

Policy

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

Fiscal Management

The board of trustees 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 topquality accounting and reporting procedures; to adopt and implement sound fiscal procedures. The business administrator, under the supervision of the CSA, 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.

Support Services

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

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

Longrange Plans

The chief school administrator will keep the board of trustees informed about current and long-term facilities issues and requirements, will develop long-range maintenance plans and facilities plan if so instructed by NJDOE, and will revise them as necessary to reflect changing conditions.

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

Business administrator and accounting system

The board of trustees of Pride Academy Charter School will hire a certified business administrator who will comply with the Generally Accepted Accounting Principles (GAAP), established by the Governmental Accounting Standards Board (GASB), in accordance with N.J.S.A. 18A:4-14 and N.J.A.C. 6A:23. Furthermore, the business administrator will develop an accounting system that is organized and operated on a fund basis and ensure that the accounting system provides the basis for appropriate budgetary control.

Info-Fund software

Pride Academy Charter School will purchase and use R&L Data's Info-Fund software solutions for the school business office. Info-Fund is widely used by New Jersey charter schools. It is a double entry Fund accounting system. The features of Info-Fund will allow the Business Office to create both the Board Secretary Report and the 108 Line report. As an encumbrance system, the software facilitates compliance with NJ DOE GAAP accounting policies and an efficient audit trail that will simplify year-end tasks.

In addition to installing the R&L system, Pride Academy Charter School will create a set of written procedures to implement and monitor internal controls for the accounts payable/voucher system. Staff will be designated to ensuring that the system is adhered to with regard to maintaining the document trail, acquiring approval signatures and sending/receiving vouchers on a timely basis.

Date:

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. 2C:304</u>	Disbursement of public moneys, incurrence of obligations in excess of appropriation
	<u>N.J.S.A. 18A:414</u>	Uniform system of bookkeeping for school districts
	<u>N.J.S.A. 18A:1714.1 through 14.3</u>	Appointment of school business administrator; duties; subcontracting; tenure acquisition
	<u>N.J.S.A. 18A:17-24.1</u>	Sharing of superintendent, school business administrator; procedure
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
	<u>N.J.S.A. 18A:20-1 et seq.</u>	Acquisition and Disposition of Property
	<u>N.J.S.A. 18A:33-1 et seq.</u>	Facilities in general
	<u>N.J.S.A. 18A:39-1 et seq.</u>	Transportation to and from schools
	<u>N.J.S.A. 40:8A-1 et seq.</u>	Interlocal Services Act
	<u>N.J.A.C. 2:36-1.1 et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C. 6A:9-12.1 et seq.</u>	Requirements for administrative certification
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:9-12.1, -12.2, -12.3(d), -</u>	
12.7	<u>N.J.A.C. 6A:23-1.1 et seq.</u>	Finance and Business Services

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

<u>N.J.A.C. 6A:26-1.1et seq.</u>	Educational Facilities
<u>N.J.A.C. 6A:27-1.1et seq.</u>	Student Transportation

Possible

<u>Cross References:</u>	*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.

Policy

BUDGET PLANNING, PREPARATION AND ADOPTION

The budget is the financial reflection of the educational plan for the charter school. 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 charter school. The budget shall be in accord with statutory and regulatory mandates of the federal government, the state legislature, the state board of education and the board of trustees.

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 charter school's planning process. The budget shall be prepared on forms prescribed for charter schools 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 code, and shall be reviewed and adopted by the board annually. The chief school administrator shall prepare a tentative budget and shall confer with any relevant 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 school operations.

The budget should evolve primarily from the school's goals and schools' current needs, but shall also consider the data collected in longrange budget planning. In preparing budget requests, the responsible administrator shall include the following costs by program area*:

[*Note: This does not mean the school has a programoriented budget.]

- 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 school'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;

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

- B. The anticipated expenditure for each existing line item in the current school year;
- C. The actual expenditure for each thenexisting 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;
- 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;

The annual budget proposal must be adopted by a roll call majority vote of the full membership of the board. The proposed budget as accepted by this board shall be set forth in detail, using the form prescribed by the state department of education, and shall be made available to the public as required by law.

Date:

Key Words

Budget Planning, Preparation and Adoption; Planning; Budget

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:7F-1 <u>et seq.</u> Comprehensive Education Improvement and Financing Act of 1996
	<u>N.J.S.A.</u> 18A:1317, 19, 23 Submission of budget; annual regional school election ...
	<u>N.J.S.A.</u> 18A:227, 8 through 13 Preparation of budgets ...
	<u>N.J.S.A.</u> 18A:22-8.6 Transportation (budget line item)/hazardous routes
	<u>N.J.S.A.</u> 18A:2214 Fixing appropriations to be made; notice of intent to appeal (Type I districts)
	<u>N.J.S.A.</u> 18A:2225 Borrowing against appropriations on notes (Type I districts)
	<u>N.J.S.A.</u> 18A:2226 through 31 Type II district with board of school estimate; determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation ...
	<u>N.J.S.A.</u> 18A:2232, 33 Type II districts without board of school estimate; determination of appropriation ...

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

<u>N.J.S.A.</u> 19:60-1	School elections, adjustments, ballots
<u>N.J.A.C.</u> 6A:8-1.1 <u>et seq.</u>	Standards and Assessment
<u>N.J.A.C.</u> 6A:23-8.1 <u>et seq.</u>	Annual Budget Development, Review and Approval
<u>N.J.A.C.</u> 6A:23-9.4	Per pupil calculation, notification and caps (charter schools)
<u>N.J.A.C.</u> 6A:23-9.5	Enrollment counts payments process and aid adjustment (charter schools)
<u>N.J.A.C.</u> 6A:23-9.6	Financial requirements (charter schools)

See particularly:N.J.A.C. 6A:10A-8.1

through -8.2

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)Manual for the Evaluation of Local School DistrictsPossibleCross 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 charter school's financial status according to law.

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

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.

Date:

Key Words

Transfer of Funds, Budget, Budget Amendment

**Mandated if the district wishes to adopt an expanded chart of accounts pursuant to N.J.A.C. 6:202A.2(m)2.

Legal References:

N.J.S.A. 2C:304

Disbursing moneys, incurring obligations in excess of appropriations

N.J.S.A. 18A:179

Secretary; report of appropriations, etc.; custodial duties, etc.

