

STANDARD OPERATING PROCEDURE MANUAL

**A GUIDE FOR
STANDARD OPERATING PROCEDURES
AND INTERNAL CONTROLS**



Waterford Township School District

www.wtsd.org

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PREFACE

The Guide for Standard Operating Procedures (SOP) and Internal Controls outlines the business practices approved by the Waterford Township Board of Education and administered by the Business Office. It is intended to be used as a reference manual for administrators, secretaries, and staff and is not intended to replace or supersede any District Policy. Its purpose is to provide an efficient, control and accountability system that will help assure appropriate use of "Public Funds". The principles of this manual are based on, "Generally Accepted Accounting Principles," to help ensure consistency and quality, effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. For this program to operate at optimum efficiency there must be a spirit of cooperation, teamwork and communication between school staff and the Business Office. Establishment, maintenance, and evaluation of the Standard Operating Procedures and internal controls will rely on the combined efforts of the WTSD Administration and its staff.

We understand that regulations and Department of Education structures may change over time, and we are always working to refine our practices and guidance. Therefore, revisions to the Standard Operating Procedure Manual will be necessary and are to be expected in order to remain current and comprehensive at all times.

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INTERNAL CONTROLS



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: INTERNAL CONTROL

TITLE/SUBTITLE: INTERNAL CONTROLS/OVERVIEW	
Originator/Department:	
Name(s)/Date Created:	08/31/2023
Name(s)/Date Approved:	
Last Edited Date(s):	09/01/2023

PURPOSE:

Internal controls are not separate systems of the WATERFORD TOWNSHIP SCHOOL DISTRICT. Controls are not an isolated activity but integral part of each activity used to guide the district.

Establishment, maintenance and evaluation of the internal controls are the responsibility of District administration. The evaluation of internal controls includes identifying the framework used by the administration to determine the effectiveness of the internal controls.

Controls are in place to detect or prevent errors and fraud. An error is an unintentional mistake that has the potential to affect the financial statements and fraud is the intentional misuse or misappropriation of district's assets.

OBJECTIVES OF INTERNAL CONTROL:

The three objectives of internal control are to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. The safeguarding of assets is a subset of all of these objectives.

Continuous monitoring and testing is needed to help to identify poorly designed or ineffective controls. The administration is also responsible for communicating the objectives of internal control and ensuring the organization is committed to sustaining an effective internal control environment.

COMPONENTS OF INTERNAL CONTROLS:

The five Components of internal controls include the control environment, administration's risk assessment, administration's communication of the controls, control activities and monitoring of the controls.

CONTROL ENVIRONMENT:

The control environment includes the organizational structure, the control framework, the district's policies and procedures and internal and external influences. The tone set by the



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WATERFORD TOWNSHIP SCHOOL DISTRICT's board and administration determines the attitude toward the controls of the district.

ORGANIZATIONAL STRUCTURE:

The organizational structure determines the administration's responsibilities and the sets the relationship with the board, which sets the policies.

CONTROL FRAMEWORK:

Elements of a control framework include the following:

Segregation of duties to help ensure the reliability of the organization's internal controls, one person should not have access to all stages of a process. If there is not proper segregation, situations could arise where errors or irregularities occur and go undetected.

Integrity and competence of the personnel performing the duties are key to achieving the desired controls. This includes hiring the proper people and continually training personnel. It is important to ensure that employees who perform financial tasks have the knowledge and skill to perform their duties.

Communication by the administration of the controls and the employee's responsibilities are as important as ensuring that employees know how to communicate irregularities that may arise.

Proper supervision of employees is needed to ensure proper execution of control activities.

DISTRICT'S POLICIES AND PROCEDURES:

The district's policies set the overall direction of the district. Procedures for all areas of financial preparation, reporting, operations, transportation, maintenance, personnel and payroll are needed. These policies and procedures will become the basis for the determination of compliance.

ADMINISTRATION'S RISK ASSESSMENT:

The administration has to conduct an assessment of risks relevant to the financial statements. This includes the identification of potential risks, the analysis of the potential impact of those risks on the ability to properly report the financial statements and the overall management of risks. Items to consider in the risk assessment of the district include, but are not limited to:

1. New personnel or new duties for existing personnel.
2. How a change in accounting information system impacts controls and how effectively the training of personnel on new system was conducted.
3. Changes in the regulations and laws that may affect the control environment.



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4. Record storage is appropriate and secure.
5. District limits access to computers and data files.
6. Segregation of duties, to the extent possible.
7. Transactions are recorded timely.
8. Cash is deposited timely.
9. Assets are physically safeguarded.
10. Transactions are performed by only authorized personnel.
11. Reconciliations are properly and promptly completed.
12. Occurrences of management override.

INFORMATION AND COMMUNICATION:

The administration needs to determine if the information systems utilized in the district are adequate and relevant for their intended purpose.

The district's administration is responsible for communicating the controls of the district and the responsibilities of each employee in the control system.

The administration is also charged with reviewing information that may indicate a flaw in the controls that would not allow the control to detect an error in a timely fashion.

CONTROL ACTIVITIES:

Control activities include the policies and procedures that are in place to achieve the controls desired. Documentation of the control activities is vital to the overall control environment. These activities include, but are not limited to:

1. Segregation of duties.
2. Transactions are recorded timely.
3. Cash is deposited timely.
4. Assets are physically safeguarded.
5. Transactions are performed by only authorized personnel.
6. Reconciliations are properly and promptly completed.

CONTROL ASSERTIONS:

Control activities can be categorized into one or more assertions. All assertions should be addressed for each process (payroll, cash disbursements, etc.).

1. Existence (E) [Occurrence (O)] — Existence is whether the assets or liabilities of the district exist at any given point in time (cash, state aid receivable). Occurrence is the whether the transaction took place (goods were received before the PO was moved to accounts payable from encumbrances)



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2. Valuation (V) or Allocation (A) — Valuation is whether the asset or liability is included on the board secretary's report at the proper value (the amount of cash or state aid receivable). Allocation is whether the revenue and expenditures were recorded in the proper amounts.
3. Accuracy/ Classification (ACL) — transactions are recorded accurately and the classification of the transactions are proper.
4. Completeness (CO) — is whether all transactions are included (unrecorded purchase orders).
5. Cutoff (C) — Transactions are recorded at the proper time (purchase orders written in the proper year).

MONITORING:

The administration is charged with reviewing internal controls on an ongoing basis. Monitoring can include responding to the recommendation of the auditor in changes in the controls. Reviewing correspondence from outside sources such as banks and vendors for unusual items is part of monitoring.

Employees should be required to "sign off" on their understanding of the control activities and their responsibilities in those activities.

AFTER THE CONTROLS ARE ESTABLISHED:

Once the district establishes controls, those controls need to be evaluated at least annually and anytime circumstances dictate. Changes in personnel or regulations are examples of these.

As controls are evaluated they will either be effective or ineffective at achieving the proposed control. Controls are effective when there would be no material weaknesses in internal controls involved in financial reporting. Ineffective controls would be those where at least one material weakness exists. If a control is determined to be ineffective, then the control deficiency needs to be evaluated.

CONTROL DEFICIENCIES:

A control deficiency exists when the design or operation of a control does not allow the administration to prevent or detect misstatements on a timely basis. A design deficiency exists when a necessary control is missing or is not designed to enable the control objective to be met. An operational deficiency exists when control is designed properly, but does not operate as designed or the person performing the control is not qualified to perform the control.



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A deficiency may exist that is unavoidable (e.g. segregation of duties in a small office). For these, compensating procedures should be put in place. These compensating procedures do not correct the deficiency.

REASONABLE ASSURANCE AND LIMITATIONS ON CONTROLS:

Reasonable assurance is a high level of assurance, but is not absolute. The district should understand that potential fraud could exist and not be detected timely in the following circumstances: when the district has poorly designed or operated internal controls, or when there are too many overrides of controls, when there is collusion between employees or between an employee and a third party.

REVIEW OF DISTRICT PROCESSES:

When reviewing processes in the district, it may help to consider incorporating the "5 Ws".

1. Who performs each activity? Who receives the outcome of the activities?
2. What activities are performed? What forms and reports are used? What computer systems and files are used?
3. When are activities performed? What is the sequence of activities? What is the timing of the activities? What is the frequency of the activities?
4. Where are activities performed (i.e., board office, school, etc.)?
5. Why are activities performed (i.e., what risks are controlled, what control assertion does process step serve, etc.)?

One final consideration should be whether any changes to the process will increase the efficiency of the process or firm up the controls.

CONTROLS LISTED:

The controls listed here are not intended to be a complete list of controls, as each district will have different processes, controls and concerns. These items should be used as a beginning for the review of controls.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: INTERNAL CONTROL

TITLE/SUBTITLE: COMMUNICATING STAFF MEMBERS ROLES	
Originator/Department:	
Name(s)/Date Created:	08/31/2022
Name(s)/Date Approved:	
Last Edited Date(s):	09/01/2023

PURPOSE:

To ensure that everyone in the district who performs or should perform a control function understands the control.

PROCEDURE:

The Business Administrator will establish a procedure to ensure that all employees and board members who are charged with a control understand the importance of the control and their role in the control environment.

1. Controls that are not performed with an understanding of the control will not be effective.
2. A review of the controls and the staff members' role in the controls should be conducted at least annually and anytime there is a change in the control, the personnel or the laws and regulations affecting the control.
3. Documentation of these reviews should be maintained.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: INTERNAL CONTROL

TITLE/SUBTITLE: EVALUATING INTERNAL CONTROLS	
Originator/Department:	
Name(s)/Date Created:	08/31/2022
Name(s)/Date Approved:	
Last Edited Date(s) 09/01/2023	

PURPOSE:

To ensure that controls are evaluated on as periodic basis to ensure the controls continue to be effective.

PROCEDURE:

1. The business administrator will establish a process to evaluate internal controls over all areas of financial and operational procedures in the district.
2. These internal controls should be evaluated at least annually and every time one of the following conditions exists:
 - a. Change in personnel performing a control function
 - b. Change in accounting system
 - c. Change in regulations
3. As the controls are evaluated, a determination should be made that designates the control as either effective or ineffective. Ineffective controls should be changed to achieve the proper level of effectiveness required.
4. Written documentation of the review of the controls in place should be kept.

REFERENCES/NOTES:



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STANDARD OPERATING PROCEDURE

Source: INTERNAL CONTROL

TITLE/SUBTITLE: CASH CONTROLS	
Originator/Department:	
Name(s)/Date Created:	08/31/2022
Name(s)/Date Approved:	
Last Edited Date(s): 09/01/2023	

PURPOSE:

To identify the controls over cash and the personnel responsible

PROCEDURE:

1. Cash Receipt activities
Keep a ledger of all receipts including ACH transfers
Prepare deposit slip, stamp all check as received "For Deposit Only"
Deposit all funds in a timely manner, use day drop bag
Cafeteria Receipts safeguarded and segregated
Reconcile cash accounts monthly
Written receipts provided for any coin and/or currency receipts
Notices
2. Cash disbursement activities:
identify vouchers to be paid,
Checks should be stored in locked area until used
For pre-printed stock check proper numbering sequence appropriate
signatures are affixed, review of all payments to check amounts for
agreement
mail checks properly record wires and payments.

REFERENCES/NOTES:



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School District

STANDARD OPERATING PROCEDURE

Source: INTERNAL CONTROLS

TITLE-SUBTITLE: PAYROLL CONTROLS
Originator/Department: Business Administrator
Name(s)/Date Created: D. Fox 7/31/23
Name(s)/Date Approved: D. Fox 7/31/23
Last Edited Date(s) 09/01/2023

PURPOSE:

To identify the controls which exist over payroll related items.

PROCEDURE:

The Business Administrator will establish controls that help ensure that the errors and fraud in payroll would be detected in a timely manner. These controls may be some or all of the following:

- Search for fictitious employees
- Determine improper alterations of amounts
- Verify that proper tax deductions are taken
- Examine time sheets and trace to payroll records in order to verify the proper recording of employee hours.
- Verify the accuracy of pay rates by obtaining a list of authorized pay rates from the personnel department
- Review the adequacy of internal controls relating to hiring, overtime, and retirement.
- Determine if proper payroll forms exist such as W-4s and I-9s.
- Obtain Superintendent approval for stipend requests.

With regards to payroll verification, it will be conducted in compliance with regulations that require each employee to provide to the payroll department a picture identification and sign for release of his or her check or direct deposit voucher at least every three years.



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Recording Attendance:

Option 1:

There will be a laptop in the vestibule or office of each school and the board office. The laptop should say "Scan Badge". Hold your badge or key fob to the card reader. It should record your arrival. Upon departure, do the same thing.

Option 2:

If you don't have your badge, or it doesn't work, select switch to manual entry. Enter your 4-digit employee number. Repeat the same steps on departure.

Click on Punch out to record your departure.

REFERENCES/NOTES:

Policy/Regulation 3212/4212

Payroll Procedures

Submitting Timesheets



ACCOUNTING



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: ACCOUNTING

TITLE/SUBTITLE: ACCEPTANCE OF GIFTS
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 3/14/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/27/2023

PURPOSE:

Acceptance of gifts from any individual or group in the community requires the approval of the Superintendent of Schools.

PROCEDURE:

No gift will be accepted, which in the opinion of the Superintendent is inappropriate for use by the schools.

The use of disposition of such gifts will remain at the discretion of the Superintendent.

Gifts which require installation and/or maintenance costs will be accepted only upon approval by the Superintendent and the school Principal.

All gifts require final approval by the Board of Education.

