

Policy

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

Fiscal Management

The 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 Paulsboro Board of Education, through the 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 superintendent 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.

Financial and Human Resources Management

The district shall maintain an enterprise resource planning (ERP) system which integrates all data and processes of the district into a unified system in compliance with N.J.A.C. 6A:23A-6.7.

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

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

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 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 superintendent 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.

Adopted: November 8, 1994

NJSBA Review/Update: November 2008, February 2016

Readopted: March 2009

Readopted: January 2013

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 superintendent, 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>	Title in board of education
	<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> 40A:65-1 <u>et seq.</u>	<u>Uniform Shared Service and Consolidation Act</u>
	<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:23A-1.1 <u>et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
	<u>N.J.A.C.</u> 6A:23A-6.5 through 6.13	Segregation of duties; organization structure
	<u>See particularly:</u>	

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N.J.A.C. 6A:23A-6.7, -6.8
N.J.A.C. 6A:26-1.1et seq. Educational Facilities
N.J.A.C. 6A:27-1.1et seq. Student Transportation

Possible

Cross References: *3100 Budget planning, preparation and adoption
 3200 Income
 3300 Expenditures/expending authority
 3400 Accounts
 3500 Noninstructional 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 noninstructional 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 Paulsboro 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 defined by the core curriculum content standards 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. In preparing budget requests, the responsible administrator shall include the following costs by program area:

- A. Staff
- B. Textbooks, equipment and supplies
- C. Cost and maintenance of facilities and equipment
- D. Other costs associated with the operation of each program

The district's operating budget, when presented to the board for review, shall contain:

- A. The proposed expenditure for each line item requested for the ensuing year;
- B. The anticipated expenditure for each existing line item in the current school year;
- C. The actual expenditure for each then-existing line item from the immediately completed school year;
- D. A description of each line item;
- E. An estimate of the pupil population for the coming school year by grade;
- F. The current pupil population by grade;

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

- G. An estimate of the staff needed for the coming school year by grade and/or by subject;
- H. Actual staff for the current year;
- I. Anticipated revenue by sources and amounts;
- J. Amount of surplus anticipated at the end of the current school year including accumulated surplus;
- K. All other expenses projected for the coming year, anticipated for the present year, and incurred in the preceding year, on the district level;
- L. Projected impact on tax rate.

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 core curriculum content 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.

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 of Schools and within the statutorily prescribed timelines.

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.

The proposed budget as accepted by this board shall be set forth in detail, using the form prescribed by the State Department of Education. It shall be made available to the public and posted in a user friendly format on the district website as required by law. A brochure may be published to explain the annual school budget and may be distributed to district taxpayers, if the board of education deems it necessary.

The brochure should include:

- A. A summary of the proposed expenditures and anticipated revenues;
- B. General information which may enable district taxpayers to understand the proposed budget better; for example, present and projected school enrollments and assessed valuations, state aid, and teachers' salaries;
- C. An explanation of significant changes in the budget;
- D. An explanation of the tax impact of the proposed budget.

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

A "user-friendly" summary of the proposed budget shall be provided on the district's website following the public hearing on the budget and prior to the school election in April. After the election (and following municipal review if the budget is defeated), a final user-friendly summary of the final budget shall be posted on both the district's website and the Department of Education's website. The posting shall stay on-line for a year, until it is

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

replaced by the following year's budget summary.

The user-friendly budget shall include:

- A. All appropriation line items aggregated by item type;
- B. The school tax rate;
- C. The equalized school tax rate;
- D. Revenues by major category;
- E. The amount of available surplus;
- F. A description of unusual revenues or appropriations, with a description of the circumstances of the revenues and appropriations; and
- G. A list of shared services agreements in which the district is participating.

Adopted: March 2009

NJSBA Review/Update: July 2010, February 2016

Readopted: September 29, 2010

Key Words

Budget Planning, Preparation and Adoption; Planning; Budget

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

N.J.A.C. 6A:26-10.1 et seq. Purchase and lease Agreements
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Abbott v. Burke, 149 NJ 195 (1999)

Possible

Cross References: *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.

Policy

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

Appropriate fiscal controls shall ensure that the board 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 Superintendent of Schools to approve such transfers among line items and programs as are necessary between meetings of the board. Transfers approved by the Superintendent of Schools shall be reported to the board, ratified, and recorded in the minutes at a subsequent meeting of the board, but not less than monthly.

Funds may not be transferred among the major categories, i.e. current expense, capital outlay and debt service.

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: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 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:23A-13.3 Transfers during the budget year
N.J.A.C. 6A:23A-16.1 Prescribed system of double-entry bookkeeping and GAAP accounting
See particularly:
N.J.A.C. 6A:23A-16.2, -16.10
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)

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

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

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.

