and approved by the Chief School Administrator, or designee. The Chief School Administrator, or designee, shall present the partnership to the Board of Education at a public meeting for community input.
- All public-private sector partnerships must be consistent with all labor contracts, competitive bid requirements and all applicable Federal, State, and District laws, rules and regulations.
- The school district shall not enter into any contract for electronic media services, where the providers of such services collect personal information from the students in question. Personal information includes, but is not limited to, the student's name, telephone number and home address.
- No students will be used as agents for any district wide vendors in an exclusive arrangement to sell products or service to the community at large.
- Corporate sponsorship/recognition will be reviewed on an annual basis.
- The school district will purchase no curriculum materials that contain promotional information about a company that is irrelevant to the lesson being taught in the content of the curriculum.
- The sponsor, for the purpose of advertising brand name products to students, shall not release a list of student names and/or addresses and telephone numbers.
- The district, for the purpose of advertising brand name products to students, shall not release a list of student names and/or addresses and telephone numbers.

Limitations on Content of Advertisements

The Board shall not allow any of its property to become a public forum for dissemination, debate, or discussion of public issues and shall not accept advertisements to be displayed or maintained on school property if the advertisement or information contained in the advertisement:

- A. Is false, misleading, deceptive, disrespectful, fraudulent or libelous;
- B. Contains material or language that is obscene, profane, vulgar, offensive, or reasonably determined not to be in good taste;
- C. Promotes unlawful or illegal goods, services or activities;
- D. Promotes gambling, the sale or use of tobacco-related products, or the sale or use of alcoholic beverage;
- E. Promotes the sale or use of products designed for use in connection with sexual activity;
- F. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;
- G. Declares or implies an endorsement by the Board of Education; or
- H. Is political, religious, issues-related, controversial in nature, or not age appropriate.
- I. Illegal for students under 18.

The Board of Education has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the board of education, school district or pupils and reserves the right, at its absolute discretion and at any time, to reject any advertising copy, whether or not it has

Corporate Sponsorship and Advertisement In Schools (continued)

previously acknowledged and/or advertised the exact or similar copy.

Advertiser Responsibilities

The advertiser will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Board of Education.

In the event the advertiser fails to provide service in accordance with the bid specifications and contract for advertisements, the advertiser shall be considered in breach of contract. Cancellation of the advertisement and/or enforcement of advertiser's performance bond may result.

No advertising space may be used, or re-sold, by the advertiser for the promotion, either directly or indirectly, or any business, organization, or enterprise other than the one defined in the original contract for advertisement.

The advertiser will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it by reason of the advertisement.

Legal References:

N.J.S.A. 18A:6-33.1 through 33.12	Grant program, innovative educational ideas and techniques...
N.J.S.A. 18A:20-4	Acceptance and use of gifts
N.J.S.A. 18A:20-11 through 16	Property devised in trust
N.J.S.A. 18A:29A-1 through 7	Governor's Annual Teacher Recognition Act
N.J.S.A. 18A:71-27	Higher education; scholarship funds; establishment; Administration
N.J.S.A. 6:22-2.1	Approval of land acquisition

Adopted: March 14, 2016

Policy

FUNDS MANAGEMENT/INVESTING

When the Milltown Board of Education is holding unencumbered cash balances, such funds shall be invested at interest or in low risk accounts.

Funds of the board may be invested in bonds or other obligation of the U.S., bonds of certain federal agencies as specified by law, the New Jersey Cash Management Fund, bonds or obligations of the county, municipality or school district and public depositories located within the boundaries of the State of New Jersey provided such depositories secure public funds in accordance with state law.

The Business Administrator/Board Secretary shall include in the monthly report to the board all cash in all accounts on deposit, as well as all the investment assets of the board.

Investments shall be made by the school business administrator/board secretary at the specific direction of the chief school administrator, as governed by applicable statutes, provided that no commitment of this board may be put in default. The school business administrator/board secretary shall keep the chief school administrator advised as to options presenting improved interest opportunities consistent with this policy.

Funds of the board shall be placed where they may remain accessible for use from approved public depositories, or negotiable instruments and other indebtednesses owned by the board may be sold prior to maturity at the discretion of the board with the recommendation of the Business Administrator/Board Secretary acting within the law.

The interest earned on such investments shall be combined with the general revenues of the board.

Adopted: March 26, 1996
Review/Update by NJSBA: December 2008
Readopted: May 12, 2009

Legal References: N.J.S.A. 18A:17:9-41 Definitions of security for deposit
N.J.S.A. 18A:17-34 Receipt and deposit of moneys
N.J.S.A. 18A:20-37 Securities
N.J.S.A. 18A:24-47 Payment to treasurer (proceeds of bonds)
N.J.S.A. 52:18A-90.1 Common trust fund
N.J.S.A. 52:18A-90.4 State cash management fund

Cross References: 3160 Transfer of funds between line items/amendments/purchases not budgeted.

Policy

DEPOSITORY

The Milltown Board of Education shall select one or more banks or bank and trust companies to serve as the depository or depositories of school funds at its annual organization meeting.

The board may change or amend its list of designated depositories thereafter during the school year, as necessary.

Adopted:	March 26, 1996
NJSBA Review/Update:	December 2008
Readopted:	May 12, 2009

Legal References: N.J.S.A. 18A:17:-34 Receipt and disposition of moneys

Cross References: 9322.1 Organization Meeting

Policy

AUTHORIZED SIGNATURES

The Milltown Board of Education shall name the persons who are authorized to sign checks on its accounts at the annual organization meeting and as becomes necessary during the year.

Date: March 26, 1996
Review/Update by NJSBA: December 2008
Readopted: May 12, 2009

Legal References: N.J.S.A. 18A:17-31 Treasurer of school moneys; who to act.
N.J.S.A. 18A:19-9 Compensation of teachers, etc. payrolls
N.J.S.A. 18A:19-10 Payroll bank account: checks for compensation
N.J.S.A. 18A:19-11 Signature of payroll checks by deputy

Policy

PURCHASING PROCEDURES

The Milltown Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are to be centralized under the school business administrator, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The board of education encourages the administration to seek advantages in savings through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property.

The board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

All purchases shall be approved by resolution of the board. The signature of the school business administrator shall be affixed only in such instances that a sufficiency of funds exist. The signature of the school business administrator shall serve as a certification of such sufficiency of funds.

Nothing is to be ordered independently by school personnel unless approved by the chief school administrator in advance.

The board of education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Soliciting Prices/Bids and Quotations

Whenever the amount of the contract requires, by law, submission for bids, the Milltown Board of Education shall authorize the Business Administrator/Board Secretary to initiate the bidding procedure. Legal ads shall be placed and all bids shall be opened at the place and time designated in the advertisement.

The Business Administrator/Board Secretary shall:

- A. Analyze and tabulate all bids;
- B. Refer bids and analysis to proper personnel to obtain recommendations;
- C. Bring recommendations and all supporting materials before the Board at its next regular meeting.

This school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, religion, sex, ancestry, national origin, age, social or economic status, or non-job related disability, either in employment

PURCHASING PROCEDURES (continued)

practices or in the provisions of benefits or services to pupils or employees. It shall actively seek bidders who comply with its affirmative action program.

The Board will make all final decisions including, when advisable, rejection of all bids. The Business Administrator/Board Secretary shall make every effort to obtain at least two and preferably three bids for each prospective purchase.

Quotations shall be solicited when they are required by law. The Business Administrator/Board Secretary shall maintain a file of all quotations.

Contracts

Contracts shall be awarded to the lowest responsible bidder upon resolution of the Milltown Board of Education unless the Board chooses to reject all bids, to re-advertise, or to purchase under a state contract.

Whenever two or more proposals or bids of equal amounts are the lowest proposals or bids submitted by responsible bidders, the Board of Education may award the contract to whichever one of the lowest bidders it may determine.

The Board shall consider the advantages of entering into a contract for more than one year when and as the law permits.

Adopted: January 25, 1999
 NJSBA Review/Update: December 2008
 Readopted: May 12, 2009

Key Words

Purchasing Procedures, "Set Aside" Contracts, Nondiscrimination, Affirmative Action, Vendors

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	See particularly:	
	<u>N.J.S.A. 10:5-31</u> through -35	
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public Schools Contracts Law
	<u>N.J.S.A. 18A:19-1 et seq.</u>	Expenditure of Funds; Audit and Payment of Claims
	<u>N.J.S.A. 52:32-44</u>	Business registration for providers of goods and services (definitions)
	<u>N.J.A.C. 6A:7-1.8</u>	Equity in employment and contract practices
	<u>N.J.A.C. 6A:23-1.2</u>	Definitions
	<u>N.J.A.C. 6A:23-2.6</u>	Supplies and equipment
	<u>N.J.A.C. 6A:23-6.1 et seq.</u>	Purchase and Loan of Textbooks
	<u>N.J.A.C. 6A:23-7.1 et seq.</u>	Management of Public School Contracts
	<u>N.J.A.C. 6A:27-9.1 et seq.</u>	Contracting for Transportation Services
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C. 6A:32-14.1</u>	Review of mandated programs and services
	20 <u>U.S.C.A. 1681 et seq.</u>	- Title IX of the Education Amendments of 1972
	42 <u>U.S.C.A. 2000e et seq.</u>	- Title VII of the Civil Rights Act of 1964 as amended by

PURCHASING PROCEDURES (continued)

the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Manual for the Evaluation of Local School Districts

Possible

- Cross References:**
- *2224 Nondiscrimination/affirmative action
 - 3300 Expenditures/expending authority
 - *3326 Payment for goods and services
 - *3327 Relations with vendors
 - *3570 District records and reports
 - 3571 Financial reports

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

PAYMENT FOR GOODS AND SERVICES

Before warrants signed by the president, board secretary and treasurer of school moneys may be issued in payment of bills or claims, the bill or claim must be properly audited and approved according to law.

In general, bills or claims shall be audited by the board secretary and approved by resolution of the Milltown Board of Education. However, in order to provide for the prompt payment to which vendors are entitled, and which leads to more effective competitive bidding and provision of services to the district, claims duly audited by the board secretary for items previously approved by the board or provided for in the budget may be approved by the chief school administrator. Such payments shall be reported to the board at the next regular meeting.

Items not previously approved by the board, not within limits of the line account balances or provided for in the budget must be audited by the board secretary and presented for board approval.

Purchase Orders

The district will carefully monitor payments for invoice amounts that are greater than the approved purchase order, in order to avoid over-payments. A new purchase order will be issued (and the original purchase order voided) when the adjusted amount unreasonably exceeds the original purchase order amount. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or the bid award price, and adjustments may not exceed 10% of the original purchase order amount.

Financial Systems to Avoid Over-Payments

Pursuant to N.J.A.C. 6A:23A-6.10, the district will program its financial systems to avoid over-payments by:

- A. Limiting system access so that only appropriate staff may make purchase order adjustments;
- B. Reject adjustments in excess of any established approved thresholds;
- C. Prevent unauthorized changes to be processed;
- D. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order;
- E. Reject duplicate invoice numbers;
- F. Prepare an edit/change report listing all payments made in excess of the approved purchase order amount.

The business administrator shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments are properly authorized.

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

PAYMENT FOR GOODS AND SERVICES (continued)

Payment for Goods and Services, Bills

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:19-1	Expenditure of funds on warrant only; requisites
	<u>N.J.S.A.</u> 18A:19-2	Requirements for payment of claims; audit of claims in general
	<u>N.J.S.A.</u> 18A:19-3	Verification of claims
	<u>N.J.S.A.</u> 18A:19-4	Audit of claims, etc., by secretary; warrants for payment
	<u>N.J.S.A.</u> 18A:19-4.1	Account or demand; audit; approval
	<u>N.J.S.A.</u> 18A:19-9	Compensation of teachers, etc., payrolls
	<u>N.J.S.A.</u> 18A:22-8.1	Transfer of amounts among line items and program categories
	<u>N.J.A.C.</u> 6A:23-2.9	Petty cash funds
	<u>N.J.A.C.</u> 6A:23A-6.10	Financial system and payment approval process

Possible

<u>Cross References:</u>	*3320	Purchasing procedures
	*3451	Petty cash funds
	*3453	School activity funds
	4142	Salary checks and deductions
	4242	Salary checks and deductions

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

RELATIONS WITH VENDORS

The Milltown Board of Education wishes to maintain good working relations with vendors who supply materials and services to the Milltown School System. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

In the schools, vendors shall be seen by appointment only. Vendors who call upon a school shall be governed by policy #1250. Teachers or supervisors of instruction who have invited vendors to call should notify the principal's office in advance so that proper courtesies may be extended.

No agents, canvassers, or vendors shall have access to teachers during their classes. No business concern which solicits or gains business through the school system shall use school facilities for this purpose.

Nondiscrimination

All vendors shall supply assurances that they do not practice discrimination as described in the administrative code. All vendors shall be informed that harassment of any kind of district pupils or employees by their representatives is prohibited.

Honest and Ethical Relations with Vendors: Pay to Play Restrictions

The district shall maintain honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices. The school board will not vote upon or award a contract in the amount of \$17,500 or greater to any business entity which has made a reportable contribution to a member of the district board of education during the previous one-year period. Such contributions, to any member of the school board, from any entity doing business with the district are prohibited during the term of the contract, including contributions by a vendor's spouse or child, or contributions by any person having an interest in the business entity. Disclosure of contributions shall be made when contracts are required by law to be publicly bid. However, these limitations do not apply when a district emergency requires the immediate delivery of goods or services.

Strategies to Avoid Excessive Professional Services Expenditures

The board will seek to avoid excessive professional services expenditures, such as by:

- A. Establishing a maximum dollar limit, for budgetary purposes,
- B. Following state legal requirements and procedures to obtain the highest quality services at a fair and competitive price or through a shared service arrangement. This may include issuance of such contracts through a request for proposals (RFP) based on cost and other specified factors or other comparable process such as the use of the "fair and open process" as defined in N.J.S.A. 19:44A-20.7; and
- C. Limiting professional services contracts to non-recurring or specialized work for which the district does not possess adequate in-house resources or expertise.

RELATIONS WITH VENDORS (continued)Prudent Use of Legal Services

To ensure the prudent and cost-effective use of legal services, the district will limit and designate the persons with the authority to request services or advice from contracted legal counsel. Legal counsel will not be used unnecessarily to make management decisions or to obtain readily available information such as district policies. Requests for legal advice shall be made in writing. Contact logs and records shall be kept and reviewed to determine that the requests for legal advice are necessary. Advance payments for legal services are prohibited. Services shall be described in detail and invoices for payment shall be itemized. Payment shall only be for services actually provided.

The Chief School Administrator shall develop procedures to ensure the prudent use of the legal services and the tracking of the use of those services by the district personnel.