REFERENCES/NOTES:



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School District

STANDARD OPERATING PROCEDURE

Source: ACCOUNTING

TITLE/SUBTITLE: GENERAL LEDGER
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

PROCEDURE:

Monthly

- Compare Board Secretary's Report to Subsidiary Ledgers
- Compare Board Secretary and Treasurer's Report for agreement
- Board Secretary Report balances for all funds
- Verify that all accounts and funds are reported in Board Secretary's Report
- Review all accounts for funds availability

Year-End Procedures

- At year end complete all accrual entries and properly close out accounts.
- Prepare supporting documentation for all accounts, for audit verification.
- Review all year end purchases, for determination as accounts payable or carry forward encumbrance.
- Verify outstanding encumbrances are paid within 90 days.

ACCOUNTS RECEIVABLE

- Appropriate users of facilities have been billed for usage and recorded appropriately
- Record tuition receivable for tuition students
- Record transportation receivable for all students transported
- Record tax levy receivable for general fund and debt service (if applicable)
- Record state and federal aid receivable for all funds (if applicable)
- At year end — record receivable for food service reimbursements due from state



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ACCOUNTS PAYABLE

- Verify invoices are paid in a timely manner.
- Included in voucher package for payment, receiving copy is signed by receiver; invoice, voucher (signed by vendor if over applicable quote threshold)
- All vouchers signed off by appropriate officials

PAYROLL

- Encumber all funds for contracted employees, who have board approval
- Verify funds availability for all applicable employee benefits including health benefits, PERS, TPAF, DCRP, social security, and tuition/workshop reimbursements

FIXED ASSETS

- Identify all equipment costs for fixed asset control. If cost is over \$2,000 item must be tagged and recorded
- If using grant funds, all equipment purchases must be tagged and identified by grant program
- Identify assets that are no longer used
- For disposal of assets, document disposal method utilizing either, donation to other Waterford Township School District's, surplus sale, E-Bay or other electronic means
- Remove disposed item from fixed asset inventory records

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: ACCOUNTING

TITLE/SUBTITLE: INVENTORY/EQUIPMENT-REPORTING & RECONCILING
Originator: Business Administrator
Name(s)/Date Created: J. Emmons
Name(s)/Date Approved:
Last Edited Date(s): 11/07/2023

PURPOSE:

Board policy requires that an inventory record be kept of all equipment where the cost is greater than \$2,000 per unit.

PROCEDURE:

Equipment

To be considered equipment, it must also have a useful life of greater than one year. The following steps must be taken to properly record fixed assets.

Additions

When creating the purchase order, the Requisitioner must create a Pre-Fixed Asset:

1. Click on the Fixed Asset tab.
2. Click on Print Detail Asset – this will create a record for the asset.
3. Fill in the Make and Model

The School Business Administrator/Board Secretary, when approving requisitions, must:

1. Check to make sure that the Pre-Fixed Asset is complete
2. Issue a tag number
3. Return Fixed Asset Tag Number Request Form to requisitioner and forward a copy to the account.

When the equipment is received:

1. Place the tag on the equipment.
2. Complete the "Fixed Asset Tag Number Request Form and forward it to the Accountant.

The Accounting Secretary then will hold the Fixed Asset Tag Number Request Form until the invoice is paid. When posting the check for the fixed assets, the software will



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provide a pop-up box to choose the general ledger accounts for the fixed asset to be posted. The Accounting Secretary will also enter the following information:

1. GL DB Account
2. GL Cr Account
3. Tag #
4. Serial #
5. Model
6. Make
7. Equipment Type (Asset Class)
8. Life (Expectancy)
9. Building
10. Area/Room

Transfers

1. When a piece of equipment is transferred from one location to another, it is important that the new location be recorded.
2. The person responsible for the equipment must complete the "Transfer" section of the Fixed Asset form.
3. The form must be forwarded to the Accountant.

Disposal

1. The person responsible for a piece of equipment must complete the disposal section of the Fixed Asset form.
2. The form must be forwarded to the Principal/Supervisor for approval, then to the School Business Administrator/Board Secretary.
3. The School Business Administrator/Board Secretary shall have the disposal approved at the next Board of Education meeting.
4. After the meeting, the School Business Administrator/Board Secretary shall post the equipment for sale on Govdeals.com. if the equipment is valued at more than 15% of the bid threshold, the School Business Administrator/Board Secretary shall advertise the sale in the district's official newspaper.

Physical Inventory

Each year, the School Business Administrator shall have a physical inventory conducted of all assets greater than \$2,000.



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The School Business Administrator/Board Secretary shall notify the Board of Education of any missing equipment.

REFERENCES/NOTES:

Policy 7450 Property Inventory



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: ACCOUNTING

TITLE/SUBTITLE: INVENTORY/DISPOSAL OF OBSOLETE EQUIPMENT
Originator/Department: Business Administrator & CEFM
Name(s)/Date Created: J. Emmons 3/14/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

PROCEDURE:

Disposal

1. The person responsible for a piece of equipment must complete the disposal section of the Fixed Asset form.
2. The form must be forwarded to the Principal/Supervisor for approval, then to the School Business Administrator/Board Secretary.
3. The School Business Administrator/Board Secretary shall have the disposal approved at the next Board of Education meeting.
4. After the meeting, the School Business Administrator/Board Secretary shall post the equipment for sale on Govdeals.com. if the equipment is valued at more than 15% of the bid threshold, the School Business Administrator/Board Secretary shall advertise the sale in the district's official newspaper.

REFERENCES/NOTES:

Policy 7300 Disposition of Property



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: ACCOUNTING

TITLE/SUBTITLE: SALES TAX EXEMPTION QUALIFICATIONS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

New Jersey local school districts purchases, except purchases of energy, are exempt from New Jersey Sales and Use Taxes, pursuant to Section 9(a)(1) of the New Jersey Sales and Use Tax Act.

PROCEDURE:

Purchases and Sales by Schools and Affiliated Organizations

TB-49 - Issued October 7, 2002

Tax: Sales and Use Tax

NEW JERSEY PUBLIC SCHOOLS

New Jersey local school districts are political subdivisions of the State of New Jersey. Their purchases, except purchases of energy, are exempt from New Jersey Sales and Use Taxes, pursuant to Section 9(a)(1) of the New Jersey Sales and Use Tax Act. An exempt organization certificate or number is not required for the local school district, public school or board of education to make tax exempt purchases. ST-5 Exempt Organization certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying Sales Taxes. Payment must be made by a school check, including a student activity fund check, or a school voucher. However, for incidental purchases made with a cash advance of \$150 or less from the school, an ST-4 Exempt Use Certificate can be used for proof of exemption.

New Jersey public schools and school districts are not required to collect Sales Tax on sales made during occasional fundraising events or activities that are relatively short in duration, if all of the proceeds will benefit only the school or school district.

PTA/PTO'S AND PRIVATE NONPROFIT SCHOOLS

Parent-teacher associations or organizations and private nonprofit schools qualify for exemption from Sales and Use Tax in New Jersey. Upon application to the Division of Taxation, they are granted an ST-5 Exempt Organization Certificate and may make tax



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exempt purchases (except purchases of energy) by issuing to their vendor a copy of their ST-5 and making payment from the funds of the organization.

Organizations having a valid ST-5 Certificate are not required to collect Sales Tax on sales made during occasional fundraising events. If the events are relatively short in duration and all proceeds benefit only the organization or the school. When conducting occasional fundraising sales, students and parents may sell the items without collecting tax if payment is by cash or check payable to the PTA/PTO or school. If the end-purchaser makes checks payable directly to the for-profit fundraiser vendor, Sales Tax must be collected on taxable merchandise. In this case, the fundraiser vendor must be registered with the Division of Taxation and must remit tax on the gross amount of all such sales, even if a portion of the proceeds will benefit the school.

NON-EXEMPT SCHOOL GROUPS

Groups such as booster clubs, teacher organizations and parent organizations may not use a school's tax exempt documentation to make tax exempt purchases. If a group has not qualified for and received an ST-5 certificate in its own name, it must pay Sales Tax on taxable purchases.

When a non-exempt school group makes occasional fundraising sales and the end-purchaser makes payment to the group, the group must pay Sales Tax on taxable merchandise to the fundraiser vendor. In this case, the vendor must be registered with the Division of Revenue and Enterprise services and remit sales tax on the receipts from the sales to the school group, and in this way, the group is not required to collect Sales Tax on its sales to the end-purchaser. However, if the end-purchaser makes checks payable direct to the fundraiser vendor, the vendor must charge and remit Sales Tax on the gross amount of all such sales, based on the prices charged to the end-purchaser.

SCHOOL STORES, CAFETERIAS AND EVENTS

If a public or private school or a PTA/PTO or other school affiliated group operates a school store on a regular, ongoing basis (such as more frequently than monthly), Sales Tax must be collected on taxable sales. To collect Sales Tax, the school or organization must be registered with the Division of Revenue and be on a reporting basis for Sales Tax, for the school or organization to receive Sales Tax returns and properly remit the tax. The school or organization would issue ST-3 Resale Certificates to suppliers to avoid paying Sales Tax on store inventory purchases.

School cafeterias, at both public and private schools, are not required to charge Sales Tax on meals sold to students. Similarly, sales of food and school-related merchandise by a nonprofit school or a school affiliated organization at a stand or booth are not subject to Sales Tax, if it is operated only during school sporting events or other occasional school events and all the proceeds benefit the school or school district.

Note: A Technical Bulletin is an informational document designed to provide guidance on a topic of interest to taxpayers and describe changes to the law, regulations, or Division policies. It is accurate as of the date issued. However, taxpayers should be aware that subsequent changes in the tax law or its interpretation may affect the accuracy of a Technical Bulletin. The information provided in this document does not cover every situation and is not intended to replace the law or change its meaning.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: ACCOUNTING

TITLE/SUBTITLE: SCHOOL USE OF FACILITIES
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

Buildings and facilities are constructed and purchased by the Board of Education for providing a school program. The Board encourages community use of these facilities providing that this use does not interfere with the program of the school.

PROCEDURE:

The Board of Education authorizes the Business Administrator to approve and schedule the use of school facilities by school related and non-school organizations. The Board reserves to itself this authority to approve the use of school facilities by non-school organizations as follows:

- Users and groups directly related to the schools and operations of the schools, including student and teacher groups;
- Uses and organizations indirectly related to the schools, including the Home & School Association, and other school-parent related organizations;
- Departments and agencies of the municipal government;
- Government Agencies;
- Community organizations formed for charitable, civic, social, or educational purposes;
- Community political organizations;
- Community Church Groups;
- Private Groups and organizations

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted in accordance with Policy No. 7520



Waterford Township
School District

STANDARD OPERATING PROCEDURE

The Business Administrator shall request the organization using the facility to supply proof of insurance coverage. The insurance certificate must name the Board of Education as co-insured. The insurance certificate must be submitted with the application for use of school property.

FS Direct requesters submit requests by going to myschoolbuilding.com to submit requests for any location and also view any requests submitted.

REFERENCES/NOTES:

Policy 7510 – Use of School Facilities

Policy 7520 – Loan of School Equipment



CASH MANAGEMENT



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: CASH MANAGEMENT PLAN
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

To establish a procedure for depositing and investing the various funds which are controlled by the District, and to identify the funds covered by the Plan, the person authorized to deposit/invest those funds, the depositories, and brokerage firms used by the District, the investments which are authorized, the procedure for safekeeping investment documents and reporting requirements.

PROCEDURE:

Statement of Purpose

This Cash Management Plan is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits and investments of District funds, pending the use of such funds for the intended purposes. The Plan is intended to assure that funds are deposited in interest bearing Deposits or otherwise invested in Permitted Investments as listed below. It is intended to provide that investment decisions are made to insure the safety, liquidity (regarding its availability for the intended purposes), and maximum investment return. It is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

Funds Covered by the Plan

The Plan is intended to cover the deposit and or investment of the following funds of the District:

- Operating Funds
- State Aid (all types)
- Grant Funds
- Capital Improvement Funds
- Debt Service Funds
- Proprietary/Food Service Funds
- Student Activity Funds



STANDARD OPERATING PROCEDURE

Trust Funds

The School Business Administrator/Board Secretary shall prepare a fiscal year cash flow management for all funds and analyze it on a regular basis to ensure payments can be made on a prompt basis.

Person(s) Authorized to make Deposits and Investments

1. The Business Administrator/Board Secretary is authorized and directed to deposit or invest District Funds.
2. Prior to making deposits or investing funds, receipt of a copy of the Cash Management Plan must be acknowledged in writing by officials of the depositories, and a copy of that acknowledgement must be kept by the Business Administrator/Board Secretary.

Designation of Depositories

The following banks and financial institutions are designated as official depositories for the Deposit and Permitted Investment of district funds:

- Republic Bank
- Wells Fargo Bank
- TD Bank
- NJ Cash Management Fund
- Other banks as needed for CDs to be given to the highest bidder

Cash Management

Cash receipts — open mail, prepare deposit slip, ACH transfers, and record receipt in accounting system.

Cash disbursements-identify vouchers to be paid, checks should be stored in locked storage until used if processed in district, if using pre-printed stock proper numbering sequence, appropriate signatures are affixed, review of all payments to check amounts for agreement, mail checks, properly record wires and payments.

Treasury-confirm verification of signators on all accounts; verification of person(s) authorized to do wires and ACH; confirmation process for all wires; utilization of on-line banking — verify authorized users; identify person(s) for authorizing stop payments.

Investing-cash balances should be reviewed periodically to identify investment opportunities; investment vehicles must be in accordance with state statutes

Reconciling-all accounts must be reconciled in a timely manner.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: CASH MANAGEMENT OF RECEIPTS AND DISBURSEMENTS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

To establish a uniform method for recording receipts and disbursements and the verification of the availability of funds to meet financial obligations on an ongoing basis.

PROCEDURE:

The Staff Accountant provides a daily analysis of cash flow for daily operational cash needs. The Staff Accountant reviews cash inflows to ensure tax levy and state aid revenues, etc. have been received and recorded and is the gate keeper for cash outflows. The Business Administrator periodically projects cash inflows are sufficient to cover cash outflows.