N.J.S.A. 18A:18A7

Emergency purchases and contracts

N.J.S.A. 18A:228.1

Transfer of amounts among line items and program categories

N.J.S.A. 18A:228.2

Prohibited transfers

N.J.S.A. 18A:2448

through 54

Application of proceeds to new purpose; in districts having boards of school estimate; certification by boards of education

N.J.A.C. 6A:23-2.1 et seq.

Double Entry Bookkeeping and GAAP

See particularly:

Accounting in Local School Districts

N.J.A.C. 6A:23-2.2, -2.11

N.J.A.C. 6A:30-1.1 et seq.

Evaluation of the Performance of School Districts

HawkinsStafford Elementary and Secondary School Improvement Act of 1988
(Pub. L. 100297)

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

Manual for the Evaluation of Local School Districts

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

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

Possible

<u>Cross References:</u>	*3000/3010	Concepts and roles in business and noninstructional 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.

X Monitored
 X Mandated
 X Other Reasons

Policy

STATE FUNDS; FEDERAL FUNDS

Each year, when it is believed that the school 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 trustees. The chief school administrator shall inform the board about specific assurances which may be required in addition to those addressed in this policy, and will provide the required language for board adoption.

When the law requires the development and implementation of administrative procedures for submitting state and federal financial reports, with specified time schedules, the chief school administrator and board secretary shall ensure that the staff has properly completed the reports and that in each instance the reports have been submitted within the specified time.

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 trustees 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 trustees directs the chief school administrator to assign staff and distribute curriculum materials and instructional supplies to the schools in such a way that equivalence of personnel and materials is ensured among the schools.

Supplement not Supplant

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

Parent/Guardian Participation

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

Control of Equipment

STATE FUNDS; FEDERAL FUNDS (continued)

Title to and control over equipment and/or property purchased with federal funds shall be maintained in accordance with the pertinent federal regulations. The chief school administrator shall develop written procedures outlining federal ownership and district use, loan, loss and disposal of such equipment/property for public and private/nonpublic schools.

Date:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 18A:7F-1 et seq.</u>	Comprehensive Improvement and Financing Act of 1996
	<u>N.J.S.A. 18A:7G-1</u>	
	through –44 <u>et al.</u>	Educational Facilities Construction and Financing Act
	<u>N.J.S.A. 18A:111</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:341</u>	Textbooks; selection; furnished free with supplies; appropriations
	<u>N.J.S.A. 18A:387.7</u>	
	through -7.14	Legislative findings and declarations (impact aid)
<u>N.J.S.A. 18A:5420</u>		Powers of board (county vocational schools)
	<u>N.J.S.A. 18A:587.1</u>	School lunch program
	<u>N.J.S.A. 18A:587.2</u>	School lunch program; additional state aid
	<u>N.J.S.A. 18A:5811</u>	Emergency aid
	<u>N.J.S.A. 18A:5811.1</u>	Loss of tuition to district due to establishment of regional district; state aid for one year
	<u>N.J.S.A. 18A:5833.6</u>	
through 33.21		Additional State School Building Aid Act of 1970
	<u>N.J.S.A. 18A:5837.1</u>	
through 37.7		Textbook Aid to Public and Nonpublic Schools
	<u>N.J.S.A. 18A:591</u>	
through 3		Federal aid
	<u>N.J.A.C. 6A:14-1.1 et seq.</u>	Special Education
	<u>N.J.A.C. 6A:23-5.1 et seq.</u>	State Aid
	<u>N.J.A.C. 6A:23-8.1 et seq.</u>	Annual Budget Development, Review and Approval
	<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
	<u>N.J.A.C. 6A:27-8.1 et seq.</u>	State Aid
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C. 6A:32-14.1</u>	Review of mandated programs and services
	<u>Abbott v. Burke</u> , 149 N.J. 145 (1997)	
	HawkinsStafford Elementary and Secondary School Improvement Amendments of 1988 (Pub. L. 10097)	
	20 <u>U.S.C.A. 1401 et seq.</u>	- Individuals with Disabilities Education Act
	29 <u>U.S.C.A. 794 et seq.</u>	- Section 504 of the Rehabilitation Act of 1973

STATE FUNDS; FEDERAL FUNDS (continued)

DrugFree 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 DrugFree Workplace (Grants)

34 CFR 200.1 et seq.No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.Manual for the Evaluation of Local School Districts**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 reducedprice 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
*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 schoolsponsored events shall be approved by the board on recommendation of the chief school administrator.

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

Date:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:341	Textbooks; selection; furnished free with supplies; appropriations
	<u>N.J.S.A.</u> 18A:342	Care and keeping of textbooks and accounting
	<u>N.J.S.A.</u> 18A:373	Liability of parents or guardian of minor for damage to property
	<u>N.J.S.A.</u> 18A:5837.3	Purchase and loan of textbooks
	<u>N.J.A.C.</u> 6A:23-2.14	Student activity funds
	<u>N.J.A.C.</u> 6A:23-2.15	School store business practice
	<u>N.J.A.C.</u> 6A:23-6.6	Charge for textbook loss or damage

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

Possible

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

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

Policy

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

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

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

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

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

Date:

Key Words

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

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

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

Possible

<u>Cross References:</u>	*3220/3230	State funds; federal funds
	*3280	Gifts, grants and bequests
	*3440	Inventories
	*6171.3	At-risk and Title 1
	*7110	Long-range facilities planning

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

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Policy

GIFTS, GRANTS AND BEQUESTS

Only the board of trustees may accept for the school any bequest or gift of money, property or goods, except that the chief school administrator may accept on behalf of the board any such gift of less than \$100 in value (which limit may be altered by the board).

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

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

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 school. In no case shall acceptance of a gift be considered to be an endorsement by the board of a commercial product or business enterprise or institution of learning.

Grants

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

NOTE: THIS PARAGRAPH IS APPROPRIATE FOR DISTRICTS WITH AN EDUCATIONAL FOUNDATION.