Adopted:	March 26, 1996
NJSBA Review/Update:	December 2008
Readopted:	May 12, 2009
Readopted:	August 21, 2012
Readopted:	January 22, 2013

Key Words

Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action

<u>Legal References:</u>	<u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 10:5-31 through -35	
	<u>N.J.S.A.</u> 18A:6-8	Interest of school officers, etc., in sale of textbooks or supplies, royalties
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:12-2	Inconsistent interests or office prohibited
	<u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>	School Ethics Act
	<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public Schools Contracts Law
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 52:32-44	Business registration for providers of goods and services
	<u>N.J.A.C.</u> 6A:7-1.8	Equality in employment and contract practices
	<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission
	<u>N.J.A.C.</u> 6A:23A-6.3	Accountability regulations
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

Comprehensive Equity Plan, New Jersey State Department of Education

Possible

<u>Cross References:</u>	*1250	Visitors
	1313	Gifts to district employees
	*1330	Use of school facilities
	*2224	Nondiscrimination/affirmative action
	*3320	Purchasing procedures

RELATIONS WITH VENDORS (continued)

- *4119.21 Conflict of interest
- *4219.21 Conflict of interest
- *9270 Conflict of interest

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

PRUDENT USE OF LEGAL SERVICES

Prudent Use of Legal Services

To ensure the prudent and cost-effective use of legal services, the district will:

1. Limit and designate the persons with the authority to request services or advice from contracted legal counsel.
2. Legal counsel will not be used unnecessarily to make management decisions
3. Legal counsel will not be used unnecessarily to obtain readily available information such as district policies.
4. Requests for legal advice shall be made in writing.
5. Contact logs and records shall be kept.
6. Records shall be reviewed to determine that the requests for legal advice are necessary.
7. Advance payments for legal services are prohibited.
8. Services shall be described in detail.
9. Invoices for payment shall be itemized.
10. Payment shall only be for services actually provided.

To implement this policy, the following guidelines and procedures will be followed. To ensure the prudent and cost-effective use of legal services, the district will:

1. Limit and designate the persons with the authority to request services or advice from contracted legal counsel.
 - a. Staff members authorized to call the board attorney are the chief school administrator and the business administrator.
 - b. The board president is authorized to call the board attorney
 - c. The board president may authorize another board member to call the board attorney
 - d. Attorney advice will be noted in writing and provided to the board president
2. Legal counsel will not be used unnecessarily to make management decisions
 - a. The chief school administrator will manage operations and the school board will set policy for the district.
 - b. Whenever possible, the chief school administrator, business administrator and board president will discuss issues with the full board before seeking legal services, unless the legal input is needed to guide board members at the next board meeting.
3. Legal counsel will not be used unnecessarily to obtain readily available information such as district policies.
 - a. The district policy manual will be available for inspection during business hours.
 - b. A copy of the district policy manual will be brought to public meetings for use by the board members.
 - c. Minutes of past meetings will be maintained by the board secretary and will be available during regular business hours.
 - d. Copies of inquiries to attorneys and the answers to these inquiries will be filed within appropriate subject files, such as files on school construction projects, so that the same inquiry does not need to be made repeatedly each time the topic is discussed.
 - e. When an attorney's advice is discussed at a board meeting, the specific response may be attached to

RELATIONS WITH VENDORS (continued)

- the minutes when it is essential to understand the board's discussion or decision.
- f. NJSBA will be considered as a source for advice on best practices.
4. Requests for legal advice shall be made in writing.
 - a. E-mail is acceptable to create a written record of attorney advice.
 - b. When conversations are necessary to follow up a time-sensitive inquiry, the discussion will be memorialized as soon as possible thereafter.
 5. Contact logs and records shall be kept by the authorized staff or board member utilizing the board attorney. The following information will be documented:
 - a. Date the service was performed;
 - b. Duration of time the service was performed (i.e. length of call, if there is verbal as well as written communication);
 - c. A record of the specific question asked.
 - d. Detailed description of the service provided.
 - e. The board secretary will compile and maintain the contact logs and records.
 6. Records shall be reviewed to determine that the requests for legal advice are necessary.
 7. Records will be reviewed to verify the accurate billing from the board attorney.
 - a. The district's contact logs will be compared and reconciled with the attorney logs.
 - b. Where the records are incomplete and cannot verify accurate billing, the board secretary will seek additional information.
 8. Advance payments for legal services are prohibited.
 9. Invoices for payment shall be itemized.
 10. Payment shall only be for services actually provided.

Policy

ACCOUNTS

Generally Accepted Accounting Principles

The chief school administrator shall ensure through the business administrator that generally accepted accounting principles (GAAP) are applied in preparing the budget and keeping all accounts of the Milltown School District in accordance with code and statute.

Adopted: January 25, 1999
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Bookkeeping, Accounting, Generally Accepted Accounting Principles

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:17-8	Secretary; collection of tuition and auditing of accounts
	<u>N.J.S.A.</u> 18A:17-35	Records of receipts and payments
	<u>N.J.S.A.</u> 18A:22-8	Contents of budget; program budget system
	<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
	<u>N.J.A.C.</u> 6A:23-2.1 <u>et seq.</u>	Double Entry Bookkeeping and GAAP Accounting in Local School Districts
	<u>N.J.A.C.</u> 6A:23-8.1 <u>et seq.</u>	Annual Budget Development, Review and Approval

Manual for the Evaluation of Local School Districts

Handbook 2R2 – Financial Accounting for Local and State School Systems

Possible

<u>Cross References:</u>	*3100	Budget planning, preparation and adoption
	*3326	Payment for goods and services
	*3450	Money in school buildings
	*3451	Petty cash funds
	*3453	School activity funds
	*3570	District records and reports
	3571	Financial reports
	*3571.4	Audit

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

INVENTORIES

The Milltown Board of Education secretary shall maintain an accurate and complete inventory of all buildings, fixed equipment and contents, and their value, in order to offer proof of loss in the event of an insurance claim and to provide a continuous chain of accountability.

The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies. Loss of any portable capital equipment of \$500 unit value or more shall be reported to the board. Consumable supplies shall be maintained on a continuous inventory basis. The district shall maintain a "closed" stockroom policy in order to better assure adequate supplies and for determination of the use by program and grade level and other sound business practices.

Major discrepancies in inventories which are not resolved by proper accounting procedures shall be reported to the board.

The board shall determine when it is necessary to hire an outside service to assist in appraisal.

Adopted: January 25, 1999
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Inventory, District Records and Reports

Legal Reference: N.J.S.A. 18A:11-2 Power to sue and be sued; reports; census of school children

Possible

Cross References: 3530 Insurance management
*3570 District records and reports

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

MONEY IN SCHOOL BUILDINGS

All funds from athletic events or other activities of pupil organizations collected by school district employees and by pupil treasurers under the auspices of the Milltown Board of Education shall be handled and accounted for pursuant to prudent business procedures and rules of the state board of education.

The principal/designee shall be responsible for the receipt and deposit of all funds collected in his/her school and shall administer an accounting system for all such moneys.

In no case shall money be left overnight in schools except in limited quantities stored in the school safe provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Money in School Buildings, Pupil Organizations, Athletic Funds

Legal References: N.J.S.A. 18A:17-34 Receipt and disposition of moneys
N.J.S.A. 18A:19-13 Petty cash funds
N.J.S.A. 18A:19-14 Funds derived from pupil activities
N.J.S.A. 18A:23-2 Scope of audit
N.J.A.C. 6A:23-2.9 Petty cash fund
N.J.A.C. 6A:23-2.14 Student activity funds
N.J.A.C. 6A:23-2.15 School store business practices

Possible

Cross References: *3250 Income from fees, fines, charges
3293 Depositories
*3400 Accounts
*3451 Petty cash funds
*3453 School activity funds
3571 Financial reports
*3571.4 Audit
*5136 Fund-raising activities
6145.4 Public performances and exhibitions

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

PETTY CASH FUNDS

The Milltown Board of Education authorizes establishment of a petty cash account by resolution. The resolution will include:

- A. The amount authorized for the petty cash fund;
- B. The individual designated by the board who shall be responsible for the disposition of each fund.

The designated person(s) shall report to the board the amounts disbursed from each account periodically, as directed by the board, and will return all unused petty cash funds to the depository at the end of the fiscal year. All petty cash funds shall be established by board-approved voucher. Petty cash funds and disbursements will be audited as part of the annual financial audit.

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. All expenditures must be authorized by the designated individual.

Adopted: April 25, 2006
NJSBA Review/Update: December 2008
Readopted: May 12, 2009
Readopted: September 21, 2015

Key Words

Petty Cash

Legal References: N.J.S.A. 18A:19-13 Petty cash funds
N.J.S.A. 18A:23-2 Scope of audit
N.J.A.C. 6A:23-2.9 Petty cash fund

Possible

Cross References: *3320 Purchasing procedures
*3326 Payment for goods and services
3571 Financial reports
3571.3 Annual financial statement

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

PETTY CASH

The Milltown Board of Education authorizes a petty cash bank account to be established at the annual organizational meeting and revised during the school year by the Board as may be deemed appropriate.

- | | |
|---------------------|---------|
| 1. DISTRICT ACCOUNT | \$1,000 |
|---------------------|---------|

The Business Administrator shall be responsible for the District Account.

All disbursement receipts shall be submitted to the business office for reimbursement as needed in accordance with the schedule for submission of payment; vouchers to be placed on the monthly bill list. All petty cash funds shall be established by the Board approved voucher and unused money is to be transferred to the general fund at the close of each fiscal year.

Policy

SCHOOL ACTIVITY FUNDS

Student activities funds shall be audited annually along with other district funds and shall be administered, expended, and accounted for according to rules of the state board of education.

The student activity funds for each school shall be kept in separate accounts, supervised by the building principal. Separate and complete records shall be maintained for each pupil organization. All receipts from student fund-raising projects, athletic events, and other events for which admission is charged will be deposited promptly. Bank deposits shall agree with the receipts in the case receipt book and shall be traceable to definite receipts or groups of receipts.

Disbursements must be made by check signed by the building principal and business administrator and supported by a claim, bill or written order to persons supervising the fund. Checks shall bear two or more authorized signatures. All disbursements shall be recorded chronologically showing the date, vendor, check number, purpose and amount.

The Principal, subject to the approval of the School Business Administrator, may transfer funds among the sub-accounts of the student activities account.

Borrowing from the pupil activity accounts is prohibited.

An account shall be submitted monthly to the board secretary and shall include a listing of all receipts and disbursements. Book balances shall be reconciled with bank balances. Cancelled checks and bank statements shall be retained for examination as part of the annual audit required by law and code.

Adopted: April 29, 2003
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

School Activity Funds, Athletic Funds, Class Funds

Legal References: N.J.S.A. 18A:19-14 Funds derived from pupil activities
N.J.S.A. 18A:23-2 Scope of audit
N.J.A.C. 6A:23-2.1et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts
See particularly:
N.J.A.C. 6A:23-2.14(c)

Possible

Cross References: *3280 Gifts, grants and bequests
*3400 Accounts
*3450 Money in school buildings
3571 Financial reports
*3571.4 Audit
*5136 Fund-raising activities

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

CONSERVATION SUSTAINABILITY AND GREEN INITIATIVES

Introduction

The board of education recognizes that responsible environmental stewardship is an integral part of its mission in ensuring that schools are well run. The board supports conservation and sustainable planning, operations and maintenance, and shall endeavor to implement *green initiatives in all day-to-day district operations. *Sustainability is defined as meeting the needs of the present while not compromising the future. The board recognizes that sustainability through the adoption of green initiatives in all day-to-day district operations will only succeed with the cooperation and support of the board, the students, the parents/guardians and the community. The district shall endeavor to engage all members of the school community in the conservation and green initiatives of the district.

The board directs the chief school administrator or his or her designee(s) and other key stakeholders to contribute and oversee the districts' programs for conservation and green initiatives including but not limited to energy efficient practices, recycling, sustainable programs and business practices within the district, environmental assessments, green construction within school facilities, and education and training programs for students, staff and the community.

The board will introduce and consider sustainability goals and objectives as part of the strategic planning process. Sustainability goals and objectives shall be reviewed and adjusted as part of the regular strategic planning process.

The district shall endeavor to implement a "3E" approach to sustainability:

- A. **Economy** – actions to reduce operating costs, save money and redirect savings towards school improvement.
- B. **Education** – actions to train district staff members and engage students in the academics of the district's sustainability initiatives and increase student's connections to an Integrative Science, Technology, Engineering, Mathematics (*iSTEM) process, thereby increasing student achievement.
- C. **Environment** – actions to create healthy and safe places for students and staff to learn, work, and play.

Target Areas/Goals

A sustainable environmental future means that the board may assess, devise and implement initiatives focused on:

- A. Recycling, Composting and Waste Management
- B. Energy
- C. Environmentally Sustainable Business Practices
- D. Curriculum Component
- E. Community Engagement

School District Green Team

A district Green Team may be appointed by the chief school administrator with approval by the school board. The team may include teaching staff members, administrators, board members, facility staff members, community experts, students, and parents/guardians. The team shall be responsible for investigating and proposing a district wide sustainability audit, conservation and green initiatives for day-to-day operations, and practices that promote a sustainable environment that is conducive to learning and lowers the operational cost of the district. The Green Team will also oversee:

- A. The assessment of the impact on the environment of the district's current practice's and operations;
- B. The implementation of learning and participation opportunities for students in the areas including energy audits, water, materials and general resources, conservation measures, recycling, and composting;
- C. The implementation of curriculum components that supports the district conservation and green initiatives;
- D. Employee and community engagement;
- E. The development of goals and objectives for improving the district's sustainability, conservation and green initiatives.
- F. The creation of a strategic plan or action plan to achieve district goals and objectives.
- G. Advising the school board and making recommendations.

Adopted: March 14, 2016

Key Words

Sustainability, Conservation, Green Policy, Green Initiative, Environment, Environmental, Recycling, Solar

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*1330	Use of facilities
	*2130	Evaluation of principals
	*3100	Budget planning and preparation
	*3320	Purchasing procedures
	3508	School gardens
	*3510	Operation and maintenance of plant
	*3516	Safety
	*3542.1	Wellness and nutrition
	*4112.4/4212.4	Health
	*4115	Supervision
	*4116	Evaluation of teaching staff members
	*4131/4131.1	Staff training and development
	*4215	Supervision
	*4216	Evaluation
	*4231/4231.1	Staff training and development
	*5141	Student health
	*5142	Student safety
	*6010	Goals and objectives in instruction
	*6114	Emergency and disaster preparedness
	6142.15	STEM (Science, Technology, Engineering & Math)

*Indicates the policy is included in the Critical Policy Reference Manual.

*Green – Anything environmentally friendly

*Sustainability - Sustainability is based on a simple principle: Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic and other requirements of present and future generations.

*iSTEM - An interdisciplinary or Trans-disciplinary and applied approach that is delivered through a project or problem based learning and focused on real-world problem solving.

Policy

OPERATION AND MAINTENANCE OF PLANT

The board of education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The chief school administrator shall ensure the development and enforcement of detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and provided to all staff annually at the beginning of each school year and when any revisions are formulated.

The chief school administrator and board secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

The district shall ensure barrier free access for all students, staff and visitors to school facilities.

Safe Drinking Water

The board of education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq., N.J.A.C. 6A:26-6, and N.J.A.C. 7:10 et seq.). In accordance with law and board policy 3516 Safety, the board shall test all drinking water outlets, make the results publically available and notify parents/guardians and the New Jersey Department of Education

Within each six-year period thereafter, the board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

Annually, the board must submit to the Department of Education, a statement of assurance that lead testing was completed in accordance with existing Department of Education regulations and that where required, alternate drinking water is available to students and staff.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the board and the chief school administrator shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Milltown Public Schools shall develop and maintain an IPM plan as part of the school's policy.

Integrated Pest Management Procedures in Schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a

OPERATION AND MAINTENANCE OF PLANT (continued)

review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how Milltown Public Schools will manage pests through IPM methods. The school's IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The chief school administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school.

IPM Coordinator

The chief school administrator shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The chief school administrator is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the chief school administrator will report to the board on the effectiveness of the

OPERATION AND MAINTENANCE OF PLANT (continued)

IPM plan and make recommendations for improvement as needed. The board directs the chief school administrator to develop regulations/procedures for the implementation of this policy.

Revised & Readopted: 2-26-18

Policy

EQUIPMENT

Equipment purchased by the Milltown Board of Education is intended for support of the educational program.