Receipts

1. When receipts, from any source (including, but not limited to, Tax, State Aid, Grants and Other Local Revenue), are received at the business office, they are logged in, date stamped, initialed and coded for the appropriate bank account by the Staff Accountant.
2. Deposits are made within 48 hours of receipt at the business office, when possible.
3. Billings for tuition, transportation, use of facilities etc. are prepared by the Business Administrator.
4. Receipts are posted to the accounting system when deposited.

Disbursements



STANDARD OPERATING PROCEDURE

1. Disbursements are not made until Accounts Payable is notified that the product or service is received or completed and recorded in the accounting system.
2. Accounts Payable confirms with the Staff Accountant that there are sufficient funds available in the bank account before any large payments are mailed.
3. Recurring payments are managed by Accounts Payable.
4. Electronic transfers for Payroll from the General Fund bank account to the Payroll and/or Agency bank accounts are not completed until the Staff Accountant confirms that there are sufficient funds available in the General Fund account to cover all payroll expenses.
5. Capital project payments are approved by the Business Administrator/Board Secretary. Once approved, the Staff Accountant gives the bill to Accounts Payable for payment. Prior to payment, the Staff Accountant confirms that there are sufficient funds available in the Capital Projects Fund account to cover the payment. The staff accountant then transfers money from the Capital Projects Fund account to the Capital Projects checking account with the written authorization of the Business Administrator/Board Secretary.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: ACCOUNTS RECEIVABLE
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

To establish a uniform method for recording revenues and receivables.

PROCEDURE:

Account receivable are the responsibilities of the Business Administrator, Business Administrator's Secretary, Accountant, and Accounts Payable Secretary.

Revenue to the District include:

Tax payments for general fund and debt service funds.

State aid for general fund, capital projects, deb service, FICA reimbursements, and grant dollars.

Tuition payments

Transportation payments

Reimbursements from Food Service

Reimbursements from Student Activities for various expenses

Use of Facility payments

Monthly interest

Miscellaneous receipts

Cash Receipts

The mail is opened by the Business Administrator's Secretary. Any checks are forwarded to the Accountant. The Accountant prepares a deposit slip and copies any supporting documentation. The Accountant posts the cash receipts to the system software.

Accounts Receivable



STANDARD OPERATING PROCEDURE

When money is owed to the district from an outside party, a "bill" shall be posted to the system software. The bill may be posted by the Business Administrator or the Accounts Payable Secretary. The Accountant will post the cash receipts to bill. After the cash receipts are posted for each month, the Accountant will inform the Accounts Payable Secretary. The Accounts Payable Secretary will print and mail monthly statements.

Internal Control Assessment

Risk 1: Misstatement of receivable balance

1. The Accountant shall review the year-end balance for aging
2. Cancellation of Accounts Receivables are approved by the Board of Education

Risk 2: Unauthorized cancellations of accounts receivable

1. The person posting cash receipts (Accountant) does not have the ability to cancel bills
2. Accounts Payable Secretary and the Business Administrator do not collect cash or checks.

General Ledger

The district's general ledger is a centralized accounting document that merges several subsidiary ledgers. It is essential to the financial well-being of the district to ensure the accuracy of the general ledger. The district accountant shall complete the following steps to ensure this:

1. Monthly
 - a. Compare each balance sheet account to a subsidiary ledger or analysis
 - b. Compare the Board Secretary's and Treasurer's Reports for agreement
 - c. Verify that all accounts and funds are reported in the Board Secretary's Report
2. Year-End Procedures
 - a. At year end, complete all accrual entries and properly close out accounts.
 - b. Print all supporting documentation for all accounts for audit verification.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: ACCOUNTS PAYABLE PROCEDURES & CONTROLS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

The accounts payable procedure is designed to promptly pay invoices for authorized purchases.

PROCEDURE:

1. The receiving copy (pink) of the purchase order will be forwarded to the day custodian of the building for goods to be received. It will be forwarded to the requisitioner for all services.
2. When goods are received, the day custodian will verify them to the receiving copy, and then forward the goods and the receiving copy to the requisitioner.
3. The day custodian should follow-up on all receiving copies that are older than 90 days.
4. The requisitioner should match the goods received to the receiving copy, sign if accurate, and forward to the Accounts Payable Secretary.
5. The Accounts Payable Secretary will match the pink to the invoice. If the invoice amount is different from the receiving copy, the Accounts Payable Secretary will change the amount.
6. Each month the Accounts Payable Secretary will reconcile vendor statements to accounts payable items. Discrepancies will be brought to the attention of the School Business Administrator/Board Secretary.
7. The School Business Administrator/Board Secretary will review each voucher package for the invoice, receiving signature, and (if appropriate) claimant certification, and evidence this by initialing the voucher package.
8. The Accounts Payable Secretary shall enter the invoice in the accounting system to prepare it for payment. The accountant will run an adding machine tape to ensure that the total of the voucher package equals the total of the bill list. The accountant will initiate the bill list to indicate that they match.
9. The bill list will be reviewed and signed by the School Business Administrator/Board Secretary prior to presentation to the Board of Education for approval.



STANDARD OPERATING PROCEDURE

10. The bill list must be signed by the Board President, School Business Administrator/Board Secretary and Superintendent indicating that it matches what was offered for approval.
11. The Accounts Payable Secretary will print the checks, which will be signed by facsimile by the Board President, School Business Administrator/Board Secretary, and Superintendent.
12. At each month's end, the accountant will verify the accuracy of the balance of accounts payable by reconciling it to the subsidiary ledger.

Internal Control Assessment

Risk 1: missing documents or information

- a. Pre-numbered purchase orders;
- b. Match receiving, invoice, and purchase order;
- c. Follow up on unmatched open purchase order.

Risk 2: inaccurate input of data

- a. Use of control totals;
- b. Reconcile vendor statements to accounts payable detail;
- c. School Business Administrator/Board Secretary verified invoice, receiving, and purchasing order;
- d. Board President and Superintendent verify bill list;
- e. Treasurer verifies check to bill list.

Risk 3: unauthorized additions to accounts payable

- a. Accounts Payable Secretary does not have access to add purchase orders;
- b. Accountant reconciles accounts payable to subsidiary ledger.

REFERENCES/NOTES:



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School District

STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: CODING OF BUDGET ACCOUNTS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

When completing purchase orders for materials, supplies, equipment and /or services, it is important to use the correct Budget account number as outlined by the New Jersey Chart of Accounts.

To assist administrators and staff members who complete purchase orders an example of how accounts are displayed has been developed. The GAAP accounts are broken down into 13 digits as follows:

XX-Fund XXX-Program XXX-Function XXX-Object XX-Location

PROCEDURE:

Fund- an accounting entity with a self-balancing set of accounts.

- 11- General Fund (instruction);
- 12- Capital Outlay Fund (assets over \$2,000) acquiring fixed assets
- 20- Special Revenue

Program- activities and procedures to accomplish an objective.

- 200- Special Programs (Special Education);
- 000- Undistributed Expenditures- charged indirectly to a program

Function- describes the activity for which a service material is acquired.

- 100- Instruction - activities dealing directly with instruction
- 200- Support Services- provide administrative, technical support to enhance instruction.

- Examples:
- 211- Attendance/Social Services
 - 213- Health Services
 - 240- Support- School Administration



STANDARD OPERATING PROCEDURE

Object- the service obtained as a result of a specific expenditure.

- 320- Purchased Professional Services- Consultants, Assembly speakers
- 420- Cleaning, repair and Maintenance Services- Equipment and repair contracts
- 500- Repair and maintenance of Instructional Equipment
- 580- Travel-Staff Conferences-staff mileage
- 590- Miscellaneous Purchased Services-Printing costs-student publications and booklets,
- 610- General Supplies - A. V. supplies, furniture under \$2,000, workbooks, classroom off. supplies
- 640- Textbooks
- 730- Equipment - Capital Outlay Fund - each unit must exceed \$2,000 & comply to fixed asset provisions
- 800- Miscellaneous Expenditures- Awards, graduation expenses, registration-conferences

REFERENCES/NOTES:



Waterford Township
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STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: DISBURSEMENT ADJUSTMENT
Originator/Department: Business Administrator/Daniel J. Fox
Date Created: 5/2/22
Date Approved:
Revision Date: 11/03/2023

PURPOSE:

To correct previously posted checks. The Accountant has primary responsibility for posting disbursement adjustments. The Business Administrator may also post adjustments.

PROCEDURE:

1. In CSI, go to Checks> Check redistribution.
2. Enter the check # in the top left box.
3. Highlight the check to be adjusted. Click ok.
4. Select the account line to be reduced. Enter the correct amount in the New Amount field.
5. If the correct account number is not listed, click the insert icon from the toolbar.
6. Select the account you wish to charge. Click ok.
7. The amount of the change at the bottom should be zero.
8. Change the date at the top of the window if desired.
9. Click ok.

REFERENCES/NOTES:



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STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: ELECTRONIC FUNDS TRANSFER
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

The School Business Administrator/Board Secretary is permitted to only use the forms of standard EFT technologies that are approved for New Jersey Boards of Education.

PROCEDURE:

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology. The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary.

The Superintendent of Schools or a designee shall review the claim for payment and authorize, in writing, the EFT claim that was initiated by the School Business Administrator/Board Secretary before the School Business Administrator/Board Secretary pays the claim using an EFT method.

The School Business Administrator/Board Secretary shall receive confirmation from the vendor an EFT payment has been received by the vendor. Documentation supporting receipt of an EFT payment received by a vendor shall be included with the claim's supporting documentation.

REFERENCES/NOTES:

Policy/ Regulation 6470.01



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STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: PAYMENT OF CLAIMS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

All claims should be fully atomized, verified, and shall be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for The expenditure; and the account charged

PROCEDURE:

When a claim for payment is duly approved, the School Business Administrator/Board Secretary and/or designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants shall be signed by the Board President, Board Secretary, Superintendent of Schools, and/or Treasurer of School Moneys, as appropriate to the district.

REFERENCE/NOTES:



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School District

STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: PAYROLL PROCEDURES
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

Employees receive wages according to contract.

PROCEDURE:

Regular Pay

Pay Schedule

- Employees will be paid on the 15th and the last day of the month of each month as per contract. When this is a weekend or holiday, employees will be paid on the previous work day for administrative staff.
- All ten month employees will receive equal payments that total their contract salary from September to June inclusive.
- All twelve month employees will receive their contract salary in equal payments from July through June inclusive.

Proof of Identity

- At least every three years, each employee will be required to provide to the payroll department a picture identification and sign for release of his or her check or direct deposit voucher.
- Picture identification shall be in the form of a district issued identification card, valid driver's license, official passport or other picture identification issued by a state, county, or other local government agency.
- Where no appropriate identification can be produced, the School Business Administrator/Board Secretary shall withhold paychecks or stop direct deposits until such time that the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded.



STANDARD OPERATING PROCEDURE

- Upon completion of the payroll check distribution verification procedures, the Superintendent shall submit a certification of compliance to the Executive County Superintendent.

Substitutes and Hourly Paid Employees

- All daily and hourly paid individuals will receive pay for the time worked based upon a written Pay Schedule.
- An Extra Time Sheet or Substitute Time Sheet is used to report hours and/or days worked for this classification of employees.
- Overtime is also reported on the Extra Time Sheet and is paid when reported. Payment of overtime will be based on negotiated contract provisions.

Mandatory Deductions

Deductions from the employee's paycheck must be withheld for the following:

- Federal tax
- State tax
- Social Security
- Medicare
- Unemployment Insurance
- Pension
- Family Leave Insurance

Voluntary Deductions

All voluntary deductions must be approved by the Board of Education. Each category of deduction shall be limited to three vendors.

Changes

All other changes to be made for tax or voluntary deductions must be forwarded to the Payroll Department "in writing" two weeks prior to the pay period that the changes are to take effect.

Summer School

Employees appointed to work summer school will be paid at their regular hourly rate calculated by dividing the annual salary by the number of contracted days divided by the number of contracted hours.



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STANDARD OPERATING PROCEDURE

Other Extra Hours

All other extra hours for will be paid at the hourly rate in the collective bargaining agreement.

Employee vs. Independent Contractor

Before a person is hired, a decision should be made as to whether they are acting as an employee or an independent contractor. Reference material from the Internal Revenue Service should be reviewed. If an employee is doing the same work as they do under their contracted position, they should be considered an employee for the extra hours. If they are an employee, they must be paid in accordance with the appropriate contract.

Independent contractors must provide proof of insurance and other documentation deemed appropriate, must be paid using a purchase order (not through payroll), and must provide an invoice.

REFERENCES/NOTES:

Policy 6510 Payroll Authorization

Regulation 6510 Pay Procedures



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School District

STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: PETTY CASH FUND
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

The Board of Education authorizes the establishment of petty cash funds in accordance with Board Policy 6620.

PROCEDURE:

- Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.
- Each person who seeks petty cash funds shall prepare and sign a written request stating the amount requested and the purpose of the funds. The requestor will supply receipts of invoices as appropriate to support the request, and all such documents will be attached to the request.
- The custodian will prepare a disbursement slip for each expenditure that records the date, amount of the expenditure, purpose of the expenditure briefly stated, and the name of the requestor.
- The person who receives the funds will acknowledge receipt by signing the disbursement slip. The disbursement slip will be attached to the request for expenditure.
- Any check drawn on a petty cash fund shall be in the exact amount of the request submitted for reimbursement.



STANDARD OPERATING PROCEDURE

- No cash shall be released from the petty cash box to any person as a loan or in change for a personal check, but change may be made from the petty cash box on a direct exchange of funds in equal amounts.
- No single petty cash expenditure may exceed the amount established by Policy No. 6620. No request for funds of supporting receipts will be divided so as to circumvent this rule.
- At the end of each school day, the custodian will lock the petty cash box and place it in a secure and locked place, preferably fireproof and stationary.
- The custodian will retain and file each request for funds, with the disbursement slip and supporting documents attached.