Educational Foundation

An educational foundation shall be created for the purpose of soliciting and raising monetary gifts and donations for the school. 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 trustees and/or the administration (shall/shall not) serve on the board of directors of the educational foundation. Policies and regulations on gifts to the school shall apply to funds raised by the foundation.

Date:

Key Words

Gifts, Grants, Bequests

GIFTS, GRANTS AND BEQUESTS (continued)

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-33.1	
	through -33.12	Incentive Grants
	<u>N.J.S.A.</u> 18A:18A-15.1	Payment for goods or services; funds received from a bequest, legacy or gift
	<u>N.J.S.A.</u> 18A:20-4	Acceptance and use of gifts
	<u>N.J.S.A.</u> 18A:20-11	
	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

<u>Cross References:</u>	*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

PURCHASING PROCEDURES

The board of trustees 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, under the supervision of the chief school administrator, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The board of trustees 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 trustees 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.

Date:

Key Words

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

Legal References:

N.J.S.A. 10:5-1 et seq.

Law Against Discrimination

See particularly:

N.J.S.A. 10:531

through 35

N.J.S.A. 18A:18A1 et seq.

Public Schools Contracts Law

N.J.S.A. 18A:19-1 et seq.

Expenditure of Funds; Audit and Payment of Claims

PURCHASING PROCEDURES (continued)

<u>N.J.S.A.</u> 52:32-44	Business registration for providers of goods and services (definitions)
<u>N.J.A.C.</u> 6A:7-1.8	Equity in employment and contract practices
<u>N.J.A.C.</u> 6A:23-1.2	Definitions
<u>N.J.A.C.</u> 6A:23-2.6	Supplies and equipment
<u>N.J.A.C.</u> 6A:23-6.1 <u>et seq.</u>	Purchase and Loan of Textbooks
<u>N.J.A.C.</u> 6A:23-7.1 <u>et seq.</u>	Management of Public School Contracts
<u>N.J.A.C.</u> 6A:27-9.1 <u>et seq.</u>	Contracting for Transportation Services
<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:3214.1	Review of mandated programs and services

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

Manual for the Evaluation of Local School Districts

Possible

<u>Cross References:</u>	*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 school, claims duly audited by the board secretary for items previously approved by the board or provided for in the budget may be approved by _____.* Such actions shall be presented for board ratification 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.

Date:

Key Words

Payment for Goods and Services, Bills

*Board secretary, school business administrator, chief school administrator, chairperson of finance committee, board president, etc.

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:191	Expenditure of funds on warrant only; requisites
	<u>N.J.S.A.</u> 18A:192	Requirements for payment of claims; audit of claims in general
	<u>N.J.S.A.</u> 18A:193	Verification of claims
	<u>N.J.S.A.</u> 18A:194	Audit of claims, etc., by secretary; warrants for payment
	<u>N.J.S.A.</u> 18A:194.1	Account or demand; audit; approval
	<u>N.J.S.A.</u> 18A:199	Compensation of teachers, etc., payrolls
	<u>N.J.S.A.</u> 18A:36A	Charter School Program Act of 1995
	<u>N.J.A.C.</u> 6A:11	Charter School Administrative Code
	<u>N.J.S.A.</u> 18A:22-8.1	Transfer of amounts among line items and program categories
	<u>N.J.A.C.</u> 6A:23-2.9	Petty cash funds

Possible

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

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

Policy

RELATIONS WITH VENDORS

The board of trustees 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 school pupils or employees by their representatives is prohibited.

Date:

Key Words

Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:531</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:111</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:122</u>	Inconsistent interests or office prohibited
	<u>N.J.S.A. 18A:12-21 et seq.</u>	School Ethics Act
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public Schools Contracts Law
	<u>N.J.S.A. 18A:5420</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 52:32-44</u>	Business registration for providers of goods and services
	<u>N.J.A.C. 6A:71.8</u>	Equality in employment and contract practices
	<u>N.J.A.C. 6A:28-1.1 et seq.</u>	School Ethics Commission
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C. 6A:3214.1</u>	Review of mandated programs and services
	<u>Manual for the Evaluation of Local School Districts</u>	

RELATIONS WITH VENDORS (continued)

Comprehensive Equity Plan, New Jersey State Department of Education

Possible**Cross References:**

*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

ACCOUNTSGenerally Accepted Accounting Principles

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

Date:

Key Words

Bookkeeping, Accounting, Generally Accepted Accounting Principles

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

Manual for the Evaluation of Local School Districts

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

Possible

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

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

☐ Monitored
☐ Mandated
☒ Other Reasons

Policy

INVENTORIES

The 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 \$100 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.

Date:

Key Words

Inventory, District Records and Reports

Legal Reference: N.J.S.A. 18A:112 Power to sue and be sued; reports; census of school children

Possible

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

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

Policy

MONEY IN SCHOOL BUILDINGS

All funds collected from events or other activities of pupil organizations collected by school 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 trustees.

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

In no case shall money be left overnight in schools except in the school safe or locked cabinet provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

Date:

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:23-2.9	Petty cash fund
	<u>N.J.A.C.</u> 6A:23-2.14	Student activity funds
	<u>N.J.A.C.</u> 6A:23-2.15	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.
The resolution will include:

- A. The amount or amounts authorized for each petty cash fund
- B. The maximum expenditure that may be made from each fund
- C. The individual designated by the board who shall be responsible for the disposition of each fund.

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

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed the amount determined by the board in its resolution, and all expenditures must be authorized by the designated individual.

Adopted: June 2008

NJSBA Review/Update: July 2009

Readopted:

Key Words

Petty Cash

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:1913	Petty cash funds
	<u>N.J.S.A.</u> 18A:232	Scope of audit
	<u>N.J.A.C.</u> 6A:23-2.9	Petty cash fund

Possible

<u>Cross References:</u>	*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 school 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 CSA/building principal or designee 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.

An account shall be submitted monthly to the board by 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.

Date:

Key Words

School Activity Funds, Athletic Funds, Class Funds

Legal References:

N.J.S.A. 18A:1914

N.J.S.A. 18A:232

N.J.A.C. 6A:23-2.1et seq.