The chief school administrator, through the business administrator, shall oversee the maintenance of all district educational and noneducational equipment in safe working condition. No employee or pupil shall use equipment found unsafe. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the chief school administrator. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. The individual receiving the loan shall be responsible for its safe return.

When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.

The board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the principal is required for such removal.

Removal of school equipment from school property for strictly personal use is prohibited.

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Loaning District Equipment

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation

Possible

Cross References: *1330 Use of school facilities
*1410 Local units
*3250 Income from fees, fines, charges
*3510 Operation and maintenance of plant
*3516 Safety

3530 Insurance management
4143 Extra pay for extra work

EQUIPMENT (continued)

- *4147 Employee safety
- 4243 Overtime pay
- *4247 Employee safety
- *5142 Pupil safety

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

GUIDELINES IN CONTROLLING SMOKING, DRINKING AND USE OF DRUGS ON SCHOOL PREMISES

The Milltown Board of Education subscribes to a drug and alcohol free environment. Inasmuch as tobacco is considered a drug and state law requires that the Board make and enforce regulations for controlling the smoking of tobacco within its premises, the Board sets the following guidelines.

For the purpose of this policy "premises" shall include any school building, school grounds, or school events.
Controlling Guidelines

- A. The Board's policy and regulations shall be disseminated to all students and staff.
- B. Smoking is prohibited in all school buildings and appropriate "No Smoking" signs shall be placed in compliance with law.
- C. If a violation of policy 3515 is found to be substantiated after a thorough investigation, the violator(s) shall be subject to disciplinary action. Depending on the seriousness of the violation and the number of incidents involving the violator, the consequences or combination of consequences below may be imposed.
 1. An employee: (any consequence shall become a part of the employee's personnel record)
 - a. Termination
 - b. Suspension (with or without pay)
 - c. Withholding of increment
 - d. Fine (\$500 minimum)
 - e. School or community service
 - f. Transfer
 - g. Demotion
 - h. Letter of reprimand
 - i. Written warning
 - j. Verbal warning
 - k. Assignment to a prevention program
 - l. Counseling (in-school)
 - m. Referral to out-of-school counseling service
 - n. Letter of apology
 2. A pupil: (any consequence shall become a part of the pupil's record)
 - a. Expulsion
 - b. Suspension (in or out of school)
 - c. Office restriction
 - d. Loss of campus or extra-curricular privileges (short or long term)
 - e. Shadowing (in-school supervision by the pupil's parent or legal guardian)
 - f. Detention
 - g. Letter of reprimand
 - h. Assignment to a prevention program
 - i. Counseling (in-school)
 - j. Referral to out-of-school counseling service
 - k. Letter of apology
- D. Information shall be made available to those individuals who wish to stop smoking.
- E. Where required by law or code, law enforcement and other authorities shall be contacted.

Regulation

SMOKING PROHIBITION

The following protocol shall be observed for the handling of smoking in school facilities and/or on school grounds:

- A. A ban on smoking by pupils, staff, visitors and all other persons shall occur in all buildings and on all grounds of the school district 24 hours a day, seven days a week. This ban pertains to pupils, teachers, teacher aides, administrators, supervisors, secretarial and clerical staff, custodial and maintenance staff, cafeteria employees, bus drivers, board members, all other employees of the school district, vendors and/or consultants who may from time to time be employed by the Milltown Board of Education, and all non-employee visitors and members of the public.
- B. Appropriate signs announcing the total prohibition of smoking and a possible fine shall be posted at all school entrances and other appropriate sites. An effort shall be made periodically to remind the public, staff and pupils of board policy and regulation.
- C. Pupils who are found smoking shall be subject to the following discipline:
 1. For a first offense, any one of, combination of, or all of the following, as determined by the principal: phone call to parent/guardian, letter to pupil file describing the incident, suspension (if combined with defiance to school official or refusal to extinguish burning tobacco) and/or referral to counselor for assistance in quitting.
 2. For a second offense, any one of, combination of, or all of the following, as determined by the principal: phone call to parent/guardian, letter to pupil file describing the incident, suspension, referral to counseling, and required notification to parents/guardians.
- D. Employees shall be prohibited from smoking anywhere in school district buildings. Employees who are found smoking shall be subject to the following discipline:
 1. First offense: issuance of a verbal warning, documented in writing.
 2. Second offense: issuance of a written warning, with a copy placed in employee's personnel file.
 3. Third or more offense: written complaint to the local health department and appropriate documentation to the personnel file.
- E. Smoking regulations apply to all members of the board, visitors, members of the public and all other persons who occupy any building belonging to the Milltown Board of Education. Smoking is prohibited everywhere within board of education buildings. Persons who are found smoking shall be subject to the following discipline:
 1. First offense: verbal warning.
 2. Second offense: written warning.
 3. Third offense: written complaint to the local board of health.

Policy

PARKING

All spaces in the school parking lot are for school personnel only during school hours. The Milltown Board of Education holds full authority over their parking lots. Parking restrictions contained in this policy are enforceable by the Milltown Board of Education in cooperation with the Milltown Police Department.

Employee parking is permitted at the sole discretion of the Superintendent. Employees parking in school lots without authorization are subject to implications of insubordination, with the potential for ticketing and towing.

Parking for parents/guardians, persons in neighboring residences and those who are employees of organizations using the school facilities is permitted beyond school hours.

Parking and overnight parking is not permitted during and in anticipation of inclement weather. A reasonable effort will be made to identify the owners of vehicles, in cooperation with the Milltown Police Department. Any unidentified vehicles interfering with the clearing of snow in school lots will be ticketed and towed at the owner's expense.

No one may park in front of the school where parking is prohibited during school hours. Specially designated or restricted spaces are to be used in strict conformity with the designation restriction.

Temporary parking passes may be granted to employees, parents/guardians and guardians with a doctor's note for a temporary medical condition for up to 30 days. Ongoing medical conditions beyond 30 days require state issued handicap parking tags, and require parking in designated handicap spots. Vehicles parked in handicap spots without appropriate parking tags are subject to ticketing by local police.

Students are not to be picked up or discharged in the school parking lots before 7:45AM or one-half hour after pupil dismissal time, Temporary parent drop-off of a student with a doctor's note for a temporary medical condition may be granted by the school nurse. A temporary parking permit will be issued to the parent of the student for 30 day increments upon approval by the principal.

Revised & Readopted: 10-2-2017

Policy

SAFETY

The chief school administrator shall develop rules governing school safety which shall include but not be limited to: student safety in school; care of injured students; vehicle safety programs; plant safety including removal and/or encapsulation of asbestos; labeling and storage of hazardous substances; emergency procedures; student safety in transit to and from school; and eye protection. In addition, students shall be provided with safety instruction in accordance with the law.

Use and Storage of Hazardous Substances

The board shall not allow the use of any hazardous substances in or on any of the buildings or grounds of this district when children are present, except in emergencies. A list of substances that are legally exempted from this requirement can be obtained from the chief school administrator.

The chief school administrator shall inform the board when hazardous substances may be used when children are present, and the board shall determine if an emergency situation exists and such use is warranted.

If any hazardous substance is stored on any school site, the chief school administrator shall make available the hazardous substance fact sheet for that substance to any one who requests it.

At least two days prior to the start of any construction activity involving hazardous substances, the chief school administrator shall post on a bulletin board at the school a notice that such construction will take place. The notice will state the activity to be conducted and the hazardous substance(s) to be used.

The chief school administrator shall ensure that all parents/guardians receive a notice at least once a year informing them of the following:

- A. Notice of any construction or other activities involving hazardous substances will be posted on the bulletin board of their children's school;
- B. Hazardous substances may be stored at the school at various times throughout the year;
- C. Hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

Soil Contamination on School Property

The board shall ensure that notice of soil contamination on school property is provided. Notice will be provided to each parent or guardian of a student enrolled at the school, and to each staff member of the school. Notice will be provided within 10 business days of the discovery of the soil contamination, when the contamination is found by the Department of Environmental Protection or a licensed site remediation professional to exceed the department's direct contact soil remediation standards for residential use.

The notice shall include:

- A. A description of the soil contamination and the conditions under which a student or staff member may be exposed to the contamination;
- B. A description and timetable of the steps that have been taken and will be taken to ensure that there is no contact by any student or staff member with the contamination;
- C. A description and timetable of the steps that have been taken and will be taken to remediate the soil contamination.

SAFETY (continued)

The notice may be provided by:

- A. Written notice sent home with the student and provided to the staff member;
- B. Telephone call;
- C. Direct contact;
- D. Electronic mail.

The district shall also post a copy of the notice in a conspicuous location near the site of the contamination to notify any other users of the school grounds of the existence of the contamination.

Safe Drinking Water

The board of education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq.).

The board directs that lead sampling and analysis be conducted in all drinking water outlets to which a student or staff member has or may have access, in each school facility, other facility, or temporary facility no later than July 13, 2017. Sampling shall be conducted according to the lead sampling plan.* The lead sampling plan shall include:

- A. A plumbing survey for each facility that identifies how water enters and flows through each facility, the types of plumbing materials used in the facility, such as the service line, piping, solder, fixtures, drinking water outlets where students or staff have or may have access, and point of use treatment, such as drinking water filters;
- B. The names and responsibilities of all individuals involved in sampling; and
- C. The following sampling procedures:
 - 1. Samples shall be taken after water has sat, undisturbed in the school pipes for at least eight hours but no more than 48 hours before the sample is taken;
 - 2. At least eight hours prior to sampling, signs shall be posted to indicate that water shall not be used and access to the buildings subject to the sampling shall be restricted to all but authorized staff members;
 - 3. Existing aerators, screens, and filters shall not be replaced or removed prior to or during sampling; and
 - 4. All samples shall be collected in pre-cleaned high-density polyethylene (HDPE) 250 milliliter (mL) wide-mouth single-use rigid sample containers that are properly labeled.

The board shall test all drinking water outlets within six years following the initial testing and every six years thereafter. Sampling shall be prioritized in buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead. The water outlets in these buildings and facilities shall be sampled first in accordance with the sampling plan. In addition, sampling for lead shall be conducted after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.

*See Resources below. The lead sampling plan, <http://www.nj.gov/dep/watersupply/pdf/techguide.pdf>

Drinking Water Sample Analysis

Analysis of water samples shall be conducted by a certified laboratory to analyze for lead in drinking water. The laboratory shall use an approved analytical method pursuant to the Federal Safe Drinking Water Act at 40 CFR 141.23(k)(1). Sample analysis shall be conducted in accordance with a Quality Assurance Project Plan (QAPP)**, which shall be signed by the board of education, the certified laboratory, and the individual responsible for conducting sampling. The QAPP shall include:

SAFETY (continued)

- A. Identification of analytical methods;
- B. Chain of custody procedures;
- C. Data validation and reporting processes;
- D. Detection limits;
- E. Reporting to three significant figures;
- F. Field blanks; and
- G. Quality control measures required by the certified method

** See Resources below. Quality Assurance Project Plan (QAPP) at <http://www.nj.gov/dep/watersupply/pdf/techguide.pdf>

Water Sample Analysis Results: Notifications

Within 24 hours after the board has reviewed and verified the final laboratory results, the board shall make the test results of all water samples publicly available at the school facility and on the district website. If any results exceed the permissible lead action level, written notification shall be provided to the parents/guardians of all students attending the facility, as well as to the New Jersey Department of Education (NJDOE). This notification shall include a description of the measures taken by the board to:

- A. Immediately end use of each drinking water outlet where water quality exceeds the permissible lead action level;
- B. Ensure that alternate drinking water has been made available to all students and staff members, and information regarding the health effects of lead is provided.

The board shall annually submit a statement of assurance to the NJDOE that lead testing was completed, that notifications were provided, and that alternate drinking water continues to be made available to all students and staff in accordance law and board policy.

Within six years of the adoption of this policy, and within each six-year period thereafter, the board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

Implementation

Rules and procedures implementing this policy shall be reviewed and adopted by the board as required by law and shall be disseminated to staff and students annually, and whenever any changes are made.

Revised & Readopted: 2-26-2018

Regulation

SAFETY

A. Definitions

1. "Access" means free and unimpeded entry to the public areas on school premises. Access does not include entry to:
 - a. Areas that are the private domain of individuals, such as an individual's office, closets, and filing cabinets; or
 - b. Areas in which pupil instruction is being carried on, without the express permission of the principal or the teacher in charge.
2. "School premises" means all school buildings, all school grounds, and any structures on school grounds

B. Access to School Premises

1. Access to school buildings and grounds during the school day will be permitted to all pupils enrolled in the school, all school staff members, and visitors.
2. Access to school buildings and grounds before and after the school day will be permitted to:
 - a. Members of the Milltown Board of Education;
 - b. The chief school administrator;
 - c. The building principal and other administrative staff members;
 - d. Staff members in the performance of their professional responsibilities;
 - e. Pupils involved in interscholastic athletic and co-curricular activities and authorized spectators;
 - f. Members of organizations granted the use of school premises;
 - g. Police officers, fire fighters, health inspectors, and other agents of state and local government in the performance of their official duties; and
 - h. Members of the public present to attend a public board meeting.
3. All visitors to school buildings during the school day will be required to register their presence in the school office.
4. Signs will be conspicuously posted to inform visitors of the requirements of paragraph

C. Building Security

1. Entrances to school buildings shall be kept locked except for main entrances required for the access of authorized persons.
2. The building principal shall recommend to the chief school administrator the installation of any special protective device to guard against illegal entry and/or vandalism.

D. Keys to School Buildings and Facilities

1. Staff members and school officials will be provided with keys as follows:

SAFETY (continued)

- a. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility (ies) to which they require access for the performance of their professional duties.
 - b. The building principal and foreman of custodians will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.
 - c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.
 - d. The chief school administrator will be provided with a set of all master keys.
2. The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by these regulations.
 3. Possession and/or use of a key to school premises by a district employee not expressly authorized by these regulations to possess such a key is an infraction of rules subject to discipline.
 4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the building principal. The staff member who loses a key may be responsible for the cost of the replacement of the key or, if necessary, the lock.

E. Staff member responsibilities

1. All valuable belongings should be kept secure. A secure storage place shall be maintained in the school office under lock and key for the temporary storage of valuables belonging to staff members or pupils.
2. A valuable item brought to school by a pupil should be placed in the school office under lock and key and a written receipt given to the pupil. The pupil's parent will be requested to retrieve the item from the school office. The parent may be requested to provide adequate identification before the item is released. The parent to whom a valuable item is released will sign a receipt, which will be maintained by the principal.
3. Teaching staff members shall:
 - a. Close classroom windows and shut and lock classroom doors when leaving at the end of the school day;
 - b. Shut and lock classroom doors during the school day when the room is empty;
 - c. Report immediately to the principal any evidence of tampering or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for the purposes of authorized persons.
5. Office personnel shall take all reasonable precautions to insure the security of records and documents against unauthorized access, deterioration, and destruction.
 - a. Petty cash funds and records will be secured daily.
 - b. Board minutes will be secured.
 - c. Financial records and books of account will be secured.
 - d. Pupil records will be secured.
 - e. Personnel records will be secured.