Reimbursement

1. At the beginning of the year, the custodian shall submit a requisition/purchase order for an estimated annual amount of petty cash expenditures.
2. The custodian must request reimbursement when the monies available in the fund have declined to fifty percent or less of the authorized amount.
3. When the fund is required to be replenished the custodian will complete and file with the Board Secretary a report on the amounts disbursed from the fund during that period.
4. The Board Secretary will prepare a voucher for Board approval in an amount equal to that which was disbursed. All requests for disbursement, supporting documentation, and disbursement slips will be submitted with the request for replenishment.
5. At the end of each school year, the custodian of the fund will submit the final request for reimbursement in accordance with the "Bill List Cut Off Dates" to obtain Board approval at the June meeting. The custodian of the fund will return the full authorized amount of the fund no later than the Monday after the board



Waterford Township
School District

STANDARD OPERATING PROCEDURE

meeting. The Board Secretary will also complete a final report of the fund for Board approval and audit.

Closeout

Closing out your petty cash accounts is required by state law and board policy. In order to have your final reimbursement approved at the June board meeting, the following must occur:

The purchase order must be entered into CSI AND approved by the respective administrators.

The pink copy of the purchase order must be signed and returned to the business office.

The business office will submit the bill list for board approval at the end of June.

Once you receive the reimbursement check, the entire amount of the petty cash that was disbursed to you on July 1 must be submitted to the accounting office no later than the last day of June.

REFERENCES/NOTES:

Policy/ Regulation 6620 Petty Cash



STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: REDISTRIBUTION OF PERMANENT SUB COST
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

To establish controls for redistribution of Permanent Sub cost.

PROCEDURE:

Each Payroll

- Go into CSI Personnel
- Personnel Reports – Substitute Teachers
 - Post Substitute Teacher Pay
 - Use date range(?) from Pay Schedule
 - Preview, Export
 - Save as Excel 5
- Open file in Excel
 - Delete daily subs
 - Insert Daily Rate for each person
 - Sort by account number
 - Multiply rate x days
 - Subtotal each account
- .Open CST Budget
 - Checks – Check Redistribute
 - Type F to find payroll checks
 - Find the appropriate(?) date
 - Increase new amount for each account
 - Amount of change should equal worksheet



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STANDARD OPERATING PROCEDURE

- Resort worksheet to subtotal para subs and teacher subs
- Subtract those amounts from the permanent sub account numbers
- Total amount of change should be 0
- Change date on top to equal payroll date
- Click on PO + Payment
- Click OK and OK

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: STUDENT ACTIVITY FUNDS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

To establish financial controls for the administration of the various student activities operated for the benefit of the students, managed by adults, not part of the regular instructional program with the Board indirectly responsible to include student government, student clubs, student publications, school classes and class funded trips. All funds must be self-sustaining, the responsibility of a designated person and administered by the Business Administrator

PROCEDURE:

Receipt of Funds:

All funds will be collected by the Business Administrator or designee. These funds will be deposited in a reasonable amount of time into the established bank account.

All funds should be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.

All deposited funds will be recorded in a Receipts Journal including the date of receipt, source of receipt, amount of receipt and the total amount of the deposit and will be maintained by the Business Office.

Disbursement of Funds:

Contracts for materials or supplies, may be made by the Business Administrator only for a one-year period.

No educational materials may be purchased from these funds.



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All funds will be disbursed from the established bank account on the authority of the Building Principal. All disbursements must be supported by a receipt, claim or company invoice and will be attached to a voucher.

All checks written will be recorded and include the date of check, payee, amount of check and activity or class to which it is to be charged.

Each month a bank reconciliation must be prepared and this balance is compared with the individual activity or class balance by the Business Office. These reconciliations are kept on file, for review by the District Auditor and or School Business Administrator. Monthly reports of activities and balances are provided to the activity and class advisors with a copy to the Superintendent.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: CASH MANAGEMENT

TITLE/SUBTITLE: TIMESHEETS/SUBMITTING & APPROVING
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

For overtime pay, staff member will submit the timesheet in accordance with the payroll department "Pay Schedule" and upon

PROCEDURE:

Supervisor must approve overtime prior to the time being worked. The Supervisor will then notify the Assistant Superintendent for Business.

Submitting Web Portal Entries

1. Go to WTSD.org > Staff > Payroll > Employee Portal
2. Log in using your school email address (wtzd.org) and password. If you don't know your password, use the Forgot Password link to reset it.
3. Choose the Timesheet tab at the top of the page.
4. Find the appropriate pay type if you have a choice. Your principal/ supervisor should give this to you.
5. Click New Entry
6. Change the date if necessary.
7. Enter the start and end times.
8. Enter a comment.
9. Click Save in the upper right corner.

Approving Web Portal Entries

1. Login in to CSI: Personnel / Recordkeeping
2. Click Payroll > Web Payroll > Approve Portal Hours
3. For each entry:
 - a. To Approve, click on the Pending button (below the employee's name, on each line item). The line should turn green



STANDARD OPERATING PROCEDURE

- b. To Reject, click on the Red Dash beside the Pending button. The line will still turn green, but the "H" box on the far right should fill with a Red 1. When Rejecting an entry, please communicate with the employee and ask them to re-enter their time if necessary.
4. When finished, close the window and exit the program. It should prompt you to save your changes.

Please Note:

*You will not be prompted or notified of any new time entries to approve. Please check periodically. Emily will send out a reminder email after each Timesheet Cutoff Date.

*Employees can always enter time, but you will only have the option of approving entries that are valid for the current pay period, based on the Timesheet Pay Schedule

*When right clicking on entry, you can see the details of when it was entered, and who is still required to approve it.

REFERENCES/NOTES:

SOP Pay Procedures



BUDGET PROCESS



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: BUDGET PROCESS

TITLE/SUBTITLE: BUDGET PREPARATION, DEVELOPMENT & TIMEFRAME
Originator/Department: Business Administrator
Name(s)/Date Created: 10/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

To establish a sequence of tasks to be prepared to develop the annual budget. The annual budget is the financial plan for the district which requires the critical analysis and planning of both short and long range financial needs of the educational program.

BUDGET CALENDAR

October	Distribute Instructions to Budget Managers (Administrators) Application for State School Aid Board approves Budget Calendar Comprehensive Maintenance Plan approval Annual Maintenance Budget Amounts Worksheet approval
November	Board Approves Priorities and NJSLS Budget Committee Meeting
December	Enrollment projections sent to Hammonton BOE Budget Committee Meeting Budget request due to the Business Administrator Board approves Long Range Facilities Plan, Enrollment projections, Class size projections, projected staffing
January	BOE approves projected staffing Budget Software available for download
February	Estimated cost per pupil due from Hammonton BOE Budget Committee analyzes cost by cost center Budget Committee meeting
March	State Aide released Evaluate & Prioritize use of resources Budget Committee to Develop Budget Presentation BOE approval of tentative budget Submit itemized budget to the Department of Education
April	Distribution of Budget Information to the Public Public Hearing on the Budget



STANDARD OPERATING PROCEDURE

PROCEDURE:

School Budgets are the responsibility of the Superintendent and the School Business Administrator. The budget should evolve primarily from the needs of the individual schools as expressed by the Building Principals and Central Administration to support the district educational program and be compatible with approved district plans regarding staffing, supplies, equipment, and facilities.

Based on the information provided from staff and the Administrative team, the School Business Administrator/Board Secretary will prepare a tentative budget.

1. The School Business Administrator/Board Secretary is responsible for the administration and coordination of all budget preparation activities and will be guided by the budget planning forecasts prepared in accordance with Fiscal Planning policy.
2. Each Principal will assess the educational needs of the pupils, collect and evaluate the requests for funds submitted by the teaching and support staff members in his/her building, and compile an estimate of the total building needs for the next budget year.
3. Each central office administrator will assess the needs of the program operation for which he/she is responsible (such as staff recruiting, facilities maintenance, transportation, capital improvements) and will prepare an estimate of the program needs for the next budget year. The principal/supervisor will submit their budget in accordance with Budget Entry Procedures.

Budget Entry Procedure

The Administration/Coordinator will enter data to the Budgetary Accounting program.

1. Go into Budgetary Accounting
2. On the tool bar, click on the green "C" to change it to a red "F" for Future.
3. Go to Accounts>Budget Entry
4. Click All
5. Right click on an account to open the Budget Justification screen.
6. On the tool bar, click on Insert (second from the right).
7. Enter all of your detail items and click "Set Budget".
8. Go to Reports > Accounts
Run: Budget Comparison Report
Budget Justification Line Only
Budget Justification Grid

The School Business Administrator/Board Secretary will:

- Review all estimates for budget allocations.
- Discuss justifications and possible alternative with the originating administrator.
- Compare budget request with inventory to determine whether requested resources are presently available.



STANDARD OPERATING PROCEDURE

- Analyze budget request on a district-wide basis to determine whether requested resources can be shared.
- Analyze budget request for staffing requirements and convert those requirements to dollar equivalents.

The School Business Administrator/Board Secretary will submit the tentative budget recommendations to the Superintendent in accordance with the budget timeline established by the New Jersey Department of Education and the Board. The proposed expenditures and anticipated revenues in the tentative budget will be supported by sufficient explanatory information to enable the Superintendent and Board to determine their validity.

REFERENCES/NOTES:

Policy/Regulation 6220 Budget Preparation



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: BUDGET PROCESS

TITLE/SUBTITLE: BUDGET TRANSFERS
Originator/Department: Business Administrator
Name(s)/Date Created: 8/10/22
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

To establish a uniform procedure for making transfers from any budget line item after the budget has been established and approved.

PROCEDURE:

The administrator responsible for the location's budget shall complete the required form, sign on the appropriate line and submit it to the Superintendent for approval.

The Superintendent shall review the request for educational necessity and approve by signing in the appropriate place. The Superintendent will forward the transfer request to the School Business Administrator/Board Secretary.

The School Business Administrator/Board Secretary, will review the transfer request for compliance with laws and regulations. If appropriate, the School Business Administrator/Board Secretary will approve the transfer request by signing in the appropriate place. They will post the transfer to the financial software and note the control number on the transfer request. It will then be forwarded to the accountant.

The accountant will file the request appropriately to ensure availability to the auditor.

As the Accountant closes the books each month, they will print a transfer report from the financial software and forward it to the School Business Administrator/Board Secretary for approval.

Transfers approved by the Superintendent shall be reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board, but not less than monthly.

Individual budget line item transfer requests can be done electronically by those who are responsible for submitting purchase order requisitions.



STANDARD OPERATING PROCEDURE

- When transferring money from one account to another, the "from" account must have sufficient funds to cover the transfer; if to, the transfer cannot be completed
- The account numbers utilized must be indicated, as well as descriptions of the accounts, and justification for the transfer.
- The Business Administrator must approve all budget transfer request. Approval is done electronically.
- Once approved, the Staff Accountant posts the transfers.
- The Staff Accountant prepares a summary of transfers for Board approval on a monthly basis.
- A summary of transfers is prepared for submission to the County Office twice a year (December and June) at a minimum and whenever the county office approval is required.

REFERENCES/NOTES:

Policy/Regulation 6422 Budget Transfers



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: BUDGET PROCESS

TITLE/SUBTITLE: FINANCIAL REPORTS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

To provide a reference document regarding financial reports.

PROCEDURE:

The Board of Education directs the School Business Administrator/Board Secretary or designee, to make such accurate and timely reports to county, State, and Federal offices, and shall report to the Board on the financial condition of the school district as required by law and rules of the State Board of Education.

Cash Receipts

The mail is opened by the business administrator's secretary. Any checks are forwarded to the accountant. The accountant prepares a deposit slip and copies any supporting documentation. The accountant posts the cash receipts to the Budgetary Accounting software.

Accounts Receivable

When money is owed to the district from an outside party, a "bill" shall be posted to the Budgetary Accounting software. The bill may be posted by the business administrator or the accounts payable secretary. The accountant will post the cash receipts to bill. After the cash receipts are posted for each month, the accountant will inform the accounts payable secretary. The accounts payable secretary will print and mail monthly statements.

Internal Control Assessment

Risk 1: Misstatement of receivable balance:
The accountant shall review the year-end balance for aging.
Cancellation of Accounts Receivables are approved by the Board of Education.

Risk 2: Unauthorized cancellations of accounts receivable:



Waterford Township
Superintendent

STANDARD OPERATING PROCEDURE

The person posting cash receipts (Accountant) does not have the ability to cancel bills.

Accounts Payable Secretary and the business administrator do not collect cash or checks.

General Ledger

The district's general ledger is a centralized accounting document that merges several subsidiary ledgers. It is essential to the financial well-being of the district to ensure the accuracy of the general ledger. The district accountant shall complete the following steps to ensure this:

Monthly

- Compare each balance sheet account to a subsidiary ledger or analysis.
- Compare the Board Secretary's and Treasurer's Reports for agreement.
- Verify that all accounts and funds are reported in the Board Secretary's Report.

Year-End Procedures

- At year end, complete all accrual entries and properly close out accounts.
- Print all supporting documentation for all accounts for audit verification.

The School Business Administrator/Board Secretary will submit the tentative budget recommendations to the Superintendent in accordance with the budget timeline established by the New Jersey Department of Education and the Board. The proposed expenditures and anticipated revenues in the tentative budget will be supported by sufficient explanatory information to enable the Superintendent and Board to determine their validity.

REFERENCES/NOTES:

District Policy/Regulation 6820 Financial Reports



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: BUDGET PROCESS

TITLE/SUBTITLE: GRANT APPLICATION
Originator/Department: Business Administrator
Name(s)/Date Created: 8/10/23
Name(s)/Date Approved:
Last Edited Date(s): 11/03/23

PURPOSE:

To establish a uniform method for controlling grant appropriations.

PROCEDURE:

All grant applications must be submitted for approval prior to submission. All grant applications require approval.