See particularly:

N.J.A.C. 6A:23-2.14(c)

Funds derived from pupil activities

Scope of audit

Double Entry Bookkeeping and GAAP Accounting in Local School Districts

PossibleCross References:

*3280 Gifts, grants and bequests

*3400 Accounts

*3450 Money in school buildings

3571 Financial reports

*3571.4 Audit

*5136 Fundraising activities

SCHOOL ACTIVITY FUNDS (continued)

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

X Monitored
 X Mandated
 X Other Reasons

Policy

OPERATION AND MAINTENANCE OF PLANT

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

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

NOTE: THE FOLLOWING SECTION APPLIES TO DISTRICTS WITH THREE OR MORE DISTRICT BUILDINGS

Work Order System

The school district shall have an automated work order system by July 1, 2010 for prioritizing, performing and recording all maintenance and repair request for all district buildings and grounds.

- A. The chief school administrator or designee shall establish in the standard operating procedures for business functions the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
- B. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff:
 - 1. The name of the person making the request;
 - 2. The date of the request;
 - 3. The appropriate approval(s) as established by Standard Operating Procedure (SOP);
 - 4. The date of approval(s);
 - 5.. The location of work requested;

6. The priority level (for example, urgent, high, average, low);
7. The scheduled date(s) of service;
8. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
9. A description of the work requested;
10. A projection of the materials and supplies needed for the work;
11. The estimated man hours needed to complete task;
12. The name of the work order assigner; and
13. The name of the employee(s) working on the order.

C. The work order system shall include the following close-out information for each request for work:

1. The actual hours worked by date for each assigned staff member;
2. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
3. The aggregate cost of labor by regular, over-time and total;
4. The actual materials and supplies needed to complete the work order;
5. Actual cost of materials and supplies; and
6. The name of the employee responsible for attesting that the job was completed satisfactorily.

- D. Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
- E. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians.
- F. The business administrator/board secretary in consultation with the supervisor responsible for this work shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

OPERATION AND MAINTENANCE OF PLANT (continued)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 Chief Administrator 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. Pride Academy Charter School 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 Pride Academy Charter School will manage pests through IPM methods. The school 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. For public schools, the Chief School Administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school. For charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Chief School Administrator or Principal.

IPM Coordinator

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

Education /Training

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

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

Students, parents/guardians will be provided information on this policy and instructed on how they can

OPERATION AND MAINTENANCE OF PLANT (continued)

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 Principal of Pride Academy Charter School, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

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

Pesticide applicators

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

Evaluation

Annually, for public schools, the Chief School Administrator will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Chief School Administrator(s) or Principal(s) shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board directs the Chief School Administrator to develop regulations/procedures for the implementation of this policy.

Adopted: June 2008

NJSBA Review/Update: July 2009

Readopted:

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
educational facilities managers

N.J.S.A. 18A:228

Contents of budget; program budgeting system

OPERATION AND MAINTENANCE OF PLANT (continued)

<u>N.J.S.A. 34:5A1 et seq.</u>	Worker and Community Right to Know Act
<u>N.J.S.A. 34:6A25 et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
<u>N.J.A.C. 5:23</u>	Barrier free subcode of the uniform construction code
<u>N.J.A.C. 6A:23A-6.9</u>	<u>Facilities maintenance and repair schedule and accounting</u>
<u>N.J.A.C. 6A:26-12.1 et seq.</u>	Operation and Maintenance of Facilities
<u>See particularly:</u>	
<u>N.J.A.C. 6A:26-12.2(a)1, 2</u>	
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements
<u>N.J.A.C. 7:30-13.1 et seq.</u>	Integrated Pest Management
<u>Manual for the Evaluation of Local School Districts</u>	

PossibleCross References:

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

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

Policy

EQUIPMENT

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

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

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the chief school administrator. The user of school-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 school 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 school equipment.

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

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

Date:

Key Words

Loaning School Equipment

<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:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:26-12.2	Policies and procedures for school facility operation

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

EQUIPMENT (continued)

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.

PolicySMOKING PROHIBITION

To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, the board prohibits all smoking or use of tobacco products in all school facilities and on all school grounds at all times. Definitions of "school facilities" and "school grounds" shall be in accord with definitions in the administrative code.

Notice of this policy shall be given at each school entrance and at appropriate locations on school grounds in accordance with law. Smoking shall not be permitted at any time in classrooms, lecture halls, auditoriums or anywhere else on school grounds.

The CSA is authorized to report violations, in accordance with law, to the board of health. Pupils and school employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures. The chief school administrator shall prepare and the board shall adopt regulations prohibiting smoking in all school buildings and on school grounds.

Definition: For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy.

Date:

Key Words

Smoking, Smoking Prohibition

Legal References: N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act
 N.J.S.A. 30:5B-5.3 Smoking in child care centers prohibited
 N.J.A.C. 6A:16-1.3 Definitions
 N.J.A.C. 6A:16-3.1(a)7 Establishment of comprehensive alcohol, tobacco and
 other drug abuse programs
 N.J.A.C. 6A:26-1.2 Definitions
 N.J.A.C. 6A:26-12.2(a)4 Policies and procedures for school facility operation

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

Possible

Cross References: *1250 Visitors
 *1330 Use of school facilities
 *4119.23 Employee substance abuse
 *4219.23 Employee substance abuse
 *5131.6 Drugs, alcohol, tobacco (substance abuse)

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

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

Policy

SAFETY

The chief school administrator 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 school when children are present, except in emergencies. A list of substances that are legally exempted from this requirement can be obtained from the chief school administrator.

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

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

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

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

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

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.