SAFETY (continued)

F. Summoning the police

1. The Milltown Borough Police Department will be summoned promptly whenever evidence is discovered that indicates:
 - a. A crime has been committed on school premises or in the course of staff or pupil transportation to or from school;
 - b. A break and entry has occurred on school premises;
 - c. A deadly weapon is on school premises; or
 - d. A breach of the peace has occurred on school premises.
2. A call to law enforcement agents will be reported to the Chief School Administrator as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

G. Guidelines for Dealing with Accident/Injury

1. The school nurse or another trained person shall be responsible for administering first aid.
2. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent/guardian.
3. Parents/guardians shall be requested to pick up the pupil. If a parent/guardian is unable to provide such transportation, no pupil who is injured shall be sent home alone. A pupil who is injured may be taken home if a responsible person is there to receive that pupil.
4. In extreme emergencies, the school nurse, school doctor or principal may make arrangements for immediate hospitalization of injured pupils. Parents/guardians should be contacted as soon as possible.
5. The teacher or other staff member who is responsible for a pupil at the time an accident occurs shall make out a report within 24 hours, providing details about the accident. This shall be required for every accident whether first aid is necessary or not.
6. Any injuries or accidents to pupils shall be reported as soon as possible to the chief school administrator.

H. Emergency Medical Procedures for Sports/Athletics

1. The Milltown Board of Education recognizes its responsibility for pupil safety in all aspects of sports and athletic events, both intramural and interscholastic. Emergency medical procedures are to be developed at each school having an athletic program to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual pupils or teams of the schools of this district whether among themselves or with pupils of other districts.
2. These emergency medical procedures shall be disseminated to appropriate personnel within the district.

Policy

SECURITY AND ELECTRONIC SURVEILLANCE

Security

The security of the Milltown Public School District buildings and grounds for protecting the safety of the students, staff and the school community is essential for creating an environment where student achievement can be fostered.

Security means all buildings shall be locked during school hours when students are present. Doors may be unlocked before and after school hours for brief periods of time to accommodate various school activities and events. When buildings are not in use, safe practices shall be employed in the use of electrical, plumbing, and heating equipment for protection from fire hazards and faulty equipment. The board requires close cooperation with local police and fire departments and with building inspectors.

An adequate key control system shall be established to control access to school buildings. Funds and valuable records shall be kept in a safe place and securely locked. The superintendent shall oversee the development of procedures to provide for the security of the students, the staff, and of school facilities and property.

Electronic Surveillance

The Milltown Board of Education authorizes the use of electronic surveillance equipment in school buildings, on school property and on school buses to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district buildings, grounds, and equipment. The superintendent will approve appropriate locations for surveillance equipment.

The superintendent will notify staff and students, through staff and student handbooks or by other means that surveillance equipment may record school activity in school buildings, on school property and on school buses. A statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment to alert the school community and the public that electronic surveillance monitoring devices are used in school buildings, on school grounds and on school buses and all school buildings and school grounds may be monitored.

Live Streaming

District video surveillance equipment has the capability to live stream the video wirelessly to remote locations. In accordance with law (N.J.S.A. 18A:41-9) the district shall establish a Memorandum of Understanding with local law enforcement which provides local law enforcement with the capacity to activate the equipment and view the live streaming video. The Memorandum of Understanding shall include, but need not be limited to:

- A. The designation of individuals who shall be authorized to view live streaming video;
- B. The circumstances under which the designated individuals would view live streaming video; and
- C. A plan for preventing and detecting unauthorized access to live streaming video.

Records

The content of the surveillance recordings may become a part of a student's educational record or of a staff member's personnel record. Content added to student and staff records shall be confidential according to law and board policies (see 4112.6/4212.6 Personnel Records, 5125 Student Records). Content related to disciplinary proceedings shall be subject to rules for all the forms of evidence. Surveillance footage used as

SECURITY AND ELECTRONIC SURVEILLANCE (continued)

evidence shall be permitted only when it is in a legitimate educational interest. The district will comply with all applicable state and federal laws related to record maintenance and retention.

Building and Grounds

Buildings constitute one of the greatest investments of the Milltown School System and must be protected adequately. The chief school administrator, through the school business administrator/board secretary, shall take all necessary steps and shall seek police cooperation and action, in protecting school property from theft and vandalism. Staff shall be scrupulous in obeying all security regulations. The District shall not be liable in any way for the personal property of staff members utilized in the school, unless the use of the property was specifically for an authorized specific school purpose by the chief school administrator.

Theft, willful damage to school property and unlawful entry into a school building are criminal acts punishable by law. The Board will initiate legal action to seek restitution from any person or persons guilty of vandalism.

The chief school administrator shall report all incidents of vandalism and violence to the commissioner as required by law.

Employee Identification Card System

The Milltown School District shall require that all employees, contractors and volunteers working or assigned within the district display a photo identification card on their outer garment at all times identifying themselves as authorized personnel. The chief school administrator shall develop procedures in the issuance of employee identification cards.

Revised & Readopted: 4-16-2018

Regulation

School Arrival/Dismissal Procedures

A. Parkview School:

1. Arrival procedures

Panda: students line up outside of the main office doors (door #1) and they wait for their teacher to bring them inside. During inclement weather days, the students are buzzed in to go directly to their classroom where their teacher is waiting.

Pre-K and K: students line up outside of the Kindergarten/grade 1 wing (door #2) and wait for their teachers to greet them. During inclement weather days, the parents bring their child(ren) directly to the outside classroom door. (Pre-K door #28, Kindergarten doors #24 and #26).

Grade 1-2-3: Students line up on the blacktop and a staff member on duty brings in the classes through the APR doors. During inclement weather days, grades 1 and 2 line up in the APR and grade 3 lines up in the gym hallway (door #3).

2. Dismissal Procedures

Panda: Students get dismissed through the main office door (door #1) by their teacher.

Pre-K and K: Students are dismissed through the doors outside of the Kindergarten/grade 1 wing (door #2) by their teacher.

Grade 1: Students are dismissed through their back classroom doors along with their teachers (doors #23, 25, 27, 29). Teachers then walk their students to the front corner of the building (near door #2) to meet their parents.

Grade 2: Students are dismissed through the main office doors (door #1) with their teachers and are released to their parents.

Grade 3: Students are dismissed through the gym hallway door (door #3) with their teachers and are released to their parents.

B. Joyce Kilmer School:

Student Morning Procedures:

Early AM Assistance: Students arriving for early morning assistance should enter through the Main Entrance between 7:45am and 8:00am.

1. Arrival Procedures

Students are permitted on school grounds at 8:30 am.

Staff members will at their outside duty post beginning at 8:25 am.

At the 8:35 am entry bell, students will enter through:

- Grades 4 & 5 - Entrance near school office
- Grade 6 - Entrance near the main entrance
- Grades 7 and 8 - Entrance near the media center

Students arriving after 8:35 am will report to the main entrance.

Inclement Weather Arrival Procedures:

The following are important reminders in the event of inclement weather during morning drop off:

SECURITY (continued)

As on regular weather days, students are permitted on school grounds at 8:30 am. Staff will be on duty at their respective doors at 8:25 am to allow entry for students arriving before normal entry time. However, it is imperative, particularly on inclement weather days, that students arrive at the normal time as staff becomes available for outdoor supervision, or in this case, bad weather supervision, at 8:25 am. Students arriving at 8:25 am will be directed to the gym where they will be housed until 8:35 am. At 8:35 am they will proceed to their lockers and then on to homeroom. This provides a 10 minute (8:25 am - 8:35 am) courtesy supervision period for students arriving early on bad weather days.

Students will enter through their normal entrance doors.

- Grades 4 & 5 - Entrance near school office
- Grade 6 - Entrance near the main entrance
- Grades 7 and 8 - Entrance near the media center

As on regular weather days, students arriving after 8:35 am will report to the main entrance.

2. Dismissal Procedures

Under NO circumstances should any staff member allow anyone in the building through an open door or door that students are exiting from. All teachers and staff are expected to have such individuals that want to enter the building report to the main entrance to sign in properly.

Entering / Exiting Building During the School Day:

Visitors / Students / Substitutes / Parents: All entry while students are present (defined between 7:45am and 4:00pm) will be through the main entrance.

Staff Members: When entering and exiting the building DURING THE SCHOOL DAY swipe card-enabled staff members should ONLY use the exits located at the Main Entrance and near the Main Office where main entrance or main office personnel can confirm your departure or arrival. DURING THE SCHOOL DAY, do not enter or exit the building anywhere swipe access is available, but only at the main entrance, or the entrance nearest the main office. No other door should be opened during the school day.

Outdoor Phys Ed classes / Recess: Physical Education classes are escorted out of the building through the rear stairwell under the direction of the physical education staff. Recess students are escorted out through either the rear stairwell or APR side doors by the lunch staff. Recess students re-enter the building through either the rear stairwell entrance or the side door facing the parking lot, depending on the grade level.

Student Dismissal: 4th and 5th grade students will dismiss from the hall doors nearest their classrooms; 6th, 7th and 8th grade students will exit through the side exit doors facing the staff parking lot, and the glass links doors. The media center hallway, gymnasium doors and rear stairwell door should not be used to exit the building at dismissal.

After School Clubs (Dismissal at 4:00pm):

Students are escorted out of the building by the club advisor / leader.

Sports Practices:

Students returning to school after dismissal for sports will enter the building through the main entrance. Teams will leave the building to board buses or walk to the field(s) through the Gym doors.

Evening School Sponsored Events (concerts, school play, Variety Show, parent meetings, etc.)

SECURITY (continued)

Arrival and dismissal for evening practice / rehearsal events are at the direction of the advisor/coordinator of the event. Usually will require one unlocked entry door near location of the event.

Employee Identification Card System

- A. In order to provide quick and accurate identification of Milltown School District employees, particularly when those individuals are working in buildings and/or sites different from a primary assignment area, there is a need to use an employee identification card system. The card system is also needed to assist parents and other visitors to school locations in identifying school employees. In certain locations, there is a need for use of the cards for security purposes.
- B. The photo identification card system, using a clip badge, will serve as an instant identification system for persons in multi-campus assignments, such as administrators, supervisors, plant operations, maintenance, food service, transportation, etc.
- C. Identification cards will be prepared for every school district employee. Employees shall display the clip-on identification card on an outer garment at all times when performing duties for the school system to show identification as a school employee.
- D. A badge system, using a clip-on card with appropriate designation, but without photograph, will be utilized for visitors to schools including consultants and volunteers and for substitutes and/or temporary employees.
- E. Appropriate equipment will be maintained in the Milltown Board of Education Business Office where cards will be prepared when new employees are contracted.
- F. Building administrators and/or supervisors are requested to take necessary action to make all staff members aware of the identification card system requirement, and to cooperate with the Board Office in scheduling photo sessions for all school district employees, consultants, volunteers and visitors.
- G. Identification cards are the property of the school district and are issued to persons only during the time of their employment or assignment (e.g., consultants; volunteers). Upon termination of employment, the card must be returned to the school district before final salary payment is received. A replacement of a lost card will be provided by the Milltown Board of Education Business Office at cost of \$5.00 per card.

Policy

INSURANCE MANAGEMENT

The insurance program of the Milltown School District shall provide the broadest, most complete coverage available, secured at the most economical cost consistent with sound insurance principles.

The board shall maintain sufficient liability insurance for all board and staff members while they are conducting official school business. The board shall insure against any civil action that might be brought against any staff or board member for any act or omission arising out of, and in the course of, the performance of the duties of his/her office, position or employment. The business administrator shall manage all aspects of the district insurances and shall report relevant matters and needs to the chief school administrator.

All school property shall be insured at replacement cost value. The appraisal shall be updated annually.

Date: March 26, 1996
Review/Update by NJSBA: December 2008
Readopted: May 12, 2009

Legal References: N.J.S.A. 18A:12-20 Indemnity of members of boards of education against cost of defense of civil and criminal action
N.J.S.A. 18A:16-6 Indemnity of officers and employees against civil action
N.J.S.A. 18A:16-6.1 Indemnity of officers and employees in certain criminal actions
N.J.S.A. 18A:20-25 through-33 Insurance of property; use of proceeds
N.J.S.A. 52:18A-60-4 Indemnity of employees against civil action

Cross References: 1330 Use of school facilities
3440 Inventories
5141 Health
5141.3 Health examinations and immunizations

Policy

EMPLOYEE/OFFICER BONDS

All Milltown School District officers and employees who handle funds shall be indemnified against loss under a fidelity bond in the amounts required by law.

The board shall bear the cost of bonding each employee required to be bonded by this policy or by statute.

Date: March 26, 1996
Review/Update by NJSBA: December 2008
Readopted: May 12, 2009

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-6 Bond of secretary
N.J.S.A. 18A:17-32 Bond of treasurer of moneys
N.J.S.A. 6:3-1.5 Minimum bond requirements for treasurer of school moneys

Cross References: 3530 Insurance Management
9123/9124 Board secretary/business administrator

Policy

TRANSPORTATION ROUTES AND SERVICES

The Milltown Board of Education directs the chief school administrator, through the business administrator, to supervise development of bus routes to provide safe, economical and reasonably expeditious transportation for:

- A. Pupils who live remote from the schoolhouse as defined by New Jersey law;
- B. Educationally disabled pupils in accordance with their IEP;
- C. Pupils participating in board-approved extracurricular activities or field trips;
- D. Pupils whose route to the school is deemed hazardous by the board;
- E. Other pupils as required by law.

The criteria to be used in designing routes and assigning pupils to them shall include:

- A. The distance to be traveled to and from school;
- B. The age and state of health of the child;
- C. The requirements of the instructional program;
- D. The hazards involved on the route to be traveled.

Transportation to and from school shall be provided as required by law to eligible nonpublic school pupils and to pupils attending charter schools. All pupils riding on district buses shall be required to observe the district's bus conduct regulations or risk loss of the privilege of such transportation. For the purpose of pupils attending a "receiving" school, pupils shall observe the receiving school district's bus conduct regulations or risk loss of such transportation.

On a space-available basis, the board may transport both public and nonpublic students who live within statutory limits (courtesy busing). The board or a cooperative transportation services agency may charge for this service. The charge shall be equitable and shall include, but not be limited to, the cost of fuel, driver salaries and insurance.

Buses, whether contracted or district-owned, shall be kept in optimum condition and shall conform to all state safety regulations.

Bus routes must be acted upon by the board and submitted to the county office.

Waiver of Eligible Transportation Services

Each school year a parent/guardian of a pupil who is eligible for transportation services under the law may sign a written statement waiving the pupil's right to those services. This written statement shall be in the form that is determined by the Department of Education.

If there is a case of a family or economic hardship during the school year in which the parent/guardian has waived the pupil's transportation service rights, the district will make

TRANSPORTATION ROUTES AND SERVICES (continued)

provisions to provide transportation to the pupil during this hardship.

Courtesy Transportation Along Hazardous Routes

The Milltown Board of Education is concerned with the safety of students who walk to and from school along roadways determined to be hazardous routes. The chief school administrator shall work in conjunction with municipal officials to determine the criteria necessary for the classification of a hazardous route and shall maintain a list of all hazardous routes in the district. The chief school administrator shall develop rules and regulations to supply courtesy transportation for students who must walk to and from school along routes designated by the Milltown School District to be hazardous routes. The criteria used to determine hazardous routes may include but shall not be limited to the following:

- A. Population density;
- B. Traffic volume;
- C. Average vehicle velocity;
- D. Existence or absence of sufficient sidewalk space;
- E. Roads and highways that are winding or have blind curves;
- F. Roads or highways with steep inclines and declines;
- G. Drop-offs that are close proximity to a sidewalk;
- H. Bridges or overpasses that must be crossed to reach the school;
- I. Train tracks or trestles that must be crossed to reach the school;
- J. Busy roads and highways that must be crossed to reach the school.

Students who would otherwise be required to walk to and from school along routes designated as hazardous shall be included in the calculation of the district's regular vehicle capacity utilization.