Private grant applications must receive the approval of the Business Administrator, the Superintendent, and the Board of Education before being submitted to the Granting Authority.

The structure of grants varies. These grant dollars are received prior to expending these dollars. Before these dollars can be expended, a needs analysis is required. The administrators responsible for these grants will be responsible for the needs analysis and budget.

After receiving confirmation of the grant, a copy of the letter confirming the grant and or budget for expenditures is given to the Staff Accountant who will enter the budget for both revenue and expenditures in the appropriate accounts. Files with all the paperwork are maintained by the Staff Accountant.

The grant administrators are responsible for generating purchase orders for expenditures. If grant money is to be used for payroll, they will complete pay vouchers with appropriate account numbers and submit to the Business Administrator for approval.

Payments are made through Accounts Payable and Payroll.

The Staff Accountant will generate a monthly report of cash transactions in all of the private grant funds for the Treasurer of the Board of Education.



Waterford Township
New York

STANDARD OPERATING PROCEDURE

Grant monies which are not expended will be carried over to the next year and from year to year until expended.

REFERENCES/NOTES:

Policy/Regulation 6112 Reimbursement of Federal & other Grant expenditures

Policy/Regulation 6311 Contracts for Goods or services funded by Federal Grants

Policy/Regulation 6115.02 Federal Awards/Funds- internal controls-mandatory disclosures

Policy/Regulation 6160 Grant from private sources



PURCHASING & EXPENDITURES



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: BIDDING AND QUOTATIONS
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

To identify who has the authority to make purchases, what purchases are authorized and the thresholds for quotation and bidding.

PROCEDURE:

According to New Jersey State statute 18A:18A-2(b), the Purchasing Agent/School Business Administrator is the only individual in the WATERFORD TOWNSHIP SCHOOL DISTRICT that has the authority to make purchases for the Board of Education.

Authorized Purchases

All requests for the purchase of goods and /or services must be made through an approved purchase order signed by the School Business Administrator. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the WATERFORD TOWNSHIP SCHOOL DISTRICT other than the School Business Administrator.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without going through the approved purchase order process has made an unauthorized purchase that may be subject to disciplinary action and will be responsible for payment of any invoices/costs associated with the purchase.

Procedure:

- 1. QUOTATIONS:** When a single item or service, or group of like items cost between the quote threshold and the bid threshold, three quotations are required.. A quotation record is used for this procedure and is to be attached to the Purchase Order for submission to the Business Office.
- 2. BIDDING PROCESS:** When a single item or service of a group of like items are at or above the bid threshold, a formal bidding process through the Business



STANDARD OPERATING PROCEDURE

Office is required. After award of the bid the Business Administrator will notify the appropriate party of the award and the person requesting will submit a purchase order.

3. If the vendor has a State Contract Number, no quotes or bids are necessary, however the State Contract Number must appear on the purchase order

SECTION VI - PURCHASING

4. **OTHER ITEMS:** The purchase of any single item or service not falling into one of the above categories must be processed on a purchase order which will be approved by the School Business Administrator prior to the purchase. This means there will be no purchase orders authorized by a telephone call by a Teacher or other staff member. Board members/staff members are not to make purchases in the name of the WATERFORD TOWNSHIP SCHOOL DISTRICT without following the purchasing process. All purchases of goods and services require a purchase order to be generated with approval from the Superintendent and Business Administrator.
5. **Preview of Materials:** All staff members must receive permission from the CSA to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be originated for a new item. All purchases must go through the Business Office.
6. **Reimbursements of employees:** The Board of Education recognizes an employee reimbursement purchase order when it pertains to pre-approved travel, meal and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee as these items are required to be purchased through a vendor through the purchase order system. Exceptions must be approved by the superintendent. Reimbursement are requested by appropriate forms (Vouchers --Form #2 or Professional Conference Report Form #3).
7. **Student Activity Accounts:** Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to the Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

REFERENCE:

LEGAL REFERENCE: Bidding requirements N.J.S.A. 18A:18A 3 and 4, quotation requirements N.J.S.A. 18A:18A-37.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: CONTRACTED DISTRIBUTORS
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING AND EXPENDITURES

TITLE/SUBTITLE: CONTRIBUTIONS TO BOARD MEMBERS & CONTRACT AWARD
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

To ensure the school district maintains honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices.

PROCEDURE:

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: EdDATA ORDERING
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s)

PURPOSE:

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: END OF YEAR PROCEDURES
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/03/2023

PURPOSE:

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: EMERGENCY CONTRACTS
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: EXPENDITURE CONTROLS MAINTENANCE & COMPUTER WORK ORDER SYSTEMS

Originator/Department: Business Administrator

Name(s)/Date Created: J. Emmons 6/05/2023

Name(s)/Date Approved:

Last Edited Date(s):

PURPOSE:

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: EXPENDITURE CONTROLS/ MILEAGE/ EXPENSE/REIMBURSEMENT
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s):10/27/2023

PURPOSE:

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: MAINTENANCE SERVICE CONTRACTS
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: ORDERING OF MATERIALS/OFFICE SUPPLIES
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/27/2023

PURPOSE:

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Department: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: PURCHASING PROGRAM/ PURCHASE ORDERS & REQUISITIONS
Originator/Department(s): Business Office
Name/Date Created: 8/16/23
Date Approved
Revision Date: 10/27/2023

PURPOSE:

To establish the method for processing requisitions and purchase orders.

PROCEDURE:

A purchase order is a legal document authorizing a purchasing transaction with a vendor to perform or provide goods or services to the BOE. All requests for the purchase of goods and/or services must be made through an approved purchase order signed by the Business Administrator prior to the purchase. A purchase made by a telephone call, email or fax, by a Principal, Supervisor, Teacher or other staff member, is not an authorized purchase. Board and staff members attending conventions or workshops are not authorized to make purchases in the name of Waterford Township School District without following the purchasing process.

The purchase order form has (5) five copies.

1. Original (White)
 2. Voucher (Yellow)
 3. Receiving (Pink)
 4. Department (Green)
 5. Accounting (Gold)
- The initiator completes the purchase order request form in the district accounting software.
 - The form acts as a requisition and when signed by all concerned, it becomes a purchase order.
 - The business office prints purchase orders, each week, on Thursday.
 - The original (white) and, for orders above \$6000, the voucher (yellow) is mailed to the vendor via First Class mail.




STANDARD OPERATING PROCEDURE

- Upon receipt of the goods/services, the originator will send the signed department (green) to the Accounts Payable Secretary, noting the receipt of all materials. If the order is incomplete, materials are damaged, includes incorrect materials or an incorrect amount was received, the information must be sent along with the packing slip to the Accounts Payable Secretary. Payment will not be made to the vendor until all goods are received.
 - Approval of amounts paid in excess of approved purchase: As per 6A:23A-6.10, the BOE will permit the Business Administrator to approve adjustments to purchase orders up to 10% over the original amount without issuing a new purchase order, provided that the changes do not change the purpose or vendor or bid award price of the original purchase order.

Purchase Order Entry

The Purchase Order Entry screen is used in the initial creation of a Requisition/Purchase Order. (In the entry system, the security placed on the user who is doing the entry determines whether the entry is a purchase order or a requisition.)

The PO Entry screen always shows the original order. If an order is adjusted at a later time, the adjusting entries can be displayed in the Payment Entry screen.

Click on the  icon or choose PO Entry from the Expenditures menu. The Select PO screen is then invoked. Once a selection is made, regardless of whether it is a new PO, a new requisition, or an existing order, the PO Entry screen is displayed.

The screen is divided into four (4) sections:

- Header
- Lines and descriptions
- Account codes
- Additional buttons and controls

The screen can be navigated by clicking and/or tabbing into the various fields.

The Order Number, Date, and Vendor

- For most users, the order number can either be keyed in or obtained by clicking on the button to get the next available number.
- In certain cases, when the user is entering a requisition, the number is assigned automatically, with the first digit being the letter R. In such cases, the number is converted to a standard 6-digit number when the requisition is approved and becomes a Purchase Order.
- The date of the order, which defaults to the actual date the entry is taking place, can be changed by typing a new date or using the date picker control.



STANDARD OPERATING PROCEDURE

- Once the order number and date are entered, the vendor for the order is chosen from the Select Vendor screen.

The Header

- Ord Desc is the basic description of the order. Additional detail can be entered in the Lines section of the order. (Enter *name of person product is for.*)
- To append an "attention to" line to the order, use a semicolon (ex: SUPPLIES: MARY BROWN)
- For users entering purchase orders, the Dept field is a free text area to indicate the department of the order. However, for some users entering requisitions, the field is automatically populated with the user ID of the person entering the requisition. (It is important to enter the user ID to easily determine who ordered the product.)
- The Ship Loc field is a drop-down list of the valid ship-to locations in the district.
- The Print field is used to indicate whether the order is to be printed when the PO Print program is run. When an order actually is printed, the value is listed as YY (instead of a single Y) and the batch number of the order (all orders in a given print run are assigned the same batch number) is listed to the right of the YY.
- If an order is to be discounted, the discount percentage is entered in the Discount% field

Lines and Descriptions

To begin entering lines for a purchase order, click on the Next button beneath the header or press the Enter key. (All items must be entered individually - one line per item.)

- Include the item number and name in the description field.
- If the description of the line exceeds the width of the field, the program inserts a new line and does a word wrap.
- If you wish to enter a new line within the same description field, press the Control key and the Enter key at the same time.
- At the end of each line, click or Tab into the Qty field to enter a quantity.
- The Item Amount field has room for up to three (3) decimal places for cents on an item. However, it is not necessary to enter a decimal point if the item price is in whole dollars.
- The Unit field is optional. When clicked on, the program displays a drop-down list of unit values. When tabbed into, the program will search for a value to place in the field based on the keystrokes entered.
- If the order is discounted, but there are certain lines that the discount is not applied to (notably shipping on the order), begin the line description with an asterisk (*). The dollar amount to the right of the line will display in blue to stand out as not being discounted.



STANDARD OPERATING PROCEDURE

- To enter another line, click on the next button again or press the Enter key.
- The second to the last entry line item should include shipping prices.
- The last entry line item should be used for Special instructions such as Bid items with Bid #, State contract #s, and see attachments. (Ed-data.com can be referenced for item numbers and optimum pricing.)

To begin entering accounts to be charged, click on the Accts button beneath the header or press the Enter key from the final, blank line. Then click on the next button or press the Enter key again to invoke the Select Account window.

When an account code is selected, the program will encumber the total of all lines into the account code. Select Account window displays all account codes that the user is allowed access to. Account codes can be selected by clicking within the window or by typing in the input fields at the top of the window. The accounts in the window can be sorted in any of the following ways:

- By account code
 - By description
 - By advertised line number
- If the order is to be split among multiple accounts, simply enter the amount to be charged to the selected account. Then click on the next button or press the Enter key again to select an additional account. Repeat this process until the entire order is encumbered correctly.
 - If the funds available on the account are exceeded, a warning screen is displayed. Depending on the system security in place, the user may or may not be able to override this warning.
 - Once the account is chosen, click okay then click print on save. A requisition copy along with back-up documentation should be sent to the Accounts Payable Secretary to be kept on file for audit purposes.

Once entered, it is the responsibility of the initiator to track the progress of the requisition.

The accounting system allows you to save a requisition, even if it isn't balanced so that you can go back later to add the account number or amount. To find a requisition that is not complete, go to the PO entry screen and type an R in the PO field. This will sort all requisitions that never became Purchase orders.

Status indicators:

Yellow highlight = Canceled

Pink highlight – Waiting for approval



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Red highlight = Incomplete Requisition

When a requisition has all of the needed approver Ids, the system releases it for printing, payments and checks, etc.

Note:

- A PO will not print if a balance over \$0.00 remains in L - A.
- A PO can go out of balance if a discount is entered after the amount has already been charged to an account.
- Print on Save option:
- Click the checkbox labeled "Print on Save" if you would like a hard copy of your requisition.

Canceled PO

A Purchase Order is cancelled when the total dollars is adjusted to 0.0 from the PO Payment Program. The word Cancelled is stamped on the PO in red text.

Note: For the audit purposes, the cancelled PO will remain on the system.

Documentation

For auditing purposes, all documentation copies will be sent to the Accounts Payable Secretary along with a copy of the requisition.

Although rare, occasionally it may be necessary to mail documentation to the vendor, along with the PO. If this becomes necessary, please submit, to the Business Office Secretary, a copy of the requisition along with the copy of the documentation to be mailed.

Approving Requisitions

1. Log into CSI Budgetary Accounting
2. Go to Requisition>Requisition Approval
3. Highlight SUPER
4. Ok
5. Find un-highlighted requisitions
6. Click on the Requisition # to see detail
7. To approve 0 leave highlighted
8. Scroll down for additional requisitions
9. Save
10. Close

REFERENCE/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: PURCHASE ORDER, EMERGENCY/EXTRAORDINARY CONDITIONS
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/27/2023

PURPOSE:

To administer emergency situations involving the health and safety of occupants of a school building by forgoing the bidding process.

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: PROFESSIONAL AFFILIATION-EXPENSE REIMBURSEMENT
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/27/2023

PURPOSE:

Payment for approved professional affiliations require all original bills to be attached to the Purchase Order Requests for verification with the account to be charged.

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: PROFESSIONAL SERVICES/LEGAL SERVICES/AUTHORIZED SERVICES
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/27/2023

PURPOSE:

PROCEDURE:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: PURCHASING & EXPENDITURES

TITLE/SUBTITLE: RECEIPT OF GOODS
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/27/2023

PURPOSE:

To facilitate the receipt of goods and to make prompt payment to vendors.