Date:

SAFETY (continued)

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:62	Instruction in accident and fire prevention
	<u>N.J.S.A.</u> 18A:111	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:1742 <u>et seq.</u>	Public School Safety Law
	<u>N.J.S.A.</u> 18A:40-12.1, -12.2	Protective eye devices required for teachers, pupils and visitors in certain cases
	<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire Drills and Fire Protection
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:415	
	<u>N.J.S.A.</u> 18A:42-1	Safety patrol by pupils
	<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 34:5A1 <u>et seq.</u>	Worker and Community Right to Know Act
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 34:5A -10.1 through -10.5	
	<u>N.J.S.A.</u> 34:6A25 <u>et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
	<u>N.J.A.C.</u> 5:23	Barrier free subcode of the uniform construction code
	<u>N.J.A.C.</u> 6A:16-1.4	District policies and procedures
	<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
	<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements

Manual for the Evaluation of Local 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

Pursuant to N.J.S.A. 18A:36A – 14(a), the board shall provide for appropriate insurance against any loss or damage to its property or any liability resulting from the use of its property or from the acts or omissions of its officers and employees. A detailed itemized billing statement for insurance and benefits may be found in the Appendix H-1 of the approved application to NJDOE.

Health Insurance: Medical Benefits will be provided by Aetna Health Insurance Inc. An Open Access HMO plan will be provided to employees. Employees will pay a small contribution at each pay period. The plan requires participants to pay a \$20 fee for each visit to a Primary Care Provider within the HMO network, as well as a \$250 a day Hospital Co-pay, \$100 Emergency Room Co-pay, and a prescription plan with a \$15, \$25, or \$40 Co-pay.

Additionally, employees will also have dental insurance provided by Horizon Blue Cross / Blue Shield. The PPO plan will provide 100% coverage for preventative and diagnostic needs, 80% for basic services, 50% for major services, with an annual maximum of \$1,500 per member.

General Liability: General Liability will be provided by Philadelphia Insurance Company. The form of insurance will be Occurrence Insurance, which provides \$2,000,000 general aggregate per job, \$2,000,000 products/completed operations aggregate per job, \$1,000,000 personal injury and advertising injury, \$1,000,000 each occurrence,

Property Insurance: Philadelphia Insurance Company will provide “All Risk” Property coverage totaling up to \$964,000 with a deductible of \$500.

Officer and Employee Liability: Philadelphia Insurance Company will provide coverage for directors. The purchased coverage provides school directors and officers with coverage, a \$1,000,000 limit and a \$5,000 deductible.

Vehicle Insurance: Philadelphia Insurance Company will provide vehicle liability for any owned, scheduled, hired, and non-owned vehicles of \$1,000,000 and include a combined single limit per occurrence for Bodily Injury and Property Damage.

Date:

Policy

TRANSPORTATION ROUTES AND SERVICES

The board of trustees directs the chief school administrator to work with the sending districts to oversee 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 boardapproved 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 pupils attending the charter school. All pupils riding on school buses shall be required to observe the school'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 schoolowned, 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.

[Courtesy Transportation Along Hazardous Routes (optional, not in effect unless separately adopted and implemented by the Board)

The Board of Trustees is concerned with the safety of students who walk to and from school along roadways determined to be hazardous routes. The chief school administrator shall work in conjunction with municipal officials to determine the criteria necessary for the classification of a hazardous route and shall maintain a list of all hazardous routes in the school. The chief school administrator shall develop rules and regulations to supply courtesy

TRANSPORTATION ROUTES AND SERVICES (continued)

transportation for students who must walk to and from school along routes designated by the Charter School 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 school's regular vehicle capacity utilization.]

Date:

Key Words

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

<u>Legal References:</u>	N.J.S.A. 18A:7F-25	Transportation aid
	<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:4619.6	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> 39:310.9 <u>et al.</u>	New Jersey Commercial Drivers License Act
	<u>N.J.S.A.</u> 39:327	Free registration of certain vehicles; transfer to other motor vehicles

TRANSPORTATION ROUTES AND SERVICES (continued)

N.J.A.C. 6A:27-1.1 et seq. Student Transportation

See particularly:

N.J.A.C. 6A:27-1.1(b), -2.1,

-3.1, -5.1, -6.2, -6.3, -6.4,

-9.1(e), -11.1, -13.3

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

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

Manual for the Evaluation of Local School Districts

PossibleCross References:

*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

NONSCHOOL USE OF DISTRICT VEHICLES

The board has made the buildings and grounds of the district's public schools available for nonprofit use, provided that in the opinion of the chief school administrator such use is permitted by the lease agreement and would not conflict with, impede or negatively affect the operation of any schoolrelated activities. The board will also make schoolowned vehicles available to transport groups of qualified senior or disabled citizens to civic, social, cultural, educational, recreational, nutritional and health programs and activities within the district, or in the immediately surrounding districts, provided the distance does not exceed [15] miles. "Qualified" senior citizens are persons over 60 residing in the area served by this school district and their spouses of less than 60 if they are accompanying them.

Further, the board will make district buses available to groups of children and adults for transportation to and from municipal programs or events.

The chief school administrator shall formulate administrative regulations in conformity with N.J.A.C. 6A:27-7.8 and all other pertinent law. These regulations shall provide for payment by the group of all or part of the costs incurred by the district in such use of its vehicles. The regulations will also refer to, without duplicating, all current regulations governing conduct of the public on and/or using school facilities.

The board shall approve the use of buses, either school-owned or rented, for all non-school purposes.

Date:

Key Words

Senior Citizens' Busing, Handicapped Citizens' Busing, Municipal Programs Busing, Nonschool Use of District Vehicles

**Mandated only if the board wishes to do it.

Legal References:

N.J.S.A. 18A:2034

Use of schoolhouse and grounds for various purposes

N.J.S.A. 18A:3922

School buses; use by senior citizens, handicapped, and children and adults in certain municipal programs

N.J.S.A. 18A:3922.1

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

NONSCHOOL USE OF DISTRICT VEHICLES (continued)

Possible

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

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

**Mandated only if the board wishes to do it.

5/06
3541-3

Policy

PRIVATELY OWNED VEHICLES

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

Transportation by Volunteer Drivers

The (school business administrator) (chief school administrator) 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 schoolrelated activities.

Qualifications shall include:

- A. A valid New Jersey (or other) driver's license with no convictions for moving violations;

NOTE: THE DISTRICT MAY WISH TO SET A TIME LIMIT ON VIOLATIONS OR STIPULATE THE NUMBER OF POINTS ACCEPTABLE.