Adopted: January 25, 1999
 NJSBA Review/Update: December 2008
 Readopted: May 12, 2009
 Readopted: August 21, 2012

Key Words

Pupil Transportation, Transportation, Busing, Buses, Courtesy Busing, Nonpublic School Pupils, Student Transportation

Legal References: N.J.S.A. 18A:7F-57 Calculation of state aid
 N.J.S.A. 18A:22-8.6 Transportation (budget line item)
 N.J.S.A. 18A:36A-13 Transportation services (charter schools)
 N.J.S.A. 18A:39-1 et seq. Transportation To and From Schools
See particularly:
 N.J.S.A. 18A:39-1.2
 through -1.9
 N.J.S.A. 18A:46-19.6 Transportation to location or maintenance of vehicular

TRANSPORTATION ROUTES AND SERVICES (continued)

<u>N.J.S.A.</u> 18A:46-23	classrooms to obtain services; payment of cost Transportation of pupils; special classes; handicapped children; state aid
<u>N.J.S.A.</u> 39:3-10.9 <u>et al.</u> <u>N.J.S.A.</u> 39:3-27	New Jersey Commercial Drivers License Act Free registration of certain vehicles; transfer to other motor vehicles
<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:27-1.1(b), -2.1, -3.1, -5.1, -6.2, -6.3, -6.4, -9.1(e), -11.1, -13.3	Student Transportation
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
P.L. 2011, c.132 Parents right to waive eligible transportation rights	
<u>Parents for Student Safety, Inc., v. Morris Bd. of Ed.</u> , 1986 <u>S.L.D.</u> (February 5), St. Bd. rev'g 1984 <u>S.L.D.</u> (August 24), aff'd App. Div., unreported decision (docket no. A-3257-85-T7, decided February 17, 1987) certif. den. 108 <u>N.J.</u> 180 (1987)	
<u>Wayne Board of Education v. Kraft et al.</u> , 139 <u>NJ</u> 597 (1995)	
<u>Policies and Procedures Manual for Pupil Transportation</u> , N.J. State Department of Education	

Possible

<u>Cross References:</u>	*3220/3230	State funds; federal funds
	*3516	Safety
	*3541.31	Privately owned vehicles
	*3541.33	Transportation safety
	*4211	Recruitment, selection and hiring
	*5200	Nonpublic school pupils
	*6145	Extracurricular activities
	*6153	Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

ELIGIBILITY FOR IN-DISTRICT TRANSPORTATION

In reviewing requests for and determining eligibility for in-district transportation services based on a perceived disability, the following criteria shall be used by the Child Study Team in determining eligibility:

A. Criteria

1. Exemption from physical education.
2. Participation in adaptive physical education
3. Requires permanent (not temporary) assistance walking.
4. Requires permanent (not temporary) use of elevator due to inability to climb stairs.
5. Demonstrates permanent inability to participate in athletic activities.

B. Eligibility to be determined on the basis of:

1. Current attendance in Preschool Disabled Program.
2. Other disability condition documented under the N.J.A.C. 6A:14 requirements for "eligibility for special education and related services" (e.g., orthopedically disabled).
3. Or a 504 Plan based upon a medical condition that significantly impedes adulation and ambulatory safety. This determination is subject to review, including but not limited to:
 - a. The five criteria noted (above);
 - b. A physician's documentation of the medical disability; including, in writing, diagnosis and prognosis;
 - c. Review by the Milltown School District's medical examiner.

C. Section 504 Implications

The parent/guardian of any pupil who requests said transportation services shall be provided with:

1. A copy of this regulation
2. A copy of document entitled "Clarification of Section 504, The Rehabilitation Act of 1973".
3. "Parent and Student Rights Under Section 504, The Rehabilitation Act of 1973".
4. "Parent Rights In Special Education" (P.R.I.S.E.)

Regulation

TRANSPORTATION ROUTES AND SERVICES

Route Development

The business administrator shall ensure that the following conditions are developed in consonance with state law, code, safety and efficiency:

- A. Location of bus stop;
- B. Distance a student is expected to walk from home to a bus stop;
- C. Number of students to be served at a single bus stop; and
- D. Schedule to be maintained in relation to school operating hours.

All routes are to be established only after the business administrator has personally surveyed the roads to determine:

- A. Length and location of route;
- B. Number and location of stops;
- C. Number of children that can be transported on that route; and
- D. Distance between stops.

Regular Transportation Routes

The following regulations shall be followed for typical bus routes:

- A. No stops that may increase the cost of the route may be made unless authorized by the board of education. The business administrator may alter some stops during the course of the school year. Drivers shall not make any stop not authorized by the business administrator.
- B. Transportation routes shall be planned for maximum economy, consistent with safe, efficient pupil transportation. Routes should be planned to load and unload pupils on the side of the road on which they reside, unless impractical or inadvisable. The state required distance between stops (300') should be observed.
- C. Mid-day kindergarten routes shall be designed with pick-up and drop-off as close to the student's home location as is safely and time wise feasible. The state required distance between stops (300') should be observed.
- D. A kindergarten bus stop is not necessarily the assigned stop for the student upon reaching first grade. The neighborhood stop will be assigned.
- E. Routes for large buses shall be planned for those roads that are capable of accommodating them. Bridge weight limit capacity shall be observed.
- F. Routes will normally be designed so that no district owned bus or contractor's bus will enter a private driveway or roadway. Exceptions to this guideline may occur in the event of a special education route.

TRANSPORTATION ROUTES AND SERVICES (continued)

- G. Young students requiring supervision shall be released from the bus to their authorized parent/guardian/other custodian. If the authorized custodian is not at the bus stop the student shall not be released and transported back to school to wait, supervised by school personnel, until pick-up by the custodian can be arranged.

- H. Before utilization of a road that is being built to become a future public roadway, the following steps must be adhered to:
 - 1. The board of education will request permission from the land owner to use the roadway.
 - 2. The board will provide the land owner with a copy of current automobile insurance coverage.
 - 3. The land owner must, in writing, authorize the board of education to use the roadway.
 - 4. The Milltown Board of Education will secure written assurance from the Borough of Milltown that the roadway is being built or developed to be a public roadway and that snow removal and police protection will be provided.

Special Transportation Routes

Any students requiring special transportation should have their needs outlined by pupil services through the development of the IEP - Individualized Education Program.

Transportation needs shall include the following:

- A. Appropriate vehicle for the special needs child;
- B. Specific point of pick-up and return; and
- C. Approximate time of pick-up and return.

Policy

PRIVATELY OWNED VEHICLES

In recommending arrangements for pupil transportation to and from school- related activities, the chief school administrator shall consider the type of activity, the total number of pupils involved, and the availability of appropriate vehicles. Groups of pupils too small in number to make economical use of Type I or Type II vehicles may be transported in privately owned passenger vehicles driven by qualified school personnel, state employees and parents/guardians.

Transportation by Volunteer Drivers

The school business administrator shall supplement the transportation resources of the Milltown School District by identifying qualified school personnel, state employees and parents/guardians who are willing to provide transportation for district pupils to and from school-related activities.

Qualifications shall include:

- A. A valid New Jersey driver's license with no convictions for moving violations within the last two years;
- B. A private passenger vehicle of eight or fewer capacity, with a current New Jersey or other inspection sticker; and
- C. Evidence of at least the statutorily required insurance coverage.

The school business administrator shall develop and the board shall adopt detailed regulations to ensure:

- A. District approval of activities involved;
- B. District determination of drivers and assignment of pupils to them;
- C. Pupil safety in pickup, transit and drop-off;
- D. Adequate supervision of pupils at the activity.

Transportation of Pupils by District Employees as Part of Assigned Duties

District employees who transport pupils in a private vehicle during working hours as part of their assigned duties shall:

- A. Have a current New Jersey driver's license with no convictions for moving violations within the last two years;
- B. Use a privately owned passenger vehicle of eight or fewer capacity with evidence of at least the statutorily required insurance coverage. The vehicle must have a current inspection sticker;
- C. Conform to all safety practices set forth in the regulations to this policy.

Implementation of this section shall be in conformity with applicable negotiated agreement.

PRIVATELY OWNED VEHICLES (continued)

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Privately Owned Vehicles, Auxiliary Pupil Transportation, Pupil Transportation, Student Transportation

Legal References: N.J.S.A. 18A:16-6 Indemnity of officers and employees against civil actions
N.J.S.A. 18A:39-20.1 Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents
N.J.A.C. 6A:27-7.6 Transportation to and from related school activities
N.J.A.C. 6A:27-7.7 Parent transporting his or her own child or children

Possible

Cross References: *5020 Role of parents/guardians
*6145 Extracurricular activities
*6145.1/6145.2 Intramural competition; interscholastic competition
*6153 Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

PRIVATELY OWNED VEHICLES

Volunteer Driver Pool

- A. By September 30 of each school year, the school business administrator will send home to parents/guardians a form on which to indicate willingness to provide school-related transportation. The form should be accompanied by a brief explanation of the pattern of liability under New Jersey's No Fault Law.

The form shall include spaces for:

1. Name, address, phone number and willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier;

NOTE: FOR A NEW JERSEY REGISTERED VEHICLE TO BE OPERATED AT ALL, THE OWNER MUST PROVIDE EVIDENCE OF INSURANCE IN AT LEAST THE AMOUNTS OF \$15,000 PER INDIVIDUAL INJURED TO A TOTAL OF \$30,000, plus \$5,000 PROPERTY DAMAGE.

5. Hours during which the parent/guardian is generally available;
6. Schools and grades of children, their activities or other interests;
7. Any particular interests of the parents/guardians not reflected in their children's participation;
8. Restrictions, such as number of children or grade levels that the parent/guardian is willing to transport.

Forms are to be returned to the homeroom teacher and forwarded to the school business administrator to be sorted and collated.

- B. By September 30 of each school year, forms will be put in each teacher's and administrator's mailbox.

Form will include:

1. Name, address, home phone, willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier;
5. Times at which teacher/administrator will be available;
6. Activities supervised or in which teacher/administrator has an interest;

PRIVATELY OWNED VEHICLES (continued)

7. Restrictions, such as number of children or grade levels the staff member is willing to transport.

Forms will be returned to the school business administrator to be sorted and collated.

Transportation of Pupils by District Personnel as Part of Assigned Duties

A card shall be kept on file in the school business administrator's office for each employee who transports pupils in a passenger vehicle as part of his/her assigned duties. Information on the card shall include:

- A. Name, address, home phone number;
- B. Driver's license number and statement that the driver has received no moving violations;
- C. Make, model, year and mileage of car to be used;
- D. Insurance coverage and name of carrier.

NOTE: FOR A NEW JERSEY REGISTERED VEHICLE TO BE OPERATED AT ALL, THE OWNER MUST PROVIDE EVIDENCE OF INSURANCE IN AT LEAST THE AMOUNTS OF \$15,000 PER INDIVIDUAL INJURED TO A TOTAL OF \$30,000, PLUS \$5,000 PROPERTY DAMAGE.

Approval of Activities; Supervision of Pupils at Activities

- A. The board shall approve all interscholastic competitions, field trips, and special away-from-school activities, either as a listing or item by item as they occur. Provisions of this section will depend on the district's policy.
- B. At the time of approval, a determination should be made as to whether volunteer transportation will be used.

All volunteers must be from the school business administrator's master list.

NOTE: LAST MINUTE RECRUITMENT OF DRIVERS WITHOUT PROPER SAFEGUARDS COULD BE CONSTRUED AS NEGLIGENCE. WHATEVER PROVISIONS ARE MADE HERE SHOULD ALLOW TIME TO ASCERTAIN THE DRIVERS' QUALIFICATIONS.

- C. Supervision of pupils at activity
 1. When the pupils will become part of a larger group on arrival at their destination, the driver will deliver them to the faculty member or other chaperone in charge, who will be responsible for the pupils at the activity. If the driver is one of the faculty members or chaperones, he/she will assume those duties on joining the group.
 2. When the driver is the sole adult, he/she shall remain with the group for the entire period.

PUPILS shall be informed that the driver has the same authority over them as a member of the teaching staff, and that appropriate penalties will be imposed for infractions of the district's code of conduct or pupil discipline policy.

PRIVATELY OWNED VEHICLES (continued)

Selection of Volunteer Drivers and Assignment of Pupils

When the school business administrator has confirmed the date of the event and the number of pupils, he/she will attempt to secure drivers to accommodate them.

In assigning pupils to volunteer drivers, the school business administrator will take into account:

- A. Grade level and number of pupils if driver has expressed limitations;
- B. Location of pupil residences in relation to driver if pupils are to be delivered home.

Safety in Pickup, Transit and Drop-off

When the school business administrator has assigned the pupils to their drivers, he/she shall prepare a sheet for each driver listing the pupils, the pickup time and place, the activity time and place, directions to the activity, arrangements for drop-off, arrangements for supervision of the pupils at the activity, arrangements for picking up the pupils after the activity, instructions as to time and place of final drop-off, and a copy of the district's policy/regulations on pupil bus conduct. The sheet shall include emergency telephone numbers at which the driver can reach an administrator of the school, and, if possible, other persons at the activity, should it become necessary.

- A. Pickup place will in most instances be the school. It will be the responsibility of the pupils' parents/guardians to deliver the pupils to the assigned pickup place at the proper time. Parents/guardians are responsible for supervision of their children until the driver arrives, unless the children are being loaded during school hours, in which case appropriate faculty will be responsible until the vehicle departs. When children are being transported in more than one private vehicle or a combination of district and private vehicles, the faculty member in charge of the expedition is responsible for accounting for all the children. No child shall enter a vehicle on the traffic side.
- B. In transit, the driver shall keep the doors locked and the windows at a safe level. All pupils shall use seat belts. General rules of pupil conduct will be those of the district's regular policy on bus conduct.

On arrival at the activity, the driver will drop off the pupils according to directions. In no event shall a pupil exit from a vehicle on the traffic side.

On leaving the activity, the driver shall be sure he/she has all of the same children he/she started with. At activities where faculty and chaperones are in charge of a large group, the faculty member in charge shall be responsible for ensuring that all pupils are accounted for at time of departure.

- C. Final drop-off place shall usually be the school. Parents/guardians will have been informed of the time of the drop-off, and will be responsible for providing transportation home for their own child. In the event that pupils are to be delivered to their door, the driver should wait until the pupil has entered the outer door before driving off.

Reimbursement

All tolls for highways, bridges, tunnels, etc., will be reimbursable on presentation of a receipt. Parking charges are reimbursable on presentation of either the lot ticket or a voucher, if a meter was used. The district may reimburse for mileage on volunteer trips.

Entrance fees for activities may be reimbursed according to the policy of the district.

Regulation

SAFETY REGULATIONS FOR VOLUNTEER TRANSPORTATION
OF MILLTOWN STUDENTS IN PRIVATE VEHICLES

1. Check off students as they are loaded into car at initial pick-up.
2. Keep doors locked and windows at safe level while in transit. Students must use seat belts, and use common standards of courteous behavior.
3. On arrival at the activity, the driver shall drop off students according to directions. No student shall be permitted to exit from a vehicle on the traffic side.
4. On leaving the activity, the driver shall be sure he/she has all the same children he/she started with. At activities where faculty and chaperones are in charge of a large group, the Milltown faculty member in charge shall be responsible for ensuring that all students are accounted for at time of departure.
5. Final drop-off place will usually be the school. Parents/guardians will have been informed of the time of the drop-off, and will be responsible for providing transportation home for their own child. In the event that students are to be delivered to their door, the driver should wait until the student has entered the outer door before driving off.
6. In the event of an accident or mishap, the driver should contact the chief school administrator immediately.