PROCEDURE:



EMERGENCY PREPAREDNESS



Waterford Township
SCHOOL DISTRICT

STANDARD OPERATING PROCEDURE

Source: EMERGENCY PREPAREDNESS

TITLE/SUBTITLE: EMERGENCY PREPAREDNESS
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 6/05/2023
Name(s)/Date Approved:
Last Edited Date(s) 10/27/2023

PURPOSE:

To provide district staff with a reference document and to provide the administration with detailed information to use in the event of an unforeseen crisis

PROCEDURE:

- I. The administration shall create a detailed Emergency Management Plan (N.J.A.C. 6A: 165.1 et seq.) which will provide additional detailed information available only to the Emergency Response Team. The Emergency Management Plan has sensitive information that should not be shared with the public. The Team shall keep the Plan in a locked cabinet in their office. It will also be distributed by electronic file that each member should keep at their home.
2. The administration shall create a quick reference guide for staff to follow in the event of a crises, including but not limited to:
 - a. Bomb Threats
 - b. Fire
 - c. Intruder with gun
 - d. Weather
 - e. Earthquakes
 - f. Intruder/Fights
 - g. Shooting
 - h. Sexual Battery

The quick reference guide shall be distributed to each staff member.



Waterford Township

STANDARD OPERATING PROCEDURE

3. The administration shall create and maintain a plan in the event of a pandemic. The plan shall include the following areas:
 - a. Planning and Coordination
 - b. Continuity of Learning and Core Operations
 - c. Infection Control Policies and Procedures
 - d. Communications Planning
4. The administration shall create and maintain a Bio-security Management Plan to keep the food products safe. The Bio-security Management Plan shall be kept confidential except for members of the crisis management team.
5. Training on the Emergency Management Plan shall be conducted annually



FACILITIES, HEALTH & SAFETY



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: FACILITIES, HEALTH & SAFETY

TITLE/SUBTITLE: FACILITIES – ADMINISTRATION OF WORK AND HEALTH & SAFETY
Originator/Department: Business Administrator, Certified Educational Facilities Manager
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved: James Weaver 3/7/23
Last Edited Date(s): 11/01/2023

PURPOSE:

Adequate facilities must be maintained to provide all students with a safe, equitable learning environment that cultivates academic, social, and emotional growth.

PROCEDURE:

Planning for Alterations and Remodeling

All major or minor elective alterations or change in use of space is communicated in writing to the Business Administrator. The request will be reviewed and all requests for remodeling will be submitted to the Superintendent of Schools and the Board of Education.

The Certified Educational Facilities Manager will obtain a project cost estimate for the proposed work. A source of funding must be identified before the project will move to the design and construction phases. Once the project is funded, the Business Administrator will prepare the proper documentation to submit to the County Superintendent or the Department of Education for approval. Application for building permits, bid specifications, plans and drawings must be produced to assist the requestor through the design and construction phases.

Maintenance and Repair of Equipment

The Certified Educational Facilities Manager holds contracts with several service companies who provide maintenance and repair services such as fire alarms, fire extinguishers, Emergency lighting/Exit Lighting, roof repairs, and burglar alarms.

Noise Control

The Certified Educational Facilities Manager attempts to schedule work with high noise potential at times least likely to be disruptive. However, it is not always possible to delay emergency repairs.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Pest Control

The Certified Educational Facilities Manager provides exterminator services to rid the building of rodents, insects and other pests in accordance with the district's Integrated Pest Management Plan.

Recycling

Materials such as newspaper, glass containers, plastic, aluminum cans, office paper and corrugated cardboard are recycled. Recyclable materials are to be discarded in appropriate containers, properly labeled and located in areas throughout the building.

Refuse Collection Services

Trash collection is provided by contract and is under the supervision of the maintenance department personnel and collected on a regularly scheduled basis. Requests for special pickups should be directed to the CEFM.

Chemical Hygiene and Disposal of Hazardous Wastes

The district will maintain its Chemical Hygiene plan and update it on an annual basis. Chemicals, oils, paints, radioactive materials or other hazardous waste will be stored and disposed of under the supervision of the Certified Educational Facilities Manager.

Right To Know

The CEFM will coordinate and maintain up to date Right to Know logs and ensure that all employees are provided training at the time of initial employment on Right to Know regulations. Retraining will also be provided as required.

Safety/Accident Reporting

All accidents will be reported to the Business Office on the appropriate Incident Report Form. Following review by the Superintendent and School Business Administrator, the accident form will be forwarded to the district insurance carrier in accordance with the district's risk management procedures.

Asbestos Management

The Certified Educational Facilities Manager shall maintain its AHERA management plan and ensure that it is updated every three years.

Fire Alarm Systems

The district shall ensure that annual inspections are performed on the fire alarm system. The Certified Educational Facilities Manager will ensure that monthly inspections of all fire extinguishers are conducted.

Safety Inspections



Waterford Township
School District

STANDARD OPERATING PROCEDURE

The Certified Educational Facilities Manager will ensure that all health and safety inspections are done on a regular basis, in accordance with the NJ Department of Education evaluation of school buildings checklist.

Long Range Facility Plan

The Business Administrator will ensure that it submits all required documents for its Long Range Facility Plan to the Department of Education on a timely basis.

Comprehensive Maintenance Plan

The district shall annually approve its three-year comprehensive maintenance plan which shall include corrective and preventative measures for the interior and exterior of each building.

OSHA/PEOSHA requirements

The district shall comply with all OSHA and PEOSHA requirements including but not limited to lockout/tag out and confined spaces procedures.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: FACILITIES, HEALTH & SAFETY

TITLE/SUBTITLE: FACILITIES AUTOMATED WORK ORDER SYSTEM
Originator/Department: Business Administrator, Certified Educational Facilities Manager
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

Work order requests will be submitted through the districts automated work order system. (SchoolDude)

PROCEDURE:

The following information will be required to submit a request for work in the automated work order system:

- The location of work requested;
- The priority level (for example, urgent, high, average, low);
- The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation, and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
- A description of the work requested.

Log into Maintenance Direct through the School Dude application:
District Website>Staff>Requests>Maintenance Request (SchoolDude)

Click on the "Maint Request" tab,

Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.

Step 2	Location <input checked="" type="checkbox"/>
	Eleanor Harper Concert Hall ▼
	Building
	--Select Building-- ▼
	Area
	Classroom ▼
	Area/Room Number <input checked="" type="checkbox"/>
	Room 202
<input type="checkbox"/> Yes, remember my area entries for my next new request entry.	



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Select the **Problem Type** that best describes the request/issue you are reporting.

Step 3 Select Problem Type: ☒

 **Maintenance Help Desk:** Click on the problem type below that best describes your issue.

 Carpentry	 Custodial	 Electrical	 Equipment
 Event Setup	 Glass/Window Repairs	 Grounds	 Heating/Ventilation /Air Conditioning

Type in a **Description** of the problem.

Step 4 Please describe your problem or request. ☒

Outlet on the far wall is not working properly.

Type in your organization's **Submittal Password**

Click the **Submit** button.

WORK ORDER CLOSE OUT

Required information:

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

REFERENCES/NOTES:

School Regulation 7410.01 – Facilities Maintenance, Repair, Scheduling and Accounting.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: FACILITIES, HEALTH & SAFETY

TITLE/SUBTITLE: FACILITIES MAINTENANCE, REPAIR, SCHEDULING AND ACCOUNTING
Originator/Department: Business Administrator, Certified Educational Facilities Manager
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

The district has a system in place to schedule repairs and accurately document accounting of the repairs. Work order requests will be reviewed and prioritization accordingly. Request approvals will take into account the health and safety of building occupants, priorities and objectives established annually to carry out the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate

PROCEDURE:

The following information is required for a request for work before work begins:

- a. The name of the person making the request;
- b. The date of the request;
- c. The appropriate approval(s);
- d. The date of approval(s);
- e. The location of work requested;
- f. The priority level (for example, urgent, high, average, low);
- g. The scheduled date(s) of service;
- h. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation, and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
- i. A description of the work requested;
- j. A projection of the materials and supplies needed for the work;
- k. The estimated labor hours needed to complete task;
- l. The name of the work order assigner; and
- m. The name of the employee(s) working on the order.

MAINTENANCE DEPARTMENT

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



STANDARD OPERATING PROCEDURE

WORK ORDER CLOSE OUT

Required information:

- a. The actual hours worked by date for each assigned staff member;
- b. The actual hourly rate paid, both regular and overtime, for each assigned staff member;
- c. The aggregate cost of labor by regular, overtime and total;
- d. The actual materials and supplies needed to complete the work order;
- e. Actual cost of materials and supplies; and
- f. The name of the employee responsible for attesting that the job was completed satisfactorily.

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 will be required.

If, 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 a collective bargaining agreement for maintenance workers and/or custodians.

The School Business Administrator/ Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis shall include:

1. Productivity of staff as a whole and individually.
2. Significant variations between estimated labor time and materials and actual labor time and materials.
3. Unusual trends for like projects.
4. Other factors that will improve productivity and efficiency.

EMPLOYEE

Whenever a school district employee wants to request a repair or an enhancement from the Maintenance or Custodial Departments, they should complete a work order using the SchoolDude website. The person making the request is required to enter their request directly into the web-based work order system.

SCHOOL SECRETARY



Waterford Township
A. J. Smith Contract

STANDARD OPERATING PROCEDURE

The school secretary will be the first to be notified of a new work order. They will automatically call the contractor for the following crafts: telephone, copiers, HVAC, Pest Control. The building secretary should note in the "Action Taken" window when the call was placed.

SCHOOL PRINCIPAL

The school principal will either approve or deny the work order.

CERTIFIED EDUCATIONAL FACILITIES MANAGER/BUSINESS ADMINISTRATOR

The order will be routed to the CEFM and the Business Administrator to determine the following data fields: (1) Priority, (2) Assignment, (3) Budget Info.

Work orders will be performed in the following priority order:

- A. Emergency—An emergency is a situation that poses an imminent threat to the health or safety of occupants of school property which requires the immediate delivery of good or the performance of services. Normal purchasing procedures may be waived in the event of an emergency.
 - 1. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service.
 - 2. Within three days, the superintendent shall inform the County Superintendent of the nature of the emergency and the estimated needs to respond to it.
 - 3. The emergency purchasing procedures may not be used unless the need for the goods or the services could not have been reasonably foreseen.
 - 4. The contract shall only cover the necessary tasks to alleviate the emergency.
- B. Safety—A safety issue exists when the issue could foreseeably lead to the injury of any occupant of the building. Examples would include broken locks, water leaks, etc.
- C. High—A work order should be categorized as high if the situation is in violation of laws or regulations or board of education policy. Examples would include broken heaters or air conditioners in violation of "Indoor Air Quality" rules or PEOSHA requirements.
- D. Medium—A work order should be categorized as medium for general repair work of an existing system that no longer works, such as a broken sink. The Medium category also includes items included in the annual Comprehensive Maintenance Plan and the district's Strategic Plan.
- E. Low—A work order should be categorized as low for requests that are new items, such as a new shelf.

PRIORITY



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Within each prior category, work orders should be completed in chronological order. The Chief of Maintenance may group work orders in order to complete them in an efficient manner. The superintendent may authorize the completion of a work order in a priority other than above.

ASSIGNMENT

The Business Administrator will determine whether the work order will be assigned to a custodian, a mechanic, or an outside contractor.

COST BENEFIT ANALYSIS

Whenever the estimated cost of completing the work order, including labor and materials, is greater than the quote threshold, a cost-benefit analysis of outsourcing the work order shall be performed. If the results of the cost-benefit analysis indicate that it would be less expensive to outsource the work, the work shall be outsourced provided the work can be contracted in accordance with the Public Schools Contracts Law and it can be completed on time.

CUSTODIAL WORK ORDERS

1. The building secretary will print the custodial work order and place it in their mailbox.
2. When the work order is complete, the custodian will sign and date the work order.
3. The custodian will deliver the paper form to the building secretary;
4. Mark the work order as completed; and
5. Check off the box to indicate that the work order is closed.

CONTRACTED SERVICES

When a work order requires the hiring of an outside contractor, the Business Administrator will assign it to the contractor.

CONTRACTED SERVICES CLOSE OUT

When the contractor completes the task, the secretary should complete the following steps:

1. Scan the slip using the copier
2. Open the work order
3. Change the status to complete
4. Enter the contractors ticket number in the "Action Taken" box
5. Under file attachments at the bottom of the page, click on "Attach New File"
6. Click Browse and find the file that he/she scanned, click Open
7. Click Submit, Click Work Order, Click Save



Waterford Township
School District

STANDARD OPERATING PROCEDURE

The service ticket should be marked with the work order number and forwarded to the Business Administrator.

When an invoice comes in for the work, the CEFM secretary will:

1. Print the service ticket
2. Attach it to the invoice
3. Enter a requisition
4. Attach the invoice to the service ticket
5. Forward to Accounts Payable

INTERNAL WORK ORDERS

The CEFM will obtain their work orders online. The mechanic will complete the work order in priority order.

At the end of each pay period, the mechanic will enter their hours as a labor transaction, and materials, in the work order. If the work order is "completed," the actual completion date field should be entered. If all of the labor and material transaction has been entered, the "work close" check box should be checked.

PLANNING

Prior to December 1st of each year, the School Business Administrator shall conduct an analysis of the work order system to plan for the following budget year. The analysis shall include:

1. Productivity of staff as a whole and individually
2. Variations between estimated and actual labor and materials costs
3. Unusual trends for like projects
4. The projected life expectancy vs. the date a building system/piece of equipment was put into place
5. Other factors that will improve productivity and efficiency

REFERENCE/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: FACILITIES, HEALTH & SAFETY

TITLE/SUBTITLE: FACILITIES PEST CONTROL
Originator/Department: Certified Educational Facilities Manager
Name(s)/Date Created: 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

Pest control issues will be handled in accordance with the district's Integrated Pest Management Plan.

PROCEDURE:

The school district employee wishing to have a pest control issue reviewed must generate a maintenance request. The work order must be properly entered to be routed appropriately.

Step 3 **Select Problem Type:** ☒



Maintenance Help Desk: Click on the problem type below that best describes your issue.