PAULSBORO BOARD OF EDUCATION
Paulsboro, New Jersey

FILE CODE: 3220/3230

Policy

<u> </u>	Monitored
<u> X </u>	Mandated
<u> X </u>	Other Reasons

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 board of education. The superintendent 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 superintendent 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 superintendent 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 superintendent 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

STATE FUNDS; FEDERAL FUNDS (continued)

accordance with the pertinent federal regulations. The superintendent shall develop written 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 superintendent 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 superintendent shall be responsible for developing internal controls designed to prevent and detect fraud,

STATE FUNDS; FEDERAL FUNDS (continued)

financial impropriety or fiscal irregularities within the district. Every member of the district's 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 superintendent 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 superintendent, 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: 1994

NJSBA Review/Update: July 2010, February 2016

Readopted: September 2010

Readopted: January 2013

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

STATE FUNDS; FEDERAL FUNDS (continued)

	regional district; state aid for one year
<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

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

Cross References:

*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.

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 district.

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

The Superintendent of Schools 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.

Adopted: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 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:23A-16.12 Student activity funds
N.J.A.C. 6A:23A-16.13 School store business practice
N.J.A.C. 6A:23A-20.6 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

GIFTS, GRANTS AND BEQUESTS

Only the Paulsboro Board of Education may accept for the school district any bequest or gift of money, property or goods, except that the Superintendent of Schools may accept on behalf of the board any such gift of less than \$500.00 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 Superintendent of Schools 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.

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. 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 Superintendent of Schools, 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/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.

NJSBA Review/Update: November 2008, February 2016
Adopted: March 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

GIFTS, GRANTS AND BEQUESTS (continued)

through -16	Property devised in trust
<u>N.J.S.A.</u> 18A:29A-1	
through -7	Governor's Annual Teacher Recognition Act
<u>N.J.S.A.</u> 18A:71A-1 <u>et seq.</u>	Authority Structure and General Provisions
<u>N.J.S.A.</u> 18A:71B-1 <u>et seq.</u>	Student Financial Aid
<u>N.J.S.A.</u> 18A:71C-1 <u>et seq.</u>	Student Loans
<u>N.J.A.C.</u> 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

FUNDS MANAGEMENT/INVESTING

When the board, due to unforeseen contingencies in the current account because of the receipt of state aid, funds in advance of construction, etc., is holding unencumbered cash balances, such funds shall be invested at interest.

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.

Investment of board funds may be made in the responsibility of the Board Secretary/Business Administrator, as governed by applicable statutes, provided that no commitment of this board may be put in default.

Funds of the board may be withdrawn from approved public depositories, or negotiable instruments owned by the board may be sold prior to maturity at the discretion 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.

Date: 1994
Review/Update by NJSBA: November 2008, February 2016
Readopted: March 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.

SIGNATURES/FACSIMILES

The board 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.

In order to expedite the signing of warrants issued by the district and to be signed by the official designated by law, signature stamps may be used. Such facsimiles shall be used only to sign approved warrants and shall be kept in safe custody. Procedures for the safeguarding of facsimiles shall be developed by the Business Administrator /Board Secretary.

The Business Administrator/Board Secretary shall notify the depositories that facsimile signatures will be used.

Date: 1994
Review/Update by NJSBA: November 2008, February 2016
Readopted: March 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 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 Business Administrator/Board Secretary, 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.

Nothing is to be ordered independently by school personnel.

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 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 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.

PURCHASING PROCEDURES (continued)

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.

The Board of Education encourages the administration to:

- A. Seek advantages in savings that may accrue to this district through cooperative pricing or joint agreements for the purchase of work, materials or supplies with the governing body of other contracting units within Gloucester County or adjoining counties;
- B. Evaluate any savings which might result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property; and
- C. Solicit contracts without competitive bidding if price quotations lower than the state contract price are obtained as provided by law.

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 Board 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: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 2009

Key Words

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

Legal References:	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:5-31</u>	
	through -35	
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School 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:23A-1.2</u>	Definitions
	<u>N.J.A.C. 6A:23A-16.5</u>	Supplies and equipment
	<u>N.J.A.C. 6A:23A-20.4</u>	Ownership and storage of textbooks
	<u>N.J.A.C. 6A:23A-21.1 et seq.</u>	Management of Public School Contracts
	<u>N.J.A.C. 6A:27-9.1 et seq.</u>	Contracting for Transportation Services

PURCHASING PROCEDURES (continued)

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

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

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 board. 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 Superintendent of Schools or board president or designee. Such payments shall be reported to the board at the next regular meeting.

Items not previously approved by the board 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. Rejecting duplicate purchase order numbers;
- G. 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.