Policy

DISTRICT OWNED VEHICLES

For efficiency of operations, the Milltown Board of Education directs the chief school administrator to oversee school district vehicles and to develop regulations to govern vehicle tracking, maintenance, accounting, assignment and usage.

Vehicle Tracking, Maintenance, and Accounting,

The school district will maintain records of the following information:

A. Vehicle inventory control record including:

1. Vehicle make, model and year,
2. Vehicle identification numbers (VIN),
3. Original purchase price,
4. Date purchased,
5. License plate number,
6. Person assigned or pool if not individually assigned,
7. Driver license number of person assigned and expiration date,
8. Insurer and policy number of person assigned, and
9. Usage category such as regular business, maintenance, security or pupil transportation.

B. Driving record of operators of district vehicles including:

1. Name of driver,
2. Driver license number and expiration date,
3. Insurer and policy number of person assigned,
4. Motor vehicle code violations,
5. Incidents of improper or non-business usage,
6. Accidents, and
7. Other relevant information.

C. Record of maintenance, repair and body work for each district vehicle including:

1. Vehicle make, model and year,

DISTRICT OWNED VEHICLES (continued)

2. Vehicle identification numbers (VIN),
3. Original purchase price,
4. Date purchased,
5. License plate number,
6. Usage category such as regular business, maintenance, security or pupil transportation,
7. Manufacturer's routine maintenance schedule,
8. Category of work performed (routine maintenance, repair or body work),
9. Purchase order number,
10. Date work was performed,
11. Detailed description of Work performed,
12. Mileage on date work was performed, and
13. Cost of work performed.

District Vehicle Assignment and Use

- A. District vehicles will be assigned in accordance with OMB Circular 08-16-ADM or any superseding circulars.
- B. The board upon the recommendation of the chief school administrator may authorize, by an affirmative vote of the board's full membership, the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the district for pool use according to the following classifications:
 1. Vehicles may be assigned permanently and individually to the chief school administrator, school business administrator, head of facilities services, head of security services or other supervisory employees who, based on their job duties, may be called upon on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
 2. A unit may be permanently assigned one or more district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.
- C. Board members or employees may be temporarily assigned a district vehicle for travel events.
- D. The chief school administrator shall ensure that an employee, such as the school business administrator, insurance or risk management staff member, head of facilities or other appropriate employee is assigned the functions of district vehicle coordinator.
- E. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.

DISTRICT OWNED VEHICLES (continued)

- F. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
- G. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the chief school administrator and the authorization of an affirmative majority vote of the full board.
- H. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased or leased by the district. If a vehicle is assigned to the chief school administrator, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.
- I. The district vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.
- J. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.
- K. No physical alterations shall be made to a vehicle without prior board approval.
- L. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey.
- M. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.
- N. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
- O. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles.
- P. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.
- Q. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.
- R. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:
 - 1. Frequent violation of traffic laws,
 - 2. Flagrant violation of the traffic laws.
 - 3. Operation of a vehicle which the police or insurance company determined was the cause of an accident.
 - 4. Use of a vehicle for unauthorized use whether personal use, business use, or commuting.
 - 5. Violation of these rules or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as

DISTRICT OWNED VEHICLES (continued)

called for in the manufacturer's routine maintenance schedule.

6. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes.
 7. Use of a district vehicle by an unauthorized individual while assigned to an employee.
 8. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities.
 9. Use of radar detectors in district vehicles.
- S. The board shall apply progressive, uniform, and mandatory disciplinary actions to violations of these requirements.

NJSBA Review/Update: December 2008
 Adopted: May 12, 2009

Key Words

Safety, Bus Safety, Transportation Safety, Pupil Transportation, Student Transportation

Legal References: N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:39-22 School buses; use by senior citizens, handicapped, and children and adults in certain municipal programs
N.J.S.A. 18A:39-22.1 Use of school buses owned, leased or contracted by school district for transportation of certain handicapped adults
N.J.A.C. 6A:27-7.2 Capacity
N.J.A.C. 6A:27-7.8 Use of school buses other than to and from school and school related activities
N.J.A.C. 6A:23A-6.11 Vehicle tracking, maintenance and accounting
N.J.A.C. 6A:23A-6.12 District vehicle assignment and use

Possible

Cross References: *1330 Use of school facilities
 *3515 Smoking prohibition

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

TRANSPORTATION SAFETY

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The Milltown Board of Education directs the chief school administrator, through the business administrator, to oversee development of regulations to govern:

- A. Pupil conduct on buses;
- B. Inservice education for bus drivers to include:
 - 1. Management of pupils;
 - 2. Safe driving practices; recognition of hazards;
 - 3. Special concerns in transporting pupils with disabilities;
 - 4. Emergency procedures on the road; accident report;
 - 5. Information on required drug and alcohol testing.

Accidents

Forms shall be provided for the immediate reporting of all incidents involving a district-owned or contracted vehicle that include any of the following:

- A. Physical injury to anyone concerned, no matter how minor
- B. Property damage of any kind, even if the financial loss is negligible
- C. Failure of any mechanical function of a district-owned or contracted vehicle during operation, even if no injury or damage results

It shall be the responsibility of the chief school administrator to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating personnel performances, and in scheduling inspection of vehicles.

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. If the district conducts NO busing, such a drill may only be necessary before a field trip. All pupils shall receive evacuation instruction at least once within the school year. NOTE: IF THE DISTRICT DOES NO BUSING, SUCH A DRILL MIGHT ONLY BE NECESSARY BEFORE A FIELD TRIP. ALL PUPILS MUST RECEIVE EVACUATION INSTRUCTION AT LEAST ONCE WITHIN THE SCHOOL YEAR.

TRANSPORTATION SAFETY (continued)Vehicles and Equipment

All district-owned or contracted vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

All district-owned or contracted vehicles used to transport children shall conform to state standards for such vehicles and shall be equipped with all safety devices required by code and statute.

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

Bus Drivers

Drivers of all Type I and Type II school vehicles used to transport district pupils shall be licensed by the State of New Jersey as bus drivers. They shall comply with all state requirements on physical condition, criminal history clearance, etc. The district shall be in compliance with all drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act and implementing regulations and shall provide all bus drivers with required information on them (see policy 4219.23 Employee substance abuse). Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle.

Adopted: September 23, 1997
 NJSBA Review/Update: December 2008
 Readopted: May 12, 2009

Key Words

Safety, Bus Safety, Transportation Safety, Pupil Transportation, Student Transportation

Legal References: N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-2 Authority over pupils
N.J.S.A. 18A:39-1 et seq. Transportation To and From Schools
See particularly:
N.J.S.A. 18A:39-17, -18, -19, -20
N.J.S.A. 39:3-10.9 et seq New Jersey Commercial Driver License Act
N.J.S.A. 39:3B-1.1 et seq. School Buses, Equipment and Regulations
See particularly:
N.J.S.A. 39:3B-10 through -12
N.J.A.C. 6A:27-1.1 et seq. Student Transportation
See particularly:
N.J.A.C. 6A:27-11.1, -11.2, -12.2, -13.3
 34 CFR Part 85.100 et seq., Government wide Debarment and Suspension (non-procurement) and Government wide Requirements for Drug-Free Workplace (Grants)
 49 U.S.C. § 31306 et seq.- Omnibus Transportation Employee Testing Act of 1991

TRANSPORTATION SAFETY (continued)

49 C.F.R. Part 40.1 et seq. - Procedures for Transportation Workplace Drug Testing Programs

49 C.F.R. Part 382.101 - Controlled Substance and Alcohol Use and Testing

49 C.F.R. Part 391.1 et seq. - Qualification of drivers

Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

Manual for the Evaluation of Local School Districts

Possible

<u>Cross References:</u>	*3516	Safety
	*3541.1	Transportation routes and services
	*4211	Recruitment, selection and hiring
	*4219.23	Employee substance abuse
	*4231/4231.1	Staff development; in-service education/visitations/conferences
	*5131	Conduct/discipline
	*5142	Pupil safety

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

TRANSPORTATION SAFETY

- A. The school bus driver is held responsible for compliance with all rules and regulations.
1. Loading and Unloading
 - a. Students shall only board and exit the bus at their assigned stop.
 - b. Students shall report to their assigned bus stop ten minutes prior to scheduled pickup time.
 - c. While waiting at the bus stop students shall not play or stand near or in the road.
 - d. Students shall conduct themselves in a safe manner while waiting for the bus.
 - e. Students shall wait until the bus comes to a complete stop before attempting to board.
 - f. While loading and unloading the bus, students shall conduct themselves in an orderly fashion.
 - g. Students shall not deface or damage property while waiting at the bus stop.
 - h. Students who must cross a road to reach their bus stop shall not cross the road until the driver has stopped the bus, activated the red lights, and the driver has indicated the conditions are safe to cross the road.
 - i. Young students requiring supervision shall be released from the bus to their authorized parent/guardian/other custodian. If the authorized custodian is not at the bus stop the student shall not be released and transported back to school to wait, supervised by school personnel, until pick-up by the custodian can be arranged.
 2. Conduct on the Bus
 - a. Show respect for the driver at all times and follow his/her direction.
 - b. Remain in assigned seat until the bus comes to a complete stop.
 - c. Loud talking, laughing or other unnecessary behavior diverts the driver's attention and may result in a serious accident. Students shall talk quietly to their neighbor when riding the bus.
 - d. Do not litter or throw anything in the bus or out the window.
 - e. Students shall not use profanity.
 - f. Students shall not tamper with the bus or any of its equipment.
 - g. Any damage caused by pupils riding the school bus, e.g., a cut cushion, a broken window, etc., will be paid for by the student and/or their parents.
 - h. Students shall keep their head and arms inside the bus when the windows are open and keep aisles clear of feet, books, packages, coats, and all other objects.
 - i. Smoking is prohibited at all times.
 - j. Eating is not permitted on the bus at any time.
 - k. The driver shall be responsible for the orderly conduct of the students. While on the bus, the students are under the authority of, and directly responsible to, the driver.
 - l. The bus driver is responsible for overseeing the discipline of the students on the bus. In the event of misconduct by the student, the driver will complete a Student Conduct Report that will be submitted to the building principal.
 3. Upon the violation of any rules, the receiving district procedure for bus safety and discipline shall apply.

TRANSPORTATION SAFETY (continued)

Note: When a student is excluded from the bus, parents are responsible for transporting the student to and from school.

4. Bus Assignment Policy

Students shall only ride the bus to which there are assigned. Students are not permitted to ride another bus for after school activities which include but are not limited to Scouts, visiting a friend, birthday parties, school projects, etc.

- B. The driver shall be in charge of the bus at all times and shall be responsible for the proper discipline, safety and welfare of the pupils while in transit.
- C. He/she shall never exclude a pupil from a bus during any trip to and from school, if the driver is unable to handle any pupil, he/she shall report the unmanageable child to the principal or assistant principal of the school the child attends.
- D. The driver may assign or reassign to each pupil a definite seat which the pupil shall occupy unless changed by the principal of the school to which the pupil is being transported.
- E. The driver shall follow the established route and make stops thereon as designated by the board of education and the principal or assistant principal.
- F. If in the judgment of the board, any bus driver is deemed to be an unsuitable person to drive a school bus because of lack of driving skill, inability to control pupils, being under the influence or partaking of alcohol or habit-forming drugs during the days school is in session prior to completion of his/her transportation duties for the day, failure to comply with rules, incapability, unbecoming conduct, or other good cause, the chief school administrator or designee will immediately request removal of the driver.
- G. Accident Reporting:
1. Every school bus driver must report an accident which involves an injury, death or property damage. He/she must fill out a report in triplicate and deliver it immediately to the transportation coordinator. The transportation coordinator shall forthwith transmit one (1) copy to the board of education providing transportation, one (1) copy to the Executive County Superintendent and one (1) copy to the:

New Jersey Department of Education
P.O. Box 500
Trenton, NJ 08625-0500

The necessary forms are available in the office of the principal or the county office.
 2. In addition to 1 above, the driver of a school bus involved in an accident resulting in injury or death of a person, or damage to property of any one person in excess of \$200.00 shall within five (5) days of such accident forward a written report of the accident to:

New Jersey Motor Vehicle Commission
P.O. Box 160
Trenton, NJ 08666
- H. Criteria for school bus include but limited stops are not to:
1. Roadway visibility in both directions for at least 300 feet.
 2. No bus stop shall ever be permitted which will require a bus to back up.

TRANSPORTATION SAFETY (continued)

3. Where possible, a bus stop shall not be located where road grades are on a 5% incline.
4. Bus routes recommended by the administration shall be approved by the board of education. All requests for deviation from this approved schedule, not rectifiable by the administration, shall be decided upon by the board of education.

Policy

FOOD SERVICE

The school lunch program shall make a nutritionally adequate lunch available to every pupil and shall operate on the most economically feasible basis.

It shall be operated in strict compliance with all laws and regulations pertaining to health, sanitation and safety; internal accounting; employment practices; nutritional standards; costs of lunches; and periodic reporting required by New Jersey law.

The chief school administrator, through the business administrator, is responsible for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the Milltown Board of Education.

Adopted: January 25, 1999
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

School Lunch, Food Service, Nutrition, Wellness,

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:18A-5 Exceptions to requirement for advertising
See particularly:
N.J.S.A. 18A:18A-5a(6)
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations
N.J.S.A. 18A:33-3 through -5 Cafeterias for pupils
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.S.A. 18A:58-7.1 through -7.2 School lunch program ...
N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs
N.J.A.C. 6A:23-2.6 Supplies and equipment
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts

Possible

Cross References: *1200 Participation by the public
*1220 Ad hoc advisory committees
*3000/3010 Concepts and roles in business and non-instructional operations; goals and objectives
*3220/3230 State funds; federal funds
*3450 Money in school buildings
*3510 Operation and maintenance of plant
*3542.1 Local wellness/Nutrition
*3542.31 Free or reduced-price lunches/milk

FOOD SERVICE (continued)

*3542.44	Purchasing
*4222	Non-instructional aides
*5131	Conduct/discipline
9123	Appointment of board secretary
9124	Appointment of business official

*Indicates policy is included in the Critical Policy Reference Manual.

WELLNESS AND NUTRITION

The board believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education.

Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity. Heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood. Further, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes.

To promote healthful behavior in the school, the board is committed to encouraging its students to consume fresh fruits, vegetables, lowfat milk and whole grains. The board is also committed to encouraging students to select and consume all components of the school meal.

In order to promote and protect children's health, well-being, and ability to learn, the board is committed to providing school environments that support healthy eating and physical activity and will ensure that:

- A. All students will have opportunities, support, and encouragement to be physically active on a regular basis;
- B. Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs. The district will regulate the types of food and beverage items offered outside the federal meal requirements, such as ala carte sales, vending machines, school stores, and fund raisers;
- C. All students will be provided with adequate time for student meal service and consumption in a clean, safe, and pleasant dining environment. Lunch and recess or physical education schedules will be coordinated with the meal service;
- D. To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program including- After-School Snack Programs, Summer Food Service Program, and Child and Adult Care Food Program);
- E. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services;
- F. The board will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

The following items shall not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

- A. Foods of minimal nutritional value;
- B. All food and beverage items listing sugar, in any form as the first ingredient;

WELLNESS AND NUTRITION (continued)

C. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

A. Based on manufacturers nutritional data or nutrient facts labels:

1. No more than eight grams of total fat per serving, with the exception of nuts and seeds;
2. No more than two grams of saturated fat per serving.