Pest Control

The Principal/Building Secretary will be notified of a new work order and ensure that the work order is routed appropriately, log the incident in the Pest Control log and will refer to the IPM Manual for further instructions. The school principal may be responsible for approving/denying specific work orders as assigned and routing the request to the CEFM for further review.

1. The custodian will review the pest work order requests and proceed accordingly. When complete, the custodian will mark the work order as completed within the School Dude program and check off the box to indicate that the work order is closed.

The CEFM will contact the Integrated Pest Management Services contractor when necessary.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

When the contractor completes the task, the secretary should complete the following steps:

1. Scan the slip provided by the contractor.
2. Open the work order.
3. Change the status appropriately, i.e.: complete, work in progress etc.
4. Enter the contractors ticket number in the "Action Taken" box.
5. Under file attachments at the bottom of the page, click on "Attach New File".
6. Click Browse and find the file that was scanned, click Open.
7. Click Submit, Click Work Order, Click Save.

The service ticket should be marked with the work order number and forwarded to the CEFM. When an invoice comes in for the work, Maintenance Secretary will:

1. Print the service ticket
2. Attach it to the invoice
3. Enter a requisition
4. Attach the invoice to the service ticket
5. Forward to Accounts Payable

REFERENCES/NOTES:

Policy 7422 - School Integrated Pest Management Plan
IPM-Integrated Pest Management Manual



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: FACILITIES, HEALTH & SAFETY

TITLE/SUBTITLE: FACILITIES USE REQUESTS
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/01/23

PURPOSE:

School facilities and grounds of this district are made available for internal and community purposes. The use of school facilities permission will be requested in writing through the district website.

PROCEDURE:

BUSINESS ADMINISTRATOR OR DESIGNEE

Business Administrator or designee oversees use and requests and insuring billing requirements are met.

CERTIFIED EDUCATIONAL FACILITIES MANAGER

Reports and confers with the Business Administrator regarding facility use.

The Certified Educational Facilities Manager or designee will notify the Business Administrator when use of facilities requires billing to be generated. (i.e.: Class II & III Holiday and Weekend use)

The Certified Educational Facilities Manager or designee will notify the Business Administrator, the following day, when schedule deviations occur.

CUSTODIAL PERSONNEL

It is essential that only approved groups be allowed to use the district buildings. The custodians should compare the groups entering the building to the Schedule from the district scheduling software. The custodian should a note if a group is on the schedule and does not show up. The custodian should also note the name and phone number for anyone that is not listed on the schedule but does show up. The custodian should send this information to the School Business Administrator/Board Secretary the following day.

At the beginning of each month, and whenever an event changes during that month, a maintenance worker should print the calendar and proceed accordingly.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Facility Use Requests must be submitted not less than 3 working days before the date of the requested use.

COMMUNITY USE (Class II & III)

School facility use requests are submitted and approved through the School Dude App. Through the district home page>Use of Facilities.

INTERNAL (Class I) USE

Scheduling a district room allows notification to staff members to indicate if a room is available for use.

Go to www.wtsd.org>Staff>Schedule a room>FSDirect

You can check the availability of a room by using the Calendar tab, Availability tab or click check availability after selecting the rooms on the New Schedule form.

There are 3 different types of schedules that can be entered in FSDirect:

- Normal - A Normal schedule can be for a single date or multiple dates, but each event will be in the same location/room at the same time of day. You can add up to a maximum of 20 dates on a normal schedule.
- Recurring - A Recurring schedule is used for an event that takes place on a regular basis (For example, every Monday and Wednesday from October through December). These events will also be in the same location/room at the same time of day. You can enter up to a maximum of 100 dates on a recurring schedule.
- Irregular - An Irregular schedule can be used for single or multiple dates. Each event can take place in different rooms and at different times, if needed. You can add up to a maximum of 20 dates on an irregular schedule.

Schedule a room:

- Click on the New Schedule tab and click the Normal Schedule icon.
- The schedule Status will default to Submitted for a new schedule. Check the Notify Booked By and Notify Contact Person boxes. If you do not want these email notifications to go out, uncheck the boxes.
- Enter the Event Title.
- Select the Location and Room(s) you would like to reserve for your event.
- Enter the Event Date(s) by typing into the box or clicking on the dates in the calendar box to the right.
- Enter the Start Time and End Time, making sure to select AM or PM in the drop down boxes.
- If the Setup Begin and Breakdown End Time are different from the Start and End time, select those times next.



Waterford Township
Community Center

STANDARD OPERATING PROCEDURE

- Do not change the Duration or Spans over fields. These will calculate for you. **Note: Spans over should be left as 1 day unless you are requesting an overnight event.*
- You can click on the Check Availability button to make sure that you are not double booking a room.

Organization Information

- Select the Organization requesting the facility from the drop down menu or you may be able to enter a new organization in the box below the drop down.
- If contacts have been added to the Organization, you will see them listed in the Contact Name drop down box. If the contact name is not in the list, you can add the contact by filling in their name and contact information in the boxes.
- Type the Billing Address or check the box to use the Organization's billing address.
- If you are invoicing in FSDirect, select the user in charge of creating the invoices in the Responsible for Billing. This will put the schedule on their home page under the Waiting to be Invoiced heading.

Insurance Information

Any insurance policy information that you have entered for the organization auto-populates in this section on the request form.

Setup Requirements

- Check the box next to the requested service and enter a description in the box to let the service providers know what setup requirements are needed for this event. (Ex: Check "Security" to inform the Certified Educational Facilities Manager.)

Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

Required Maintenance Services	Service description
<input type="checkbox"/> Catering	
<input type="checkbox"/> Event Setup	
<input type="checkbox"/> Security	

Required IT Services	Service description
<input type="checkbox"/> Audio/Visual	
<input type="checkbox"/> Computer Services	

Additional Fields

- Enter Number Attending. You can also break this number into number of adults and number of children.
- Enter any Other Needs.
- The Booked By section will be automatically filled in with your information.
- Click Save at the bottom of the screen to submit the schedule request.



Waterford Township
SCHOOL DISTRICT

STANDARD OPERATING PROCEDURE

Schedule Activation

- Use requests will be approved or denied as soon as possible by the Business Administrator or designee. **Note: Only the final person in the approval process should activate the schedule.*

To approve a request: Login to myschoolbuilding.com or the wtsd.org website
Staff>Requests>Schedule a room>FS Direct

Home tab>Waiting for your approval>Process/Approve now>Check all
necessary information>*Approve*Activate Schedule*Save

INSURANCE REQUIREMENTS

School facility use requires a Certificate of Insurance be current and on file for the requesting organization. Each month, the Business Administrator or designee will contact organizations to request updated Certificates of Insurance, ensuring that the insurance information is up to date.

Login to myschoolbuilding.com or the wtsd.org website/FS Direct

Current expired insurances can be viewed from the Home tab, on the right, under category "Expired Insurances", (highlighted in blue). Determine which organizations have upcoming events scheduled and contact the organization to request an updated Certificate of Insurance if necessary.

To determine which organizations have events scheduled, go to the Calendar tab. Any organization that has an event scheduled that month and has an expired policy, will have a red X appearing next to the event title.

Once an updated policy is received, record the updated information by locating the organization (Home tab, right side, listed under "Information and Analysis" click Organizations (highlighted in red), double click on the organization name, under insurance (highlighted in red) put the new Certificate number and policy effective and expired dates, next step, then verify that the information is updated.

REFERENCES/NOTES:

Policy and Regulation #7510 Use of School Facilities

Regulation #7510.1 Use of School Facilities Scheduling



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: FACILITIES, HEALTH & SAFETY

TITLE/SUBTITLE: HEALTH AND SAFETY INSPECTIONS
Originator/Department: Certified Educational Facilities Manager
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

The school district is committed to ensuring the health and safety of its students, staff, and guests. To ensure this, a system of periodic inspections shall be conducted.

PROCEDURE:

Safety Inspection

The principal of each school, along with the day custodian, will conduct a health and safety inspection on a monthly basis. If any concerns are raised, a work order is entered into the SchoolDude system and the priority is recorded as safety. The maintenance department will prioritize safety concerns above normal work orders as required by the Facilities Maintenance, Repair, Scheduling and Accounting Procedure.

Portable Fire Extinguishers, Fire Alarm/Detection System, Fire Panel, Sprinkler System, etc.

The CEFM or designee must ensure that all Portable Fire Extinguishers, Fire Alarm/Detection System, Fire Panel, and Sprinkler Systems are inspected on a regular basis.

Portable Fire Extinguishers

Each extinguisher has a hanging tag on which inspection is documented.

Emergency Lighting/Exit Lighting

1. Test emergency lighting
2. Document on the side of the unit
3. Check exit lighting

Digital Communicator

Make sure there are two lines: one dedicated voice line and another line with the line sequence.

CERTIFIED CONTRACTOR

Certified Contractors must be scheduled to inspect Portable Fire Extinguishers, Fire Alarm/Detection System, Fire Panel, and Sprinkler Systems on a regular basis.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Fire Alarm/Detection System

The fire alarm system must be inspected once per year by a certified contractor. At this time, the smoke detectors should be cleaned.

Fire Panel

The fire panel must be inspected once per year by a certified contractor. Each zone must be tested and received.

Fire Sprinkler Systems

The fire sprinkler systems at Waterford Elementary must be inspected twice per year by a certified contractor.

Inspections Timelines:

Monthly: Safety Inspection, Portable Fire Extinguishers, Emergency Lighting/Exit Lighting

Twice per Year: Sprinkler System

Once per Year: Portable Fire Extinguishers, Fire Alarm/Detection System, Fire Panel

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: FACILITIES, HEALTH & SAFETY

TITLE/SUBTITLE: HEALTH AND SAFETY RECORD KEEPING AND REPORTING
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 1/23/2024

PURPOSE:

School district officials, Legislature and OSHA regulators analyze injury and illness data to address issues and concerns.

Injury and Illness Record Keeping and Reporting Requirements:

OSHA-

As of January 1, 2015, OSHA records (Form 300, 300a, and 301) are not required for Elementary and Secondary Schools, unless:

- They are asked in writing to do so by OSHA, the Bureau of Labor Statistics (BLS), or a state agency operating under the authority of OSHA
- the Bureau of Labor Statistics (BLS) or any workplace incident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye.

Bureau of Labor Statistics (BLS) –

Annually, in December each year, BLS will send notice of record keeping requirements for the Survey of Occupational Injuries and Illnesses, to be submitted the following year. *Public Law 91-596 mandates the participation in the Survey of Occupational Injuries and Illnesses (SOII).*

PROCEDURE:

NURSE

- Has employee fill out and then submits "Work Related Injury or Illness Report" internal report. (Substitute for OSHA 301 Form)
- End of Year OSHA Form 300 is submitted to the Business Office Secretary by 1/31.

HUMAN RESOURCES COORDINATOR

- Provides date of hire, dates of work-related absences or reassignments, and provides data used to determine average number of employed workers and total employee hours worked to Business Office Secretary.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

BUSINESS OFFICE SECRETARY

- Keep confidential files for all employee injuries, filed by employee, and year.
(Must be kept for 7 years following claim closure.)
- Ensures receipt of the completed OSHA Form 300 from each building.
- Combines, Analyses and calculates data and submits survey of Occupational Injuries and Illness to the US Bureau of Labor Statistics (BLS).
 - Register online annually: www.idcf.bls.gov
- Submits OSHA forms to US Department of Labor Occupational Safety and Health Administration when required.

TIMELINE:

December: BLS will send "Notice of Recordkeeping Requirements for the xxxx Survey of Occupational Injuries and Illnesses".

January:

Nurse's office submits current end of year Log of Work Related Injuries to the Business Office.

BLS will send a reminder letter and "Instructions for Completing the xxxx Survey of Occupational Injuries and Illnesses" for the upcoming year.

February: Business Office Secretary must submit data to BLS Internet Data Collection Facility via <https://idef.bls.gov>

REFERENCES/NOTES:

Log of Work-Related Injuries and Illnesses Form 300

Work Related Injury or Illness Report/Substitute OSHA Form 301

Summary of Work-Related Injuries and Illnesses

OSHA's rules (www.osha.gov/recordkeeping)



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: FACILITIES, HEALTH & SAFETY

TITLE/SUBTITLE: SAFETY EMPLOYEE TRAINING
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 1/23/2024

PURPOSE:

The district shall train its staff in safety procedures as required by applicable laws.

PROCEDURE:

Asbestos

CERTIFIED EDUCATIONAL FACILITIES MANAGER AND CUSTODIANS

The CEFM and Custodians will receive Awareness Training for asbestos (Atco School). The Atco Elementary School was built with materials that contain asbestos. Asbestos can be detrimental to one's health if it is airborne. The custodians that work in the Atco Elementary School must receive Awareness Training within sixty (60) days after the commencement of employment. The Awareness Training must include:

- Information regarding asbestos and its various uses and forms.
- Information on the health effects associated with asbestos exposure.
- Locations of asbestos identified throughout the school.
- Information on how to recognize damaged, deteriorated, and delaminated asbestos.
- The name and contact information of the LEA designated person.
- Information on the availability and location of the management plan.

Blood borne Pathogens

CUSTODIANS, NURSES, NON-INSTRUCTIONAL AIDES, AND BEFORE AND AFTER CARE FACILITATORS

All Custodians, Nurses, Non-Instructional Aides, and Before and After Care Facilitators must be trained on Blood borne Pathogens prior to employment.



STANDARD OPERATING PROCEDURE

ALL STAFF

The school district has adopted an Exposure Control Plan to minimize the risk of contracting diseases through blood and other bodily fluids. The school district will ensure that all current and new employees with potential for occupational exposure participate in an initial and annual training program at no cost to employees. Training will be provided at the time of initial assignment to tasks when occupational exposure may take place and at least annually thereafter.