PAYMENT FOR GOODS AND SERVICES (continued)

Adopted: 1994
 NJSBA Review/Update: November 2008, February 2016
 Readopted: March 2009

Key Words

Payment for Goods and Services, Bills

Legal References: N.J.S.A. 18A:19-1 Expenditure of funds on warrant only; requisites
N.J.S.A. 18A:19-2 Requirements for payment of claims; audit of claims in general
N.J.S.A. 18A:19-3 Verification of claims
N.J.S.A. 18A:19-4 Audit of claims, etc., by secretary; warrants for payment
N.J.S.A. 18A:19-4.1 Account or demand; audit; approval
N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls
N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories
N.J.A.C. 6A:23A-6.10 Financial system and payment approval process
N.J.A.C. 6A:23A-16.8 Petty cash funds

Possible

Cross References: *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 Paulsboro Board of Education wishes to maintain good working relations with vendors who supply materials and services to the 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

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.

Disbarred Vendors Will Not Be Used

When acquiring goods and services under federally sponsored programs, the school district will not contract with a vendor who is currently either debarred or suspended from doing business with the Federal government. Prior to contract award, and in accordance with Federal requirements, the business administrator will check the Federal Excluded Parties List System (EPLS) to ensure that the prospective contractor is not found in the EPLS. Results from the EPLS search shall be made part of the purchase order/contract documentation. Should a prospective vendor be found to be debarred or suspended by the Federal government, the business administrator's office will notify the chief school administrator of this finding and will place a hold on the supplier's registration within the school district financial system.

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

RELATIONS WITH VENDORS (continued)

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.

Prudent Use of Legal Services

All contracts for legal services must comply with the payment requirements and restrictions set forth in N.J.S.A. 18A:19-1 as follows:

- A. Advance payments for legal services are prohibited;
- B. Services to be provided shall be described in detail in the contract;
- C. Invoices for payment shall itemize the services provided for billing period; and
- D. Payment shall only be for services actually provided.

If at any time the district's legal costs exceed 130 percent of the Statewide average per pupil amount, the procedures set forth in N.J.A.C. 6A:23A-5.2(a)3 will be implemented, unless evidence can be provided that such procedures would not result in a reduction of cost.

These procedures require the district to:

- A. Limit and designate the persons with the authority to request services or advice from contracted legal counsel;
- B. Legal counsel will not be used unnecessarily to make management decisions or to obtain readily available information such as district policies;
- C. Requests for legal advice shall be made in writing; and
- D. Contact logs and records shall be kept and reviewed to determine that the requests for legal advice are necessary.

Adopted: 1994
 NJSBA Review/Update: November 2008, February 2016
 Readopted: March 2009, June 2016
 Revised:

Key Words

Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action

Legal References:	<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:6-8</u>	Interest of school officers, etc., in sale of textbooks or supplies, royalties
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties

RELATIONS WITH VENDORS (continued)

<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-5.2	Public relations and professional services; board policies; efficiency
<u>N.J.A.C.</u> 6A:23A-6.3	Contributions to board members and contract awards
<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
*4119.21	Conflict of interest
*4219.21	Conflict of interest
*9270	Conflict of interest

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

Policy

ACCOUNTS

Generally Accepted Accounting Principles

The Paulsboro School District shall use a standard accounting system in accordance with law and recommended by the school auditor.

All activity accounts in the school year are to be administered under the supervision of the Business Administrator/Board Secretary.

The accounting system shall be established according to State guidelines and reviewed by the districts auditor and include all generally accepted accounting practices considered necessary. These practices provide that all revenue of money shall be deposited intact in the bank within 24 hours of receipt.

No payments are to be made from these moneys in cash. All payments are to be made by check.

The Superintendent of Schools shall ensure that generally accepted accounting principles (GAAP) are applied in preparing the budget and keeping all accounts of the district in accordance with code and statute.

Adopted: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 2009

Key Words

Bookkeeping, Accounting, Generally Accepted Accounting Principles

Legal References: N.J.S.A. 18A:4-14 Uniform system of bookkeeping for school districts
N.J.S.A. 18A:17-8 Secretary; collection of tuition and auditing of accounts
N.J.S.A. 18A:17-35 Records of receipts and payments
N.J.S.A. 18A:22-8 Contents of budget; program budget system
N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting
N.J.A.C. 6A:23A-8.1 et seq. Annual Budget Development, Review and Approval
N.J.A.C. 6A:23A-16.1 et seq. Prescribed system of double-entry bookkeeping and GAAP accounting

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

Possible

Cross References: *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 Business Administrator/Board 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.

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: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 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
N.J.A.C. 6A:23A-22.14 Standard operating procedures for business

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 board 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 as directed by the Business Administrator/ Board Secretary.