B. All beverages shall not exceed 12 ounces, with the following exceptions:

1. Water;
2. Milk (plain or flavored) containing one percent or less fat.

Elementary Schools

A. 100 percent of all beverages offered shall be milk, water; or

B. 100 percent fruit or vegetable juices;

C. Serving size for fruit or vegetable juice shall not exceed 8 ounces.

Middle and High Schools

A. At least 60 percent of all beverages offered, other than milk and water, shall be 100 percent fruit or vegetable juices;

B. Serving size for fruit or vegetable juice shall not exceed 12 ounces;

C. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

General Requirements

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional (FMNV) value.

This policy does not apply to: medically authorized special needs diets pursuant to federal regulations; school nurses using FMNVs during the course of providing health care to individual students; or special needs students who's Individualized Education Program (IEP) indicates their use for behavior modification. Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The board recommends that physical education or recess be scheduled before lunch whenever possible.

The district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Content Standards.

The chief school administrator will specifically address the issue of biosecurity for the school food service. Biosecurity may be part of the plans, procedures and mechanism for school safety.

WELLNESS AND NUTRITION (continued)

The board is committed to promoting the nutrition policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

The chief school administrator shall develop regulations consistent with this policy, including a process for measuring the effectiveness of its implementation, and designating personnel within each school with operational responsibility for ensuring the school is complying with the policy.

Revised & Readopted: 4-16-2018

Regulation

WELLNESS AND NUTRITION

A. The following foods may NOT be sold, served, or given out as free promotion anywhere on school property during the school day:

1. All forms of candy;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. Additional foods of “minimal nutritional value” (FMNV), as defined by the USDA, including soda water, water ices that do not contain fruit or fruit juices, and chewing gum.

For the purposes of this procedure, the “school day” is defined as the time between the start of the first instructional period in each school until 20 minutes after the school’s dismissal time.

B. Reimbursable Meals

1. All reimbursable meals offered through the district’s school lunch program shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations.
2. Reimbursable meals available through the food service program will emphasize nutritious and appealing foods, such as fruits, vegetables, low-fat dairy foods, and low-fat and whole grain products.
3. The schools students shall be encouraged to make nutritious food choices and consume all components of a balanced school lunch.
4. The district Business Administrator shall have the responsibility of directing and cooperating with the district’s food service provider(s) to ensure that all statutory rules and regulations are followed. A committee consisting of parents, students and staff will meet periodically each year to review school lunch offerings.
5. Students and other groups selling food, snacks, or beverages during the school day may not compete with the operation of the district’s school lunch program. Therefore, such food sales may not be conducted during the hours that school cafeterias are in operation.

C. Standards for Other Foods Served or Sold

All foods (other than reimbursable meals), snacks, and beverages that are sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, shall meet the following standards:

1. Based on manufacturers' nutritional data or nutrient labels, foods shall contain:
 - a. No more than 8 grams of total fat/serving, with the exception of nuts and seeds;
 - b. No more than 2 grams of saturated fat/serving; and
 - c. Less than .5 gram of trans fats.

WELLNESS AND NUTRITION (continued)

2. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.
 3. Beverages shall be limited to the following:
 - a. In the elementary schools, beverages shall be limited to water, milk, or 100% fruit or vegetable juices;
 - b. In the middle school at least 60% of all beverages offered other than water or milk must be 100% fruit or vegetable juices; the remaining 40% of beverages may not include items that are considered "foods of minimal nutritional value."
 4. The portion size of beverages other than water or milk containing 2% or less fat shall not exceed 12 ounces; the portion size for whole milk, when available, shall not exceed 8 ounces.
- D. The Milltown Board of Education recognizes that food can be an important element in curriculum-related activities. When food is used as part of the instructional program, the following rules shall apply:
1. Foods used to teach comparative foods, food science, or to demonstrate scientific principles are exempt from meeting the standards as listed above.
 2. Foods used to support instruction in social studies, geography, and world languages are exempt from meeting the standards as listed above, only if they are historically, socially, culturally, or ethnically authentic; but, every effort should be made to meet the standards to the fullest extent possible.
 3. When appropriate, guest speakers who are invited to address students, shall receive orientation regarding relevant food policies and standards in the district.
 - a. The Board further recognizes that some students may need to supplement lunch during the school day. Therefore, healthy snacks are permitted as follows:
 - 1) Snacks:
 - i. Healthy snacks during the school day, in addition to the regular lunch break, shall be permitted every day in PreK, and grade 1, due to the late lunch time.
-- Grade 2 will also be permitted snack on early dismissal days.
 - ii. Any student may visit the nurse for a snack brought from home on an early dismissal day, provided a written request from a parent and approval from the principal.
 - iii. Parents/guardians providing snacks to the classroom shall be informed in writing of the dietary standards and shall comply with all the dietary standards as listed above.
 - iv. Careful clean-up is necessary to reduce the risk of pests.
 - 2) School-wide and classroom celebrations:
 - i. Celebrations involving food should be scheduled in the cafeteria, when available.
 - ii. Parents shall be encouraged to provide food and beverages consistent with the dietary standards listed above. (one healthy choice and one treat)
 - iii. Parents will be permitted to provide their own treats for their child, if a severe allergy or dietary restriction is documented in the nurse's office with a physician's certificate. The personal treat must be preapproved by the principal.
 - iv. Schools will provide and disseminate a list of recommended items for those occasions

WELLNESS AND NUTRITION (continued)

- v. The classroom teacher will inform homeroom parents of any allergies of students in the class by posting restrictions on school sponsored online forums and at Back to School Night.
- vi. Classroom student allergies should be taken into consideration when preparing goodie-bags. Separate goodie-bags should be prepared for those students who have documented allergies related to food items planned for whole class distribution. Parents should confirm with the teacher any restrictions related to food allergies of students in the classroom.
- vii. Homemade treats must not include ingredients related to the classroom student allergy list.
- viii. Consideration of alternative snacks and treats for classroom celebrations will only be considered, if a student has a physician's certificate and updated allergy plan on file in the nurse's office.
 - 1) Food shall not be offered to students as a reward or withheld as a punishment.
 - i. These procedures DO NOT apply to:
 - Medically authorized special needs diets pursuant to 7 CFR Part 210;
 - School nurses using foods of minimal nutritional value while providing health care to individual students; or
 - Special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.
 - b. Information dissemination and policy application:
 - 1. The chief school administrator, in consultation with other district administrators, principals, school nurses, health teachers, interested community representatives, and the district's food service provider, shall develop and distribute the school nutritional standards, as well as written guidelines suggesting those healthy foods to at a minimum the following:
 - a. Students
 - b. Parents/Guardians
 - c. School Administrators
 - d. Teachers
 - e. Nurses
 - f. Coaches
 - g. Advisors
 - h. PTA and other parent organizations
 - i. Booster groups, And
 - j. The community
 - 2. Building principals and classroom teachers shall be responsible for monitoring compliance with these guidelines in their buildings and classrooms, respectively.

E. Environment

- 1. Students should have about 20 minutes to eat after sitting down for lunch.
- 2. Nutrition information in the food service area should promote healthy food choices.
- 3. Food service personnel and lunch room aides shall have adequate training and professional development in how to promote healthy eating behavior and to maintain safe, orderly, and pleasant eating environments.
- 4. Students shall have access to facilities for hand washing and oral hygiene.

Exhibit

LOCAL WELLNESS/NUTRITION FREQUENTLY ASKED QUESTIONS

- Q. What are the specific FMNV (Foods of Minimal Nutritional Value) defined by USDA (United States Department of Agriculture)?**
- A. Soda water, water ices, chewing gum, hard candy, jellies and gums, marshmallow candies, fondants, licorice, spun candy, and candy coated popcorn.
- Q. Can items on the USDA FMNV exemption list be sold?**
- A. Yes, but only if they meet the NJ policy standards. The exception list can be found under the memos/forms section of the reimbursement voucher website (#16).
- Q. What are the forms of sugar that might be listed?**
- A. The forms of sugar may include, but are not limited to: corn syrup, dextrin, fructose, high fructose corn syrup, galactose, glucose, honey, lactose, malt, maltose, maple syrup, molasses and sucrose.
- Q. What if the first ingredient listed is a component of the product, such as “filling”?**
- A. The label will then define the ingredients in the filling, usually in parenthesis immediately following the word filling. If the first ingredient of the filling is a sugar, then the product cannot be sold. [Example: Ingredients: Filling (high fructose corn syrup, corn syrup, apple puree concentrate, etc.)].
- Q. Can products that contain artificial sweeteners be sold?**
- A. Yes, However, due to limited research on possible long-term effects of artificial sweeteners, the Division does not recommend their use.
- Q. Does this sugar restriction apply to items offered as a reimbursable meal component?**
- A. Yes, The sugar standard applies to meal components and to all other food or beverage items.
- Q. Are gummy fruit snacks considered to be candy?**
- A. Yes, These products cannot be served or sold.
- Q. Does this restriction apply to school fundraisers?**
- A. Yes, Candy cannot be sold on school property during the day. However, it is acceptable to distribute items that have been sold off school property for students to take home. Schools are encouraged to seek other products to sell for fundraising in order to give a consistent message to their students.

Policy

OUTSTANDING FOOD SERVICE CHARGES

The Milltown Board of Education understands a student may forget to bring lunch or money to purchase lunch to school on a school day. When this happens, the food service program will provide the student with lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school lunch account is in arrears. The school district will manage a student's lunch account in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch account is in arrears, the Business Office shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Cafeteria by the end of the ten school days, the Business Office shall again contact the student's parent to provide a second notice that their child's lunch account is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice.

A parent who has received a second notice regarding a lunch account in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

The provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent.

N.J.S.A. 18A:33-21

Adopted: 8-28-17

Policy

FREE OR REDUCED-PRICE LUNCHES/MILK

It is the policy of the Milltown Board of Education that this school district participate in any federal or state subsidized food program for the benefit of eligible pupils. Pupil eligibility shall be as determined by the guidelines of the subsidizing agency. The board requires that all regulations of the subsidizing agency be observed including especially those which preserve the privacy of eligible pupils.

The board hereby adopts as its own the free and reduced-price policy developed by the bureau of child nutrition programs pursuant to federal regulations.

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Free Lunch, School Lunch, Lunch, Milk, Reduced-price Lunches/Milk

Legal References: N.J.S.A. 18A:33-3 Cafeterias for pupils
N.J.S.A. 18A:33-4 School lunch; availability to all children
N.J.S.A. 18A:33-5 Exemptions
N.J.S.A. 18A:33-10 Establishment of school breakfast program in certain schools
N.J.S.A. 18A:33-11 Implementation of school breakfast program by district
N.J.S.A. 18A:58-7.1
through -7.2 School lunch program ...
N.J.A.C. 2:36-1.2 Policy and agreement for school nutrition programs
N.J.A.C. 2:36-1.8 Review and evaluation

Regulation

FREE OR REDUCED-PRICE LUNCHES/MILK

Eligibility

The following procedure shall be followed in determining the eligibility of students for free or reduced price meals:

- A. The principal in each school shall determine which individual students are eligible for a free or reduced price meal under the established policy.
- B. The Milltown School District shall provide application forms for free and reduced price meals to all parents/guardians and to any interested community groups and agencies who request them.
 - 1. Eligibility for free or reduced price meals shall be determined from the information provided on the application form.
 - 2. Within seven days of receipt of an application, a decision regarding eligibility shall be made, and parents/guardians shall be notified in writing by mail of that decision.
 - 3. If a positive determination is made, the student shall begin to receive the free or reduced price meal immediately.
- C. In cases where for various reasons parents/guardians or other adult members of the family do not initiate a request for a free or reduced price meal, the classroom teacher, principal, visiting teacher, school nurse or other official may complete an application to establish eligibility when needed for such students.

The school shall keep on file for the duration of the current school year a report of all applications and appeals made and the action taken thereon.

Hearing

If a student is found to be ineligible on the basis of the information provided on the application, a family is permitted to appeal the decision to the chief school administrator.

If a solution is not reached an appeal may be made according to the procedures for student complaints in board policy 5145.6 Pupil Grievance.

Anonymity

In order to protect the anonymity of students receiving a free or reduced price meal, the following procedures shall be observed:

- A. A voucher/ticket purchasing system shall be employed in the district. The school community shall be notified that lunch voucher/tickets may be purchased in advance and for any number of meals desired.
- B. A cash and voucher/ticket system shall be used in the lunchroom. Free/reduced lunch/milk recipients shall be issued the voucher/ticket required for purchase of lunch. Vouchers/tickets

FREE OR REDUCED-PRICE LUNCHES/MILK (continued)

shall be distributed to free/reduces-price meal plan recipients and paying students in the same manner to protect anonymity.

- C. The names of students determined to be eligible for free or reduced price meals shall not be published, posted or announced.
- D. Students receiving free or reduced price meals shall not be required as a condition of receiving such meals:
 - 1. To use a separate lunchroom, entrance or serving line;
 - 2. To eat a different meal, or at a different time or use a different medium of exchange than paying students; or
 - 3. To work for their meal.

Policy

PURCHASING

The Milltown Board of Education authorizes and directs the chief school administrator or designee to execute contracts with proper vendors in accordance with state law to purchase subsistence amounts of perishable foods without competitive bids. This policy shall be published annually as required by law, along with the procedures by which authorized vendors may become eligible to submit quotations.

The School Business Administrator is authorized to purchase not more than \$250 worth of food supplies in any month for the cafeterias or food preparation classes without soliciting quotations. Such purchases must be documented according to law.

Adopted: January 25, 1999
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Food Purchases, Purchasing Procedures

Legal References: N.J.S.A. 18A:18A-5(a)6 Exceptions to requirements for advertising
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations
N.J.A.C. 6A:23-2.6 Supplies and equipment

Possible

Cross References: *3320 Purchasing procedures
3571 Financial reports

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

DISTRICT RECORDS AND REPORTS

The operation of the Milltown School District results in the generation of numerous documents and official records. These must be maintained in compliance with the NJ Open Public Records Act and other laws and regulations. Members of the public have the right under law to inspect and copy (with certain exceptions) the public records of the district.

The district plans to preserve these records by (1) appointing the business administrator as records custodian, (2) periodically reviewing records retention with the chief school administrator and the school board or a committee thereof, and (3) retaining records according to the schedule for educational institutions promulgated by NJDARM (NJ Division of Archives & Records Management). A partial schedule, for key classes of records, is shown at the end of this policy.

Availability to the Public

For the protection of the public interest, the board believes that members of the community have a right to inspect, copy or examine district records, with certain exemptions as specifically described in statute. Any limitations on this right shall be construed in favor of the public's right to access. Requests for district records shall be submitted to the records custodian (or designee) in writing on the appropriate form. The custodian shall reply to all requests promptly and shall grant access or deny the request as soon as possible, but within seven days, provided that the record is currently available and not in storage or archived.

The custodian shall permit district records to be inspected, examined or copied during the hours that the board office is open. Immediate access ordinarily must be granted for budgets, bills, contracts and collective negotiations agreements. Copies may be made at fees not to exceed those set by statute. Anonymous requests for government records are permitted by law. If an anonymous request is made and the estimated cost of producing copies exceeds \$5.00, a deposit may be required. Anonymous requests for personal information will not be fulfilled.

Access shall be granted in the medium requested or some other meaningful medium, unless the request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district; or requiring a substantial amount of manipulation or programming of information technology. In these cases, the board may add a special reasonable charge. The custodian shall ensure that statements are prominently posted in district offices that describe the specific terms of the public's right to appeal a denial of access and procedures for filing an appeal.