- B. A private passenger vehicle of eight or fewer capacity, with a current New Jersey or other inspection sticker; and
- C. Evidence of at least the statutorily required insurance coverage.

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

- A. District approval of activities involved;
- B. District determination of drivers and assignment of pupils to them;
- C. Pupil safety in pickup, transit and dropoff;
- 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;

NOTE: THE DISTRICT MAY WISH TO SET A TIME LIMIT ON VIOLATIONS OR STIPULATE THE NUMBER OF POINTS ACCEPTABLE.

- B. Use a privately owned passenger vehicle of eight or fewer capacity with evidence of at least the statutorily

PRIVATELY OWNED VEHICLES (continued)

required insurance coverage. The vehicle must have a current inspection sticker;

C. Conform to all safety practices set forth in the regulations to this policy.

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

NOTE: EMPLOYEES WHO USE DISTRICTOWNED VEHICLES MUST CONFORM TO A, B AND C. THE DISTRICT IS RESPONSIBLE FOR MAINTENANCE OF THE VEHICLE AND ADEQUATE INSURANCE.

A DISTRICT IS NOT OBLIGATED TO NEGOTIATE OVER ACTUAL ASSIGNMENTS. IT MUST BARGAIN UPON DEMAND OVER COMPENSATION RELATED TO SUCH ASSIGNMENTS.

Adopted: June 2008

NJSBA Review/Update: July 2008

Readopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:166	Indemnity of officers and employees against civil actions
	<u>N.J.S.A.</u> 18A:3920.1	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
	<u>N.J.A.C.</u> 6A:27-1.5	Insurance
	<u>N.J.A.C.</u> 6A:27-7.6	Transportation to and from related school activities
	<u>N.J.A.C.</u> 6A:27-7.7	Parent transporting his or her own child or children

Possible

<u>Cross References:</u>	*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.

**Mandated only if the board wishes to do this.

Sample Regulation

PRIVATELY OWNED VEHICLES

Volunteer Driver Pool

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

NOTE: SINGLESCHOOL DISTRICTS AND DISTRICTS NOT EXPECTING TO USE VOLUNTEERS EXTENSIVELY MAY BE ABLE TO RECRUIT SUFFICIENT DRIVERS WITHOUT APPROACHING ALL PARENTS/GUARDIANS. ALSO, DISTRICTS MAY WISH TO APPROACH NEW PARENTS/GUARDIANS AT TIME OF REGISTRATION AFTER SEPTEMBER 30. FACTORS TO BE CONSIDERED WOULD BE LACK OF FAMILIARITY WITH PERSONS INVOLVED, AND THEIR LACK OF FAMILIARITY WITH THE AREA.

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 (transportation director) (school business administrator) (chief school administrator) (other) 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.

FACTORS TO BE CONSIDERED WILL BE FAMILIARITY WITH PERSONS INVOLVED, AND THEIR FAMILIARITY WITH THE AREA.

Transportation of Pupils by District Personnel as Part of Assigned Duties

PRIVATELY OWNED VEHICLES (continued)

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

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

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

Approval of Activities; Supervision of Pupils at Activities

- A. Board approval . . .

NOTE: GENERALLY, BOARDS APPROVE ALL INTERSCHOLASTIC COMPETITIONS, FIELD TRIPS, AND SPECIAL AWAYFROMSCHOOL 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.

NOTE: THE DISTRICT SHOULD DETERMINE THE NUMBER OF PUPILS AND THE TYPES OF ACTIVITIES WHICH WILL MAKE USE OF VOLUNTEERS PREFERABLE TO USING A TYPE I OR TYPE II VEHICLE.

All volunteers must be from the (transportation director's) (school business administrator's) (chief school administrator's) (other's) master list.

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

- C. Supervision of pupils at activity

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

NOTE: PUPILS MUST BE (REMINDED, INFORMED, CAUTIONED) 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 (transportation director) (school business administrator) (chief school administrator) (other)

PRIVATELY OWNED VEHICLES (continued)

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

NOTE: IF IT IS IMPOSSIBLE TO PROVIDE TRANSPORTATION FOR ALL INTERESTED PUPILS THROUGH SOME COMBINATION OF DISTRICT RESOURCES AND THE VOLUNTEER POOL, EACH DISTRICT WILL HAVE TO DEVISE AN EQUITABLE METHOD OF SELECTING THE PUPILS WHO ARE TO GO. THIS WOULD APPLY TO PUPILS WHO WANT TO GO AS SPECTATORS TO AN AWAYFROM HOME INTERSCHOLASTIC COMPETITION, FOR EXAMPLE.

In assigning pupils to volunteer drivers, the (transportation director) (school business administrator) (chief school administrator) (other) 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 Dropoff

When the (transportation director) (school business administrator) (chief school administrator) (other) 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 dropoff, 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 dropoff, 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 dropoff place shall usually be the school. Parents/guardians will have been informed of the time of the dropoff, 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.

NOTE: EACH DISTRICT WILL HAVE TO DEVISE ITS OWN EMERGENCY PROVISIONS FOR THE PUPIL WHOSE PARENTS/GUARDIANS DO NOT APPEAR AT THE PROPER TIME AND PLACE TO PICK HIM/HER UP. THIS WILL VARY GREATLY DEPENDING ON THE SIZE AND TYPE OF DISTRICT AND THE AGES OF THE PUPILS.

PRIVATELY OWNED VEHICLES (continued)

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) (will not) reimburse for mileage on volunteer trips.

NOTE: ENTRANCE FEES FOR ACTIVITIES MAY OR MAY NOT BE REIMBURSED ACCORDING TO THE POLICY OF THE DISTRICT.

Date:

Policy

TRANSPORTATION SAFETY

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The board directs the chief school administrator to oversee development of regulations to govern:

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

Accidents

Forms shall be provided for the immediate reporting of all incidents involving a schoolowned 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 schoolowned or contracted vehicle during operation, even if no injury or damage results

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

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. NOTE: IF THE SCHOOL DOES NO BUSING, SUCH A DRILL MIGHT ONLY BE NECESSARY BEFORE A FIELD TRIP. ALL PUPILS MUST RECEIVE EVACUATION INSTRUCTION AT LEAST ONCE WITHIN THE SCHOOL YEAR.