In no case shall moneys exceeding \$25 be left overnight in schools except in the school safe provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

Adopted: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 2009

Key Words

Money in School Buildings, Pupil Organizations, Athletic Funds

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:17-34	Receipt and disposition of moneys
	<u>N.J.S.A.</u> 18A:19-13	Petty cash funds
	<u>N.J.S.A.</u> 18A:19-14	Funds derived from pupil activities
	<u>N.J.S.A.</u> 18A:23-2	Scope of audit
	<u>N.J.A.C.</u> 6A:23A-16.8	Petty cash fund
	<u>N.J.A.C.</u> 6A:23A-16.12	Student activity funds
	<u>N.J.A.C.</u> 6A:23A-16.13	School store business practices

Possible

<u>Cross References:</u>	*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 Board of Education authorizes establishment of imprest petty cash accounts by resolution annually. The Principal shall be responsible for the petty cash in his/her building. The Business Administrator/ Board Secretary will maintain a petty cash fund in the central office.

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. No single expenditure shall exceed the amount determined by the board in its resolution, and all expenditures must be authorized by the designated individual.

All disbursements from petty cash shall be reported at the next regular monthly meeting of the board. All petty cash funds shall be established by board-approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

Adopted: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 2009

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:23A-16.8 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.

Policy

SCHOOL ACTIVITY FUNDS

School activity funds (funds derived from pupils' activities) 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 pupil 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 pupil 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 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.

Borrowing from the pupil activity accounts is prohibited.

Reserves may be carried over from year to year as necessary for the beginning of the following year's operation.

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: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 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:23A-16.1 et seq. Prescribed system of double-entry bookkeeping and
See particularly: GAAP accounting
N.J.A.C. 6A:23A-16.12(c) School activity funds

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

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 Superintendent of Schools shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The Superintendent of Schools and board secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

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, each local school board of a school district, the Superintendent of a public school, each board of trustees of a charter school, and each Principal or Chief Administrator of a non-public school as appropriate, shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Paulsboro School District 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 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 the Paulsboro School District 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 Superintendent of Schools, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school.

IPM Coordinator

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

OPERATION AND MAINTENANCE OF PLANT (continued)

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 Board of Education of the Paulsboro School District 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 Principal through the Superintendent of Schools will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The Paulsboro Board of Education directs the Superintendent of Schools to develop regulations/procedures for the implementation of this policy.

Adopted: March 17, 2004
NJSBA Review/Update: November 2008, February 2016
Readopted: March 2009

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

Legal References: N.J.S.A. 13:1F-19
through -33 School Integrated Pest Management Act
N.J.S.A. 18A:17-49
through -52 Buildings and grounds supervisors to be certified

OPERATION AND MAINTENANCE OF PLANT (continued)

<u>N.J.S.A.</u> 18A:18A-1 et seq.	educational facilities managers
<u>N.J.S.A.</u> 18A:18A-37	Public schools contracts law
<u>N.J.S.A.</u> 18A:22-8	Award of purchases, contracts, agreements
<u>N.J.S.A.</u> 34:5A-1 et seq.	Contents of budget; program budgeting system
<u>N.J.S.A.</u> 34:6A-25 et seq.	<u>Worker and Community Right to Know Act</u>
	<u>New Jersey Public Employees Occupational Safety and Health Act</u>
<u>N.J.A.C.</u> 5:23-7	Barrier free subcode of the uniform construction code
<u>N.J.A.C.</u> 6A:23A-1 et seq.	Fiscal accountability, efficiency and budgeting procedures
See Particularly:	
<u>N.J.A.C.</u> 6A:23A-6.9	Facilities maintenance and repair schedule and accounting
<u>N.J.A.C.</u> 6A:26-12.1 et seq.	Operation and Maintenance of Facilities
See particularly:	
<u>N.J.A.C.</u> 6A:26-12.2(a)1, 2	
<u>N.J.A.C.</u> 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 7:30-13.1 et seq.	Integrated Pest Management

Possible**Cross References:**

*1410	Local units
*2240	Research, evaluation and planning
*3000/3010	Concepts and roles in business and non-instructional operations; goals and objectives
*3516	Safety
*5141	Health
6161	Equipment, books and materials
*7110	Long-range facilities planning
*9130	Committees

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

Policy

EQUIPMENT

The Superintendent of Schools shall monitor continuously the program and equipment needs of the district and the individual programs and facilities. The Superintendent of Schools shall devise appropriate instruments and or procedures to identify and prioritize these needs, and report them to the board as necessary but not less than annually before the budget is finalized.

Equipment purchased by the board of education is intended for support of the educational program.

The Superintendent of Schools shall oversee the maintenance of all district educational and non-educational 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 Superintendent of Schools. 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. He/she 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. Approval of the Business Administrator/Board Secretary is required for such removal.

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

The Business Administrator/Board Secretary shall establish appropriate procedures for requesting, purchasing, receiving, distributing and accounting for equipment and other materials needed by the schools and offices of the district. Appropriate records and reports shall be kept in accordance with the accounting policies and procedures established by the board.