Records Exempted from Public Access

Records exempted by law include: security and emergency response procedures; purchase, lease or acquisition of real property; pending or anticipated litigation; reports of investigations in progress; matters for which disclosure would impair the right to receive federal funds; pending negotiations toward a collective bargaining agreement; most personnel and pension records of an individual; questions and answer keys (for personnel or academic examinations and job interviews); records concerning individual pupils and staff, their home addresses and telephone numbers (unless waived by the individual); reports and recommendations that involve unwarranted invasion of privacy; medical and psychological records. The records custodian will keep confidential and edit out information in records that disclose social security numbers, credit card information and drivers' license numbers.

DISTRICT RECORDS AND REPORTS (continued)Record Retention

Record retention periods in conformance with state and federal codes, regulations, and statutes of limitation may be accessed through the New Jersey Division of Archives and Records Management (NJDARM) in the School District Records Retention and Disposition Schedule located at <http://www.state.nj.us/state/darm/links/retention.html#eds>. The records custodian will ensure that records are retained and appropriately stored in accordance with state and federal statute and regulation. A partial schedule of retention periods for pertinent school record categories is listed below (Note: the School District Records Retention and Disposition Schedule should be consulted before any record is destroyed).

Partial Record Retention Schedule

1. *Financial records*: 7 (seven) years
2. *Agendas and minutes*: Permanent for originals; 1 year for copies
3. *Resolutions of the school board*: Permanent
4. *Administrative policy and advisory statements*: Permanent
5. *Correspondence, including emails*: 3 (three) years for general external correspondence; one year for internal correspondence
6. *Official public meeting notice*: 3 (three) years
7. *Legal notice in newspaper*: 7 (seven) years
8. *Publisher's affidavits*: 10 (ten) years
9. *Tape recordings of school board meetings (audio tape and video)*: 45 (forty-five) days or until summary or verbatim transcripts have been approved as minutes
10. *Election file*: 5 (five) years for bonding election report, certificate and voting authority
11. *Other election materials*: 1 (one) year
12. *Master publications file of school newsletters, yearbooks, student handbooks, etc.*: Permanent
13. *School monitoring file (with school monitoring annual plan)*: Permanent
14. *Internal monitoring guide and action plan*: 14 (fourteen) years
15. *Academic master plan (updated every seven years)*: Permanent
16. *Support file for the academic master plan, including school evaluations*: 10 (ten) years.
17. *Fall and statistical report file*: 5 (five) years
18. *Settlements (original)*: Permanent
19. *Agency copy of routine settlements*: 3 (three) years after final settlement

DISTRICT RECORDS AND REPORTS (continued)

School District Retention Schedule: Active Records – Administration, can be found at NJDARM School District Records Retention and Disposition Schedule reference number M7000101-999. For all other items the district will consult NJDARM School District Records Retention and Disposition Schedule for retention and disposal information.

Implementation

The chief school administrator shall periodically review the work of the records custodian with the school board or a committee thereof, to ensure that necessary steps are being taken to gather, record, disseminate, copy, store and ultimately to destroy school district records in accordance with applicable laws. Particular attention shall be paid to implementing the public's right to access records and to protecting from public access those records specifically exempted by law. If deemed necessary, the board will adopt additional rules, regulations and procedures to implement this policy.

Adopted: January 25, 1999
 NJSBA Review/Update: December 2008
 Readopted: May 12, 2009

Key Words

District Records and Reports, Public Access, Records, Reports

<u>Legal References:</u>	<p><u>N.J.S.A.</u> 10:4-6 <u>et seq.</u> <u>N.J.S.A.</u> 18A:4-14 <u>N.J.S.A.</u> 18A:7A-11</p> <p><u>N.J.S.A.</u> 18A:11-2 <u>See particularly:</u> <u>N.J.S.A.</u> 18A:11-2b <u>N.J.S.A.</u> 18A:17-7 through -12 <u>N.J.S.A.</u> 18A:17-28(e) <u>N.J.S.A.</u> 18A:17-35 <u>N.J.S.A.</u> 18A:17-36 <u>N.J.S.A.</u> 18A:17-46</p> <p><u>N.J.S.A.</u> 18A:36-19</p> <p><u>N.J.S.A.</u> 47:1A-1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.S.A.</u> 47:1A-1.1, -5 <u>N.J.S.A.</u> 47:3-15 <u>et seq.</u> <u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:16-5.3</p> <p><u>N.J.A.C.</u> 6A:23-2.1 <u>et seq.</u></p> <p><u>N.J.A.C.</u> 6A:27-7.9 <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A: 32-7.1 <u>et. seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:32-7.1(g), -7.8</p>	<p>Open Public Meetings Act Uniform system of bookkeeping for school districts Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills Power to sue and be sued; reports; census of school children</p> <p>Secretary to give notices and keep minutes, etc. Duties of business manager Records of receipts and payments Accounting; monthly and annual reports Act of violence; report by school employee; notice of action taken; annual report Pupil records; creation, maintenance and retention, security and access; regulations; non-liability Examination and copies of public records ("Open Public Records Act")</p> <p>Destruction of Public Records Law Child Nutrition Programs Incident reporting of violence, vandalism and substance abuse Double Entry Bookkeeping and GAAP Accounting in Local School Districts Vehicle records Evaluation of the Performance of School Districts Student Records</p>
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DISTRICT RECORDS AND REPORTS (continued)

- N.J.A.C. 6A:32-12.1 Reporting requirements
- N.J.A.C. 6A:32-12.2 School level planning
- N.J.A.C. 15:3-2.1 et. seq. Records Retention

Annual Data Collection Plan, New Jersey State Department of Education

Records Retention Schedule, New Jersey State Department of Education

Matawan Regional Teachers Association v. Matawan-Aberdeen Bd. of Ed., 212 N.J. Super. 328 (Law Div. 1986)

Laufgas v. Barnegat Twp. Bd. of Ed., 1987 S.L.D. 2442, aff'd St. Bd. 1988 S.L.D. 2496

Horner v. Kingsway Regional, 1990 S.L.D. 752

Beatty v. Chester Bd of Ed, 1999 S.L.D. (Sept.)

Manual for the Evaluation of Local School Districts

Possible

- Cross References:**
- 3543 Office services
 - 3571 Financial reports
 - *4112.6 Personnel records
 - *4212.6 Personnel records
 - *5125 Pupil records
 - *5131.5 Vandalism/violence
 - *6142.2 English as a second language; bilingual/bicultural
 - *6171.3 At-risk and Title 1
 - *6171.4 Special education
 - *9322 Public and executive sessions
 - *9326 Minutes

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

DISTRICT RECORDS AND REPORTS

The Milltown Board of Education recognizes the importance of public records as the record of the acts of this district and the repository of information about this district. Members of the public have the right under law to inspect and copy, with certain exceptions, the public records of this district.

The public records of this district shall mean any paper, written or printed book, document or drawing, map or plan, photograph, microfilm, sound-recording or similar device, or any copy thereof which has been required by law to be made, maintained, or kept on file by the board or its officials.

The board shall make the public records of this district available to the residents of this state for inspection and copying, with the exception of those records exempted from such inspection and copying by law and the rules of the board.

A. Custodians of public records

The public records of this district will be collected and maintained by or under the immediate direction of appropriate school officials, as follows. The designated school official shall serve as custodian of the record.

Public Records Including All Related Documents:	Custodian:
Board of Education policy manual	School Business Administrator
Chief school administrator 's manual of administrative regulations	Chief school administrator
Minutes of public and private Board meetings and of all public hearings	School Business Administrator
Annual audit and fiscal record	School Business Administrator
Budget	School Business Administrator
Payroll	School Business Administrator
Purchasing records	School Business Administrator
Board correspondence	School Business Administrator
Reports to the Commissioner	Chief school administrator
Grant applications and proposals	Chief school administrator
Election records, including special referenda Sales of bonds	School Business Administrator
Legal proceedings, including opinions	School Business Administrator

DISTRICT RECORDS AND REPORTS (continued)

issued by judicial or administrative authority
in the adjudication of cases

Negotiated contracts

School Business Administrator

B. Public access to records

1. Public records are available for inspection and copying in the office of the custodian of the record. No public record may be removed from the office in which it is kept.
2. Public records may be assessed during the regular business hours of the office in which the record is kept, except that the custodian of the record may delay access a maximum of one working day when immediate inspection or copying will unduly burden the custodian or frustrate the administration of his or her office.
3. Inspection and/or copying must be conducted under the supervision of the custodian or his or her designee and may, at the custodian's discretion, be limited to a reasonable length of time.
4. No more than three members of the public may inspect a public record at the same time.
5. No person shall deface, amend, mark, destroy, obliterate, or alter in any way a public record or portion of a public record of this district. A person who violates this rule will be immediately denied further access to any public records and will be reported to the board.

C. Copies of public records

1. A person inspecting a public record may make handwritten notes at any time. He or she shall not be required to surrender such notes or to reveal their content to the custodian or any other school official.
2. Where feasible, and not destructive to the record, copies of a public record may be made by xerographic process and retained by the person inspecting the record.
 - a. The charge for pages is as set forth in policy 3570:
 1. Seventy-five cents per page for the first to tenth pages;
 2. Fifty cents per page for the eleventh to twentieth pages; and
 3. Twenty-five cents per page for all pages over the twentieth page.
 - b. Additional charges may be made for larger copies and for any additional costs incurred by the district in the making of copies.
3. Copies may be requested and delivered by mail, provided the requester identifies the record accurately and submits payment in advance. Payment must include the projected costs of handling and postage.
4. Copies of public records are not returnable.

D. Appeals

1. A decision of the custodian of a public record may be appealed to the Milltown Board of Education or designee.
2. An appeal of a decision must be made in writing to the board. The appeal must set forth:

DISTRICT RECORDS AND REPORTS (continued)

- a. The name and address of the appellant;
 - b. The specific record sought;
 - c. The custodian of the record;
 - d. The decision appealed from;
 - e. The date of that decision; and
 - f. The appellant's reasons for believing that the decision should be reversed.
3. The board of education or designee shall render a decision on the appeal as soon as possible, but not later than ten days from the time the written appeal is submitted. The chief school administrator's decision shall be in writing and shall be delivered to the appellant and the custodian of the subject record.
 4. The appellant may appeal the decision to the board; a decision of the board to the Commissioner of Education.
- E. Confidential records
1. Custodians of public records shall be cognizant of the portion of the record, if any, that must be exempted from public inspection in accordance with law and policy 3570. Exempted records are:
 - a. Personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he or she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions;
 - b. Questions on examinations required to be conducted by the Board;
 - c. Records concerning morbidity, mortality, and reportable diseases;
 - d. Records concerning individual pupils;
 - e. Election tally sheets and ballots;
 - f. Reports of investigations in progress;
 - g. Records regarding matters the disclosure of which would impair a right to receive federal funds;
 - i. Records regarding pending negotiations toward a collective bargaining agreement;
 - j. Records regarding the contemplated purchase, lease, or acquisition of real property;
 - k. Records regarding tactics and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection;
 - l. Records regarding pending or anticipated litigation, contract negotiations (other than in the collective bargaining process), and other issues that may fall within the privileged relationship between the board and its attorney;
 - m. Rosters of employees and pupils;
 - n. The home address and telephone number of any pupil or employee of the board, except as the individual pupil or employee may wish such information to be released. Notations and tape recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties, except that tape recordings of public meetings may not be exempted from public inspection; and
 - o. Records made and privately retained by an individual that express personal impressions, opinions, and conclusions, and the disclosure of which would tend to violate the recorder's privacy.
 2. The custodian will take such measures as may be appropriate and effective in separating exempted records and preserving their confidentiality.

DISTRICT RECORDS AND REPORTS (continued)

F. NJDOE Applications

All data submitted through NJHomeroom and NJSmart is obtained through the following mediums used by our district.

1. Genesis – Student Information Systems
2. Genesis – Staff Management Systems
3. HIBster – HIB Electronic System
4. IEP Direct
5. District budget
6. Asbury Park ITC – Budget System
7. Edmunds & Associates – Payroll System
8. Tuition Contracts

Responsible parties for NJDOE applications, as below, should coordinate and upload and/or distribute related data.

1. ASSA – Business Office
2. AUDSUM – Business Administrator
3. Budget – Business Administrator
4. CAFR Repository – Business Administrator
5. Chapter 192/193 – Contracted through Ed Services
6. CDS – Superintendent's Office
7. CHE – Business Office and Data Management
8. ESEA Allocation Notices – Business Administrator
9. EIS – Superintendent's Office
10. EXAID – Student Support Services
11. EWEG:
 - a. IDEA – Student Support Services, Business Administrator
 - b. NCLB/ESEA – Curriculum Director, Business Administrator
12. FICA – Business Office
13. HIB-Grades – HIB Coordinator and Assistant
14. HIB Grades Report – HIB Coordinator and Assistant
15. NPCR – Contracted through Ed Services
16. PLMS – Superintendent's Office
17. QSAC – Superintendent's Office
18. School Aid – Business Administrator
19. School Register Summary – Superintendent's Office
20. SOAPDP – Superintendent's Office
21. SSDS – HIB Coordinator and Assistant
22. Transportation (DRTRS) – Business Office
23. Textbook Sharing – Data Management
24. VPA Survey – Superintendent's Office
25. NJSmart
 - a. SID Management – Data Management
 - b. SMID – Superintendent's Office
 - c. Staff Submission – Superintendent's Office
 - d. Staff Evaluation – Superintendent's Office
 - e. State Submission – Data Management
 - f. Special Education Submission – Student Support Services
 - g. State Assessment Submission – Testing Coordinator
 - h. Course Roster – Data Management

Policy

AUDIT

An audit of the accounts of the Milltown School District shall be made annually by a public school accountant selected by the Milltown Board of Education. The audit examination shall be conducted in accordance with statute and generally accepted auditing standards and shall include all funds over which the board has direct or supervisory control. For administrative purposes the auditor shall report to the chief school administrator. The auditor shall be required to perform such audit functions as to reasonably guard against theft and misuse of district funds.

An auditor's fee shall be established in each fiscal year. The board of education shall select an auditing firm experienced in school accounting and willing to perform the required services for the established fee.

Within 30 days following the receipt of the annual audit, the board of education will, at a regular meeting, cause the recommendations of the auditor to be read and to be discussed, and the discussion noted in the minutes of the meeting. The board will direct the implementation of the auditor's recommendations.

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: May 12, 2009

Key Words

Audit, Auditor

Legal References: N.J.S.A. 18A:6-68 Bookkeeping and accounting system (educational services commission)
N.J.S.A. 18A:18A-1 et seq. Public School Contracts Law
N.J.S.A. 18A:23-1 et seq. Audits and auditors
N.J.A.C. 6A:23-1.2 Definitions
N.J.A.C. 6A:23-2.2(i) Principles and directives for accounting and reporting
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-12.2 School level planning

Manual for the Evaluation of Local School Districts

Possible

Cross References: *1100 Communicating with the public
*1120 Board of education meetings
*3570 District records and reports
3571 Financial reports
9127 Appointment of auditor

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

The Milltown School District shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.

The business administrator/board secretary shall identify processes that when performed by the same individuals are a violation of sound segregation of duties. The business administrator/board secretary shall segregate the duties of all such processes among business office staff based on available district resources, assessed vulnerability and the associated cost-benefit

The following functions shall be segregated and completed by different employees in all districts.

A. Human resources and payroll

B. Purchasing and accounts payable

The district shall include in the Comprehensive Annual Financial Report (CAFR) detailed organizational charts for the central office that tie to the districts' position control logs, including, but not limited to, the business, human resources and information management functions.

Date: March 26, 1996
Review/Update by NJSBA: December 2008
Readopted: May 12, 2009

Legal Reference: N.J.S.A. 18A:11-1 General mandatory powers and duties

Cross Reference: 3000/3010 Concepts and roles in business and non-instructional operations; goals and objectives