TRANSPORTATION SAFETY (continued)Vehicles and Equipment

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

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

Bus Drivers

Drivers of all Type I and Type II school vehicles used to transport school 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 school 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.

Date:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
	<u>N.J.S.A.</u> 18A:252	Authority over pupils
	<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:39-17, -18, -19, -20	
	<u>N.J.S.A.</u> 39:3-10.9 <u>et seq.</u>	New Jersey Commercial Driver License Act
	<u>N.J.S.A.</u> 39:3B-1.1 <u>et seq.</u>	School Buses, Equipment and Regulations
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 39:3B-10 through -12	
	<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:27-11.1, -11.2, -12.2, -13.3	
	34 <u>CFR</u> Part 85.100 <u>et seq.</u> , Governmentwide Debarment and Suspension	

TRANSPORTATION SAFETY (continued)

(nonprocurement) and Governmentwide Requirements for DrugFree 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

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

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

Manual for the Evaluation of Local School Districts

Possible

Cross References:

*3516	Safety
*3541.1	Transportation routes and services
*4211	Recruitment, selection and hiring
*4219.23	Employee substance abuse
*4231/4231.1	Staff development; inservice 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 chief school administrator is responsible for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the board.

Date:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

Legal References:

<u>N.J.S.A.</u> 18A:111	General mandatory powers and duties
<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:18A6	Standards for purchase of fresh milk; penalties; rules and regulations
<u>N.J.S.A.</u> 18A:333	
through 5 Cafeterias for pupils	
<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 18A:587.1	
through 7.2	School lunch program ...
<u>N.J.A.C.</u> 2:36-1.1 et seq.	Child Nutrition Programs
<u>N.J.A.C.</u> 6A:23-2.6	Supplies and equipment
<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> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

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FOOD SERVICE (continued)**Possible****Cross References:**

*1200	Participation by the public
*1220	Ad hoc advisory committees
*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
*3542.1	Local wellness/Nutrition
*3542.31	Free or reducedprice lunches/milk
*3542.44	Purchasing
*4222	Noninstructional 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 board believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education.

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

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

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

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

LOCAL WELLNESS/NUTRITION (Continued)

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:

- A. Foods of minimal nutritional value as defined by the United States Department of Agriculture
- 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 containing two 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.

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. 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) value as defined by USDA regulations.

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.

LOCAL WELLNESS/NUTRITION (Continued)

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

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

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

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

Date:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:111	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>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:18A-5a(6)	
	<u>N.J.S.A.</u> 18A:18A6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A.</u> 18A:333	
	through 5 Cafeterias for pupils	
	<u>N.J.S.A.</u> 18A:339	
	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	Improved Nutrition and Activity Act (IMPACT Act)
	through -19	
	<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:587.1	
	through 7.2	School lunch program ...
	<u>N.J.A.C.</u> 2:36-1.1 et seq.	Child Nutrition Programs

LOCAL WELLNESS/NUTRITION (Continued)

See particularly:

<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:23-2.6	Supplies and equipment
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32--14.1	Review of mandated programs and services
<u>N.J.A.C.</u> 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265)	
42 U.S.C. 1751 et seq.	Richard B. Russell National School Lunch Act
42 U.S.C. 1771 et seq.	Child Nutrition Act of 1966
7 C.F.R. Part 210	Medically authorized special needs diets
7 C.F.R. Part 210.10	Foods of minimum nutritional value

Resources:

<http://www.state.nj.us/agriculture/> The New Jersey Department of Agriculture, Model Policy and Question and Answer resource.

www.usda.gov/cnpp/DietGd.pdf Dietary Guidelines for Americans.

www.usda.gov/cnpp/pyramid.html USDA Food Guide for dietary Guidelines, examples of eating patterns that exemplify these standards.

www.nasbe.org/HealthySchools/fithealthy.mgi Fit, Healthy and Ready to Learn, A School Health Policy Guide. This Guide lists elements such as the size of tables and chairs; seating is not overcrowded; a relaxed environment for socializing; amount of noise; rules of safe behavior, and cleanliness.

www.fns.usda.gov/cnd/menu/fmrv foods of minimal nutritional value (FMNV's) as defined by federal regulations at 7 C.F.R. Part 210.10.

Possible**Cross References:**

*1200	Participation by the public
*1220	Ad hoc advisory committees
*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
*3542.31	Free or reduced price lunches/milk
*3542.44	Purchasing
*4222	Noninstructional aides

LOCAL WELLNESS/NUTRITION (Continued)

*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 REDUCEDPRICE LUNCHES/MILK

It is the policy of the board of trustees that this charter school shall 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 reducedprice policy developed by the bureau of child nutrition programs pursuant to federal regulations.

Date:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:333	Cafeterias for pupils
	<u>N.J.S.A.</u> 18A:334	School lunch; availability to all children
	<u>N.J.S.A.</u> 18A:335	Exemptions
	<u>N.J.S.A.</u> 18A:3310	Establishment of school breakfast program in certain schools
	<u>N.J.S.A.</u> 18A:3311	Implementation of school breakfast program by district
	<u>N.J.S.A.</u> 18A:587.1	
	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

**Mandated only if the district wishes to do it.

Policy

PURCHASING

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

The business administrator or CSA 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.

Date:

Key Words

Food Purchases, Purchasing Procedures

Legal References: N.J.S.A. 18A:18A5(a)6 Exceptions to requirements for advertising
 N.J.S.A. 18A:18A6 Standards for purchase of fresh milk; penalties; rules and regulations
 N.J.A.C. 6A:23-2.6 Supplies and equipment

Possible

Cross References: *3320 Purchasing procedures
 3571 Financial reports

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

**Mandated only if the school wishes to do it.

Policy

CHARTER SCHOOL DISTRICT RECORDS AND REPORTS

The operation of a charter school 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 charter school.

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

Availability to the Public

For the protection of the public interest, the board believes that members of the community have a right to inspect, copy or examine charter school 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 charter school 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 school records to be inspected, examined or copied during the hours that the board office is open, or at a minimum, as a small school district with an enrollment of 500 or fewer, during not less than six regular business hours over not less than three business days per week. 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 charter school; not routinely developed or maintained by the charter school; 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

CHARTER SCHOOL RECORDS AND REPORTS (continued)

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.