Adopted: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 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

EQUIPMENT (continued)

Possible

<u>Cross References:</u>	*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
	*4147	Employee safety
	4243	Overtime pay
	*4247	Employee safety
	*5142	Pupil safety

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

SMOKING PROHIBITION (continued)

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

Policy

HANDHELD ELECTRONIC COMMUNICATION DEVICES

To avoid disruption of the instructional process students shall not display, use, or activate electronic communication devices or permit electronic communication devices to be activated in any school building during the instructional day. "Electronic communication devices" include but are not limited to cellular telephones, camera phones, iPods, iPads, tablets, readers, notebooks and other hand-held computing devices. The instructional day includes, but is not limited to, lunch break, class changes, and any other structured or non-structured instructional activity that occurs during the normal school day. Students are responsible to ensure that their devices are turned off in their lockers (where applicable) and out of sight.

Electronic communication devices may be used during the school day with the permission of the teacher or building principal or if use of the device is provided for in the student's IEP.

Electronic communication devices may be activated, displayed, or used before or after the end of the instructional day or at after-school activities by students when they do not interfere with the activity. Students shall be mindful of the disruptive effect to others when making or receiving calls on electronic communication devices during an after-school activity (indoor or outdoor sports events, club meetings, etc.) and endeavor to use reasonable efforts to minimize inconvenience and discourtesy to others. Student behavior that violates this board policy will result in disciplinary action according to the code of student conduct.

Electronic communication devices may be carried on a board of education owned/leased school bus or vehicle while students are being transported to and/or from school or a school-sponsored activity. Electronic communication devices must be concealed in a backpack, pocketbook, or other container while the vehicle is in motion. The use, activation, or display of electronic communication devices on a bus without consent of the staff member in charge is prohibited and will result in disciplinary action.

The district will assume no responsibility in any circumstance for the loss, destruction, damage or theft of electronic communication devices or for any communication bill associated with the authorized or unauthorized use of electronic devices. Students will be responsible for locating lost or stolen devices.

Unauthorized Use of Recording Technology on School Issued or Personal Electronic Devices

Students are prohibited to use personal or school issued electronic devices to record or photograph teachers, other staff members and students unless specifically authorized by the principal. Students found to be engaging in unauthorized recording or photographing shall be subject to discipline according to the school code of student conduct including but not limited to restriction on the use of their device, the privilege to have a school issued device or bring their own device to school revoked, confiscation of the electronic device, detention and suspension.

Staff Use of Electronic Communication Devices

Staff members are prohibited from the use of personal cell phones or other electronic communication devices as detailed above, while they are performing their assigned duties (class time, duty periods). During meeting time, personal cell phones should be turned off and not used. Personal cell phones may be used during planning/free periods, lunch periods, and before and after the regular workday.

Telephones

School telephones are to be used for school business only. They are not to be used for personal calls, except

ELECTRONIC COMMUNICATION DEVICES (continued)

in cases of emergency.

Adopted: 1994
NJSBA Review/Update: November 2008, April 2016
Readopted: June 2010, July 2016
Revised:

Key Words

Communication Device, Electronic, Equipment

<u>Policy Cross References:</u>	*3514	Equipment
	*3570	District records and reports
	4118.2/4218.2	Freedom of speech (staff)
	*6142.10	Technology

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

Policy

SAFETY

The Superintendent of Schools shall develop rules governing school safety which shall include but not be limited to: pupil safety in school; care of injured pupils; vehicle safety programs; plant safety including removal and/or encapsulation of asbestos; labeling and storage of hazardous substances; emergency procedures; pupil safety in transit to and from school; and eye protection. In addition, pupils 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 Superintendent of Schools.

The Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools 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

SAFETY (continued)

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.

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.

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 pupils annually, and whenever any changes are made.

Adopted: 1994
 NJSBA Review/Update: November 2008, February 2016
 Readopted: March 2009, June 2016
 Revised:

Key Words

Safety, Pupil Safety, Employee Safety, Asbestos, Hazardous Materials, Student Safety

<u>Legal References:</u>	<p><u>N.J.S.A.</u> 18A:6-2 <u>N.J.S.A.</u> 18A:11-1 <u>N.J.S.A.</u> 18A:17-42 <u>et seq.</u> <u>N.J.S.A.</u> 18A:40-12.1, -12.2 <u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.S.A.</u> 18A:41-5 <u>N.J.S.A.</u> 18A:42-1 <u>N.J.S.A.</u> 18A:54-20 <u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.S.A.</u> 34:5A -10.1 through -10.5 <u>N.J.S.A.</u> 34:6A-25 <u>et seq.</u> <u>N.J.A.C.</u> 5:23 <u>N.J.A.C.</u> 6A:16-5.1</p>	<p>Instruction in accident and fire prevention General mandatory powers and duties Public School Safety Law Protective eye devices required for teachers, pupils and visitors in certain cases Fire Drills and Fire Protection Safety patrol by pupils Powers of board (county vocational schools) Worker and Community Right to Know Act New Jersey Public Employees Occupational Safety and Health Act Barrier free sub code of the uniform construction code School safety and security plans</p>
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SAFETY (continued)