Hazard Communication Standard

CUSTODIANS, MAINTENANCE MECHANICS, NON-INSTRUCTIONAL AIDES, AND CAFETERIA WORKERS

Custodians, Maintenance Mechanics, Non-Instructional Aides, and Cafeteria Workers must be trained on the Hazard Communication Standard prior to them working with any chemicals.

NURSE

The initial training will be conducted by the school nurse for that building. The initial training is a four-hour course. The nurses are "Technically Qualified" to conduct the training, but it is recommended that they complete the "Train the Trainer" program. Each employee must be retrained every two years.

Control of Hazardous Energy Sources

Lockout Tag Out

CEFM. CUSTODIANS, MAINTENANCE MECHANICS

Employees that service or maintain machines must be trained in the Control of Hazardous Energy Sources. The Control of Hazardous Energy Sources covers the servicing and maintenance of machines and equipment in which the unexpected energization, start up, or release of stored energy could cause injury. The employees that service and maintain machines must be trained in the use of proper energy control procedures.

SECRETARY TO THE BUSINESS ADMINISTRATOR

The Secretary to the Business Administrator shall record training records in the employees' personnel files.

Record Keeping



STANDARD OPERATING PROCEDURE

After each training, the trainer should send an outline of the training, along with a list of participants, to the Secretary of the Business Administrator who will record it in employees' personnel files. The hard copies will be maintained for a period of three years.

- The district shall update an Asbestos Management Plan every three years and the building is to be inspected every six months. Custodians and maintenance crew must receive Awareness Training (Asbestos) within 60 days after the commencement of their employment.
- All current and new employees with potential for occupational exposure to blood borne pathogens shall participate in an initial and annual training program.
- Employees must complete Hazard Communication Standard Training every two years.

Vector Solutions/Safe Schools Training

ASBESTOS AWARENESS

BLOODBORNE PATHOGEN EXPOSURE PREVENTION

CIVIL RIGHTS IN FOOD SERVICE

CULTURAL COMPETANCE AND RACIAL BIAS

DISCRIMINATION AWARENESS IN THE WORKPLACE

DIVERSITY, EQUITY AND INCLUSION (DEI) PRACTICES STAFF-TO-STUDENT

ENHANCING PROFESSIONAL PRACTICE - DAVIDSON

ONLINE SAFETY: WHAT EVERY EDUCATOR NEEDS TO KNOW

PASSWORD SECURITY BASICS

PRESCHOOL STANDARDS ACKNOWLEDGMENT

PROTECTION AGAINST MALWARE

SCHOOL SAFETY AND SECURITY PLAN

SEXUAL HARASSMENT: STAFF TO STAFF

STAFF HANDBOOK

REFERENCES/NOTES:



SECURITY



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: SECURITY

TITLE/SUBTITLE: SECURITY OVERVIEW
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s) 09/12/2023

PURPOSE:

The Board of Education recognizes that the buildings and facilities of this district represent a substantial community investment. The school district has developed a security plan to protect the community's school buildings and facilities.

PROCEDURE:

Buildings and Grounds Security

CEFM AND STAFF

The CEFM and staff are responsible for buildings and grounds security. All exterior building doors shall be locked at all times. Doors will be unlocked for student admittance/dismissal during bus arrival times only. When school is not in session, all doors shall be locked except those where access is required for public meetings or facility use events.

ID Badges

ALL STAFF

All employees shall wear district issued identification badges when school is in session. All visitors in the building shall wear identification badges issued by the main office.

Visitor

VISITORS

While school is in session, all visitors will only be permitted access to the building through the main school office. All visitors to the building shall wear identification badges issued by the main office.

Deliveries

PACKAGES



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Deliveries to the loading area shall be permitted only after the driver has checked into the main school office and a custodial staff member has been assigned to oversee the delivery.

FOOD SERVICES ITEMS

Kitchen deliveries are permitted by ringing the bell and the kitchen or custodial staff will allow entry and oversee the delivery.

Building Keys

BUILDING PRINCIPALS/SECRETARY

Building Principals/Secretaries are required to oversee the issuance of building keys to teaching staff members. Building keys are to be turned in to the building principal on teachers' last day of school in June.

Parking Areas

ALL STAFF

Staff members shall park in areas designated for staff (or in assigned parking spots).

REFERENCES/NOTES:



RISK MANAGEMENT



Waterford Township
Forward Together

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: EMERGENCY PREPAREDNESS OVERVIEW
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 3/14/2023
Name(s)/Date Approved:
Name/Date Last Edited:10/27/2023

PURPOSE:

To provide district staff with a reference document and to provide the administration with detailed information to use in the event of an unforeseen crisis.

PROCEDURE:

- I. The administration shall create a detailed Emergency Management Plan (N.J.A.C. 6A: 16-5. 1 et seq.) which will provide additional detailed information available only to the Emergency Response Team. The Emergency Management Plan has sensitive information that should not be shared with the public. The Team shall keep the Plan in a locked cabinet in their office. It will also be distributed by electronic file that each member should keep at their home.
2. The administration shall create a quick reference guide for staff to follow in the event of a crises, including but not limited to:
 - 1) Bomb Threats
 - 2) Fire
 - 3) Intruder with gun
 - 4) Weather
 - 5) Earthquakes
 - 6) Intruder/Fights & Shooting
 - 7) Sexual Battery

The quick reference guide shall be distributed to each staff member.



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

3. The administration shall create and maintain a plan in the event of a pandemic. The plan shall include the following areas:
 - a. Planning and Coordination
 - b. Continuity of Learning and Core Operations
 - c. Infection Control Policies and Procedures
 - d. Communications Planning
4. The administration shall create and maintain a Biosecurity Management Plan to keep the food products safe. The Biosecurity Management Plan shall be kept confidential except for members of the crisis management team.
5. Training on the Emergency Management Plan shall be conducted annually

REFERENCES/NOTES:



Waterford Township
Sustainable Community

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: ACCIDENT INVESTIGATION
Originator/Department: Business Administrator & CEFM
Name(s)/Date Created: J. Emmons 7/14/2022
Name(s)/Date Approved:
Last Edited Date(s) 10/27/2023

PURPOSE:

Accidents are unplanned events that can lead to personal injury or property damage. The study of these unplanned events or near accident causes is important in order to determine methods to prevent their recurrence. An integral part of any safety and loss control program includes the prompt investigation of all accidents to determine the causes and develop corrective action.

PROCEDURE:

The employee's direct supervisor is responsible for conducting the investigation. The importance of timely and thorough investigation is essential to the process of identifying the contributing causes leading to the accident event. It is the identification of these causes which is necessary to develop corrective action plans.

From that point, the responsibility for the implementation of the corrective action should be assigned to one individual that has the authority to complete the project. Periodic follow-up by senior-level administration officials is necessary to ensure completion.

Usually, the most difficult part of the procedure is the identification of the unsafe acts or conditions that led to the accident. The best method to accomplish the identification of these items is:

1. Interview accident victim
2. Interview witnesses
3. Interview others that typically perform the task being done when the accident occurred
4. Review the written job task procedures if available and appropriate
5. Observe the accident scene



STANDARD OPERATING PROCEDURE

Interview Accident Victim

Many times, the interview of the accident victim is the best and only source of information available to describe the events leading up to the incident. This process must be approached very carefully in order to build a relationship of cooperation. In many cases, the injured employee will not feel comfortable cooperating with the investigator and the investigator must work very hard at alleviating this. The previous relationship the individuals shared will be indicative of the cooperation the investigator can expect to encounter.

The following is the five step interview process you should follow:

1. Reassure the employee that the purpose of the investigation is not to assign blame. The actual purpose is to identify the accident causes so that corrective action can be taken in order to eliminate a recurrence of the same event.
2. Ask the injured employee for their complete version. Do not interrupt this initial story and do not take notes while they are speaking.
3. Follow up with questions to fill in the gaps of the story.
4. Check your understanding of the story by repeating it back to the employee.
5. Ask for input and discuss ways in which this type of incident could be avoided in the future.

Some other tips to follow during this part of the investigation:

1. The interview should be conducted as circumstances permit. This means after medical treatment has been provided and after recovery of emotional upset.
2. Investigate the accident within 24 hours of the event. This is important in order to collect everyone's best recollection of the circumstances that led to the accident. Also, the accident scene inspection becomes ineffective once the physical surroundings have been altered.

Interview Witnesses

The next step in the investigation is talking to all potential witnesses, which includes everyone in the accident site vicinity. In addition, this portion should include interviewing those people that normally perform the function the injured employee was attempting at the time of the accident. These people are very important, as they present your best chance to verify or fill in the account given by the injured employee. Even if they didn't actually observe the accident, they may be able to clarify the circumstance leading up to and immediately after the event.



STANDARD OPERATING PROCEDURE

The following tips should be followed:

1. Interview each potential witness separately.
2. Reassure each person about the purpose of the investigation.
3. Get the witness's version with minimum interruption. Do not write while the story is being told.
4. Direct specific questions to clarify and fill in the information gap after the person has finished making the statement.
5. Summarize your understanding of this account by repeating the statement back to the witness.
6. Do not badger or give witnesses a hard time; this will lead to an uncooperative witness.
7. Handle discrepancies with tact. Clarify statements without referring to another witness or the injured employee.
8. Make witnesses feel like they are a partner in an investigation, which will lead to a safer work environment.
9. Encourage them to give their ideas for preventing similar accidents in the future.

Prepare a Report

A report should be prepared after each witness and the accident victim have been interviewed and the accident scene investigated. The report should include the statements from everyone interviewed just as they were presented to you. If follow-up is still necessary to clarify your understanding, remain objective and avoid the perception of being a harassing investigator.

The report should include a recommendation, which would eliminate or greatly reduce the chance of the accident recurring. In some cases, this recommendation may be the need to inform or educate employees. In other cases, work method changes or physical site improvements may be necessary. The important point to be made is that someone is assigned the task and given the authority to complete the corrective action. The district safety coordinator is responsible for ensuring the corrective action has been completed.

If this procedure is followed, several positive things occur:

1. Future accidents of a similar nature will be avoided. Along with this goes the pain and suffering of accident victims and the economic loss to the district.
2. Employee relations are improved because people see that the district cares about their wellbeing and is proactive in its efforts to improve the work environment.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

3. Insurance premiums are lowered due to the reduction in the number of accidents and the proper handling of current claims by providing complete and accurate information to the insurance carrier in a timely fashion. The investigative process forces everyone to be more aware of safety in a general sense. This lends itself to a more safety-conscious work force.

REFERENCES/NOTES:

Accident Investigation Report

Policy #8442 Reporting Accidents

Regulation #8442 Employee Safety Accident Reporting



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: LOSS CONTROL/STAFF INJURIES & ILLNESS
Originator/Department: Business Administrator & CFEM
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

All accidents and illnesses must be reported to the school nurse or supervisor. This document should serve as a guide for staff work related injuries and illnesses.

PROCEDURE:

The employee, in cooperation with their direct supervisor, is responsible for notification of injury, coordination of coverage for missed time at work, implementing modified duty, regularly updating their supervisor on the status of their injuries and providing documentation for return to work status.

Work related accidents and illnesses must be reported as soon as possible. If the employee is incapacitated, a supervisor, nurse or witness should provide a written statement. Initially, the school nurse is responsible for arranging for treatment by contacting New Jersey Insurance Group (NJSIG) at 609-543-3377. Once a claim has been created, coordination of treatment and management of the claim will be coordinated with the employee through NJSIG Claims Representative. A NJSIG card will be provided so the injured worker can direct providers to send all bills to NJSIG.

If the injury is assessed as a non-emergency, the school nurse or supervisor along with the injured worker, will call (NJSIG) at 609-543-3377. The school nurse/person in charge should complete a "Work Related Injury or Illness Incident Report" and immediately submit a copy to the Business Administrator or designee. Once contacted, NJSIG Intake Call Center will gather basic information, refer the injured employee for initial treatment and submit a "First Report of Injury" to NJ Schools Insurance Group.

If the injured worker does not feel that treatment is needed, the nurse/supervisor will need to complete a report for "Record Only".

The nurse or supervisor will notify the CFEM of the report of injury.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

RECORDING OF DAYS ABSENT DUE TO INJURY/ACCIDENT

Days absent from work due to illness, injury or accident will be recorded as sick days initially. When the District receives a determination from the Workers' Compensation Insurance Carrier or a Workers' Compensation Court, that these days are designated as Workers' Compensation Days, the employee's attendance record will be adjusted accordingly.

LITIGATION /LIABILITY

Any incident having the slightest possibility of potential litigation/liability must be reported to the Business Administrator immediately.

REFERENCES/NOTES:

Legal Reference N.J.S.A. 18A:30-2.1



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: LOSS CONTROL/STUDENT INJURIES & ILLNESS
Originator/Department: Business Administrator & CEFM
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

All accidents and illnesses must be reported to the school nurse. This document should serve as a guide for student injuries and illnesses.

PROCEDURE:

The employee supervising the student is responsible for notification of injury or illness to the school nurse. Accidents and illnesses must be reported as soon as possible. The school nurse should complete an "Accident/Injury Report" and immediately submit a copy to the Business Administrator or designee.

If the nurse feels that the injury may require further evaluation, the parent/guardian will be called. A "Student Accident Claim Form" will be provided to the parent/guardian with instructions for submitting claims.

The nurse/supervisor will notify the CFEM of the report of injury.

In order to follow a consistent and efficient procedure regarding the reporting of accidents, it will be necessary to follow certain rules and regulations. These rules and regulations are not only for the protection of the school board and employees, but for the students as well.

The policy on accidents requires that the following items be followed immediately after any accident in Waterford Township Schools:

1. Keep the child quiet, allay their fears, and try to determine severity of injury;
2. Give immediate first aid only;
3. Get in touch with the school office to notify the nurse if they are not in your building at the time of the accident;



Waterford Township
SCHOOL DISTRICT

STANDARD OPERATING PROCEDURE

4. Office or nurse will notify parents