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 (NJDRAM) in the School District Records Retention and Disposition Schedule located at <http://www.state.nj.us/state/darm/links/retention.html#eds>. The records custodian will ensure that records are retained and appropriately stored in accordance with state and federal statute and regulation. A partial schedule of retention periods for pertinent school record categories is listed below (Note: the School District Records Retention and Disposition Schedule should be consulted before any record is destroyed).

Partial Record Retention Schedule

1. *Financial records*: 7 (seven) years
2. *Agendas and minutes*: Permanent for originals; 1 year for copies
3. *Resolutions of the school board*: Permanent
4. *Administrative policy and advisory statements*: Permanent
5. *Correspondence, including emails*: 3 (three) years for general external correspondence; one year for internal correspondence
6. *Official public meeting notice*: 3 (three) years
7. *Legal notice in newspaper*: 7 (seven) years
8. *Publisher's affidavits*: 10 (ten) years
9. *Tape recordings of school board meetings (audio tape and video)*: 45 (forty-five) days or until summary or verbatim transcripts have been approved as minutes
10. *Election file*: 5 (five) years for bonding election report, certificate and voting authority
11. *Other election materials*: 1 (one) year
12. *Master publications file of school newsletters, yearbooks, student handbooks, etc.*: Permanent
13. *School monitoring file (with school monitoring annual plan)*: Permanent

Partial Record Retention Schedule (continued)

14. *Internal monitoring guide and action plan*: 14 (fourteen) years
15. *Academic master plan (updated every seven years)*: Permanent
16. *Support file for the academic master plan, including school evaluations*: 10 (ten) years.

CHARTER SCHOOL RECORDS AND REPORTS (continued)

17. *Fall and statistical report file*: 5 (five) years
18. *Settlements (original)*: Permanent
19. *Agency copy of routine settlements*: 3 (three) years after final settlement

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 charter school will consult NJDARM School District Records Retention and Disposition Schedule for retention and disposal information.

Implementation

The chief school administrator shall periodically review the work of the records custodian with the school board of trustees or a committee thereof, to ensure that necessary steps are being taken to gather, record, disseminate, copy, store and ultimately to destroy charter school 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.

Date:

Key Words

District or Charter School Records and Reports, Public Access, Records, Reports

<u>Legal References:</u>	<u>N.J.S.A. 10:46 et seq.</u>	Open Public Meetings Act
	<u>N.J.S.A. 18A:414</u>	Uniform system of bookkeeping for school districts
	<u>N.J.S.A. 18A:7A-11</u>	Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
	<u>N.J.S.A. 18A:11-2</u>	Power to sue and be sued; reports; census of school children
	<u>See particularly:</u>	
	<u>N.J.S.A. 18A:11-2b</u>	
	<u>N.J.S.A. 18A:177</u>	
	through 12Secretary to give notices and keep minutes, etc.	
	<u>N.J.S.A. 18A:1728(e)</u>	Duties of business manager
	<u>N.J.S.A. 18A:1735</u>	Records of receipts and payments
	<u>N.J.S.A. 18A:1736</u>	Accounting; monthly and annual reports
	<u>N.J.S.A. 18A:1746</u>	Act of violence; report by school employee; notice of action taken; annual report
	<u>N.J.S.A. 18A:3619</u>	Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
	<u>N.J.S.A. 47:1A-1 et seq.</u>	Examination and copies of public records ("Open Public Records Act")
	<u>See particularly:</u>	
	<u>N.J.S.A. 47:1A-1.1, -5</u>	
	<u>N.J.S.A. 47:315 et seq.</u>	Destruction of Public Records Law
	<u>N.J.A.C. 2:36-1.1 et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C. 6A:16-5.3</u>	Incident reporting of violence, vandalism and

CHARTER SCHOOL RECORDS AND REPORTS (continued)

<u>N.J.A.C. 6A:23-2.1 et seq.</u>	substance abuse Double Entry Bookkeeping and GAAP Accounting in Local School Districts
<u>N.J.A.C. 6A:27-7.9</u>	Vehicle records
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 6A: 32-7.1 et. seq.</u>	Student Records
<u>See particularly:</u>	
<u>N.J.A.C. 6A:32-7.1(g), -7.8</u>	
<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements
<u>N.J.A.C. 6A:32-12.2</u>	School level planning
<u>N.J.A.C. 15:32.1 et. seq.</u>	Records Retention

Annual Data Collection Plan, New Jersey State Department of Education

Records Retention Schedule, New Jersey State Department of Education

Matawan Regional Teachers Association v. MatawanAberdeen 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.)

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Possible**Cross References:**

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

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

4/07

☒ Monitored
☐ Mandated
☐ Other Reasons

Policy

AUDIT

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

Date:

Key Words

Audit, Auditor

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:668	Bookkeeping and accounting system (educational services commission)
	<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
	<u>N.J.S.A.</u> 18A:23-1 <u>et seq.</u>	Audits and auditors
	<u>N.J.A.C.</u> 6A:23-1.2	Definitions
	<u>N.J.A.C.</u> 6A:23-2.2(i)	Principles and directives for accounting and reporting
	<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:32-12.2	School level planning

Manual for the Evaluation of Local School Districts

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*1120	Board of education meetings
	*3570	Charter School records and reports
	3571	Financial reports
	9127	Appointment of auditor

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

X Monitored
 X Mandated
 X Other Reasons

Policy

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

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

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

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

A. Human resources and payroll

B. Purchasing and accounts payable

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

Adopted: June 2008

NJSBA Review/Update: July 2009

Readopted:

Key Words

Evaluation, Segregation of duties

Legal References: N.J.S.A.18A:11-1
N.J.A.C. 23A-6.5

General Mandatory Powers and Duties
Segregation of duties

Possible

<u>Cross References:</u>	*3000/3010	Concepts and Roles in business and non-instructional operation
	*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
	*3570 series	District records and reports
	*7110	Long-range facilities planning

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