<u>N.J.A.C.</u> 6A:19-10.1 <u>et seq.</u>	Safety and Health Standards
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	
<u>N.J.A.C.</u> 6A:27-12.2	Accident reporting
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Possible

<u>Cross References:</u>	*1330	Use of school facilities
	*1410	Local units
	*3510	Operation and maintenance of plant
	*5141.1	Accidents
	*5142	Pupil safety
	*5142.1	Safety patrols
	*6114	Emergencies and disaster preparedness
	*6142.12	Career education
	*7110	Long-range facilities planning

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

Policy

INSURANCE MANAGEMENT; PROPERTY AND LIABILITY

Property Insurance

The Board recognizes its responsibility under law to keep all insurable property of this school district, real and personal, insured for its replacement value against loss or damage by fire and has adopted as policy the extension of that coverage to theft, water damage, glass breakage, explosion, boiler damage, smoke, windstorm and vandalism.

In placing the insurance coverage the Board shall be guided by the price of such coverage, the ability of the insurer to meet prescribed obligations promptly and fully, the reputation and past performance of the agent of the insurer and the desirability of distributing the insurance coverage of the district through an agent of record.

The Board shall appoint annually an insurance advisor who may be the agent of record and who shall:

- A. Review the insurance program of the district, consider alternatives, and report recommendations to the Board
- B. Recommend specific insurance placement and prepare specifications for same
- C. Assist the Board in the establishment and maintenance of property, valuation, and insurance records.
- D. Provide annually safety and fire inspections
- E. Process all claims
- F. Recommend such measures as may reduce the cost of insurance premiums including assumption of risk, loss prevention, and transfer of risk.

Liability Insurance

The Board recognizes the risks it faces in the ordinary course of conducting a school program and chooses to insure itself against certain liabilities as a result of said risks.

The Board shall in accordance with law insure its employees against injury or death resulting in the course of their employment and chooses also to:

- A. Insure members of the Board, officers, and employees of the district against personal liability for damages for death, injury to person, or damage or loss of property, caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/ her office or employment
- B. Insure against any liability arising out of the use of motor vehicles in connection with the conduct of automobile driver training courses
- C. Insure against any major liability arising from the use of a motor vehicle by an employee or student of the district in the performance of district business.

Adopted: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 2009

INSURANCE MANAGEMENT (continued)

<u>Legal References:</u>	<u>N.J.S.A.</u>	18A:12-20	Indemnity
	<u>N.J.S.A.</u>	18A:16-6	Indemnity of officers and employees against civil actions
	<u>N.J.S.A.</u>	18A:16-6.1,	Indemnity of officers and employees in certain criminal actions
	<u>N.J.S.A.</u>	18A:20-25 through 33	Insurance of Property

Policy

TRANSPORTATION ROUTES AND SERVICES

The Paulsboro School District shall furnish transportation for public school pupils eligible under state law or the policies and regulations of this board.

Pupil transportation cost shall be submitted to the Executive County Superintendent for approval in accordance with administrative code.

Only public school pupils, private school pupils, school personnel and adults approved to chaperone pupils on school trips shall be carried on district vehicles. All school related trips, activities and programs requiring the transportation of pupils shall be on routes approved by the board.

The Board of Education directs the Superintendent of Schools 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.

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.

TRANSPORTATION ROUTES AND SERVICES (continued)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 provisions to provide transportation to the pupil during this hardship.

Courtesy Transportation Along Hazardous Routes

The Paulsboro Board of Education is concerned with the safety of students who walk to and from school along roadways determined to be hazardous routes. The Superintendent of Schools 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 Superintendent of Schools shall develop rules and regulations to supply courtesy transportation for students who must walk to and from school along routes designated by the Paulsboro 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: 1994
 NJSBA Review/Update: November 2008, February 2016
 Readopted: March 2009, June 2016
 Revised:

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 for transportation

TRANSPORTATION ROUTES AND SERVICES (continued)

<u>N.J.S.A.</u> 18A:22-8.6	Transportation (budget line item)
<u>N.J.S.A.</u> 18A:36A-13	Transportation services (charter schools)
<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation To and From Schools
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:39-1.2 through -1.9	
<u>N.J.S.A.</u> 18A:46-19.6	Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost
<u>N.J.S.A.</u> 18A:46-23	Transportation of pupils; special classes; handicapped children; state aid
<u>N.J.S.A.</u> 39:3-10.9 <u>et al.</u>	<u>New Jersey Commercial Drivers License Act</u>
<u>N.J.S.A.</u> 39:3-27	Free registration of certain vehicles; transfer to other motor vehicles
<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation
<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, -9.2(e), -11.1, -13.3	
<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

Parents for Student Safety, Inc., v. Morris Bd. of Ed., 1986 S.L.D. (February 5), St. Bd. rev'g 1984 S.L.D. (August 24), aff'd App. Div., unreported decision (docket no. A-3257-85-T7, decided February 17, 1987) certif. den. 108 N.J. 180 (1987)

Wayne Board of Education v. Kraft et al., 139 NJ 597 (1995)

Policies and Procedures Manual for Pupil Transportation, 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.

Policy

PRIVATELY OWNED VEHICLES

In recommending arrangements for pupil transportation to and from school- related activities, the Superintendent of Schools 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 Business Administrator/Board Secretary shall supplement the transportation resources of the 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 (or other) driver's license with no convictions for moving violations;
- 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 Business Administrator/Board Secretary 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 (or other) driver's license with no convictions for moving violations;
- 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.

PRIVATELY OWNED VEHICLES (continued)

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

Adopted: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 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 Business Administrator/Board Secretary 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 Business Administrator/Board Secretary 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 Business Administrator/Board Secretary 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 Business Administrator/Board Secretary 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 Business Administrator/Board Secretary 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.

Selection of Volunteer Drivers and Assignment of Pupils

When the Business Administrator/Board Secretary has confirmed the date of the event and the number of

PRIVATELY OWNED VEHICLES (continued)

pupils, he/she will attempt to secure drivers to accommodate them.

In assigning pupils to volunteer drivers, the Business Administrator/Board Secretary 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 Business Administrator/Board Secretary 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 will not reimburse for mileage on volunteer trips.

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

Adopted:	1994
NJSBA Review/Update:	November 2008, February 2016
Readopted:	March 2009

Policy

DISTRICT OWNED VEHICLES

For efficiency of operations, the board directs the Superintendent of Schools 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,
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

DISTRICT OWNED VEHICLES (continued)

- 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 Superintendent of Schools 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 Superintendent of Schools, 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 Superintendent of Schools 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.
- 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 Superintendent of Schools 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 Superintendent of Schools, 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.

DISTRICT OWNED VEHICLES (continued)

- 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 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: November 2008, February 2016
 Adopted: March 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

DISTRICT OWNED VEHICLES (continued)

*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 board directs the Superintendent of Schools to oversee development of regulations to govern:

- A. Pupil conducts 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 Superintendent of Schools 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. Pupils who do not require busing shall participate in a drill as necessary before a field trip. All pupils shall receive evacuation instruction at least once within the school year.

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

TRANSPORTATION SAFETY (continued)

other child restraint systems at all times while the bus is in operation.

Transportation Aide

The placement of aides on district-owned or contracted vehicles will be considered if circumstances warrant their need, for pupil safety.

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: 1994
 NJSBA Review/Update: November 2008, February 2016
 Readopted: March 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

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

TRANSPORTATION SAFETY (continued)

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

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.

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 Paulsboro school lunch program shall:

- A. Operate on a nonprofit basis, with prices to be approved by the board as necessary;
- B. Operate 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;
- C. Charge school personnel a price in accordance with the state nutrition guidelines;
- D. Restrict the sale of "junk foods" in schools from the beginning of the school day until the end of the school day.

The Business Administrator/Board Secretary 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 board.

Adopted: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 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:23A-16.5 Supplies and equipment
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Possible

Cross References: *1200 Participation by the public
*1220 Ad hoc advisory committees

FOOD SERVICE (continued)

*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
*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.

Policy

LOCAL WELLNESS/NUTRITION

The Paulsboro Board of Education 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 Paulsboro Board of Education is committed to encouraging its students to consume fresh fruits, vegetables, low fat 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.

All Schools

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:

LOCAL WELLNESS/NUTRITION (Continued)

- A. Foods of minimal nutritional value
- B. All food and beverage items listing sugar, in any form as the first ingredient
- 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.
- C. Whole milk shall not exceed eight ounces.

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 School District 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).

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 Plan (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

LOCAL WELLNESS/NUTRITION (Continued)

Jersey Department of Education Core Curriculum Content Standards.

The Superintendent of Schools 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.

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 Superintendent of Schools 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.

Adopted: March 7, 2006
 NJSBA Review/Update: November 2008, February 2016
 Readopted: March 2009, June 2016
 Revised:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:18A-4.1 f.,h.	Use of competitive contracting in lieu of public bidding; boards of education
	<u>N.J.S.A.</u> 18A:18A-5	Exceptions to requirement for advertising
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:18A-5a(6)	
	<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A.</u> 18A:33-3 through -5	Cafeterias for pupils
	<u>N.J.S.A.</u> 18A:33-9 through -14	Findings, declarations relative to school breakfast programs
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:33-10	
	<u>N.J.S.A.</u> 18A:33-15 through -19	<u>Improved Nutrition and Activity Act (IMPACT Act)</u>
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:58-7.1 through -7.2	School lunch program
	<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 2:36-1.7	Local school nutrition policy
	<u>N.J.A.C.</u> 6A:16-5.1(b)	School safety plans
	<u>N.J.A.C.</u> 6A:23A-1 <u>et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
	<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:32-12.1	Reporting requirements

LOCAL WELLNESS/NUTRITION (Continued)

<u>N.J.A.C.</u> 6A:32--14.1	Review of mandated programs and services
Sec. 204 at the <u>Federal Child Nutrition and WIC Reauthorization Act of 2004</u> (P.L. 108-265)	
42 <u>U.S.C.</u> 1751 <u>et seq.</u>	<u>Richard B. Russell National School Lunch Act</u>
42 <u>U.S.C.</u> 1771 <u>et seq.</u>	<u>Child Nutrition Act of 1966</u>
7 <u>C.F.R.</u> Part 210	Medically authorized special needs diets
7 <u>C.F.R.</u> Part 210.10	Foods of minimum nutritional value

Possible

<u>Cross References:</u>	*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	Food Service
	*3542.31	Free or reduced-price lunches/milk
	*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.

Policy

FREE OR REDUCED-PRICE LUNCHES/MILK

It is the policy of the 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: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 2009

Key Words

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

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

Possible

Cross References:	*2224	Affirmative action/nondiscrimination
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3220/3230	State funds; federal funds
	*3450	Money in school buildings
	*3510	Operation and maintenance of plant
	*3542	Food Service
	*3542.1	Wellness and nutrition
	*3542.44	Purchasing
	*4222	Noninstructional aides
	9123	Appointment of board secretary
	9124	Appointment of business official

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

Policy

PURCHASING

The Board of Education authorizes and directs the Superintendent of Schools 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 Business Administrator/Board Secretary 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.

NJSBA Review/Update: November 2008, February 2016
Adopted: March 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:23A-16.5 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 a 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 Superintendent of Schools 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

- A. *Financial records*: 7 (seven) years
- B. *Agendas and minutes*: Permanent for originals; 1 year for copies
- C. *Resolutions of the school board*: Permanent
- D. *Administrative policy and advisory statements*: Permanent
- E. *Correspondence, including emails*: 3 (three) years for general external correspondence; one year for internal correspondence
- F. *Official public meeting notice*: 3 (three) years
- G. *Legal notice in newspaper*: 7 (seven) years
- H. *Publisher's affidavits*: 10 (ten) years
- I. *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
- J. *Election file*: 5 (five) years for bonding election report, certificate and voting authority
- K. *Other election materials*: 1 (one) year
- L. *Master publications file of school newsletters, yearbooks, student handbooks, etc.*: Permanent
- M. *School monitoring file (with school monitoring annual plan)*: Permanent
- N. *Internal monitoring guide and action plan*: 14 (fourteen) years
- O. *Academic master plan (updated every seven years)*: Permanent
- P. *Support file for the academic master plan, including school evaluations*: 10 (ten) years.
- Q. *Fall and statistical report file*: 5 (five) years
- R. *Settlements (original)*: Permanent
- S. *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 Superintendent of Schools 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: 1994
 NJSBA Review/Update: November 2008, February 2016
 Readopted: March 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 <u>N.J.S.A.</u> 18A:11-2 <u>See particularly:</u> <u>N.J.S.A.</u> 18A:11-2(b) <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 <u>N.J.S.A.</u> 18A:36-19 <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 <u>N.J.A.C.</u> 6A:23A-16.1 <u>et seq.</u> <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 <u>N.J.A.C.</u> 15:3-2.1 <u>et seq.</u></p>	<p><u>Open Public Meetings Act</u> Uniform system of bookkeeping for school districts Reports by local school district, commissioner; interim review Power to sue and be sued; reports; census of school children 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; nonliability Examination and copies of public records (<u>Open Public Records Act</u>) Destruction of Public Records Law Child Nutrition Programs Incident reporting of violence, vandalism and substance abuse Prescribed system of double-entry bookkeeping and GAAP accounting Vehicle records Evaluation of the Performance of School Districts Student Records Records Retention</p>
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DISTRICT RECORDS AND REPORTS (continued)

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.)

Possible

<u>Cross References:</u>	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.

Policy

AUDIT

An audit of the accounts of the school district shall be made annually by a public school accountant selected by the 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.

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: 1994
NJSBA Review/Update: November 2008, February 2016
Readopted: March 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:23A-1 et seq. Fiscal accountability, efficiency and budgeting procedures
N.J.A.C. 6A:23A-1.2 Definitions
N.J.A.C. 6A:23A-16.2 Principles and directives for accounting and reporting
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of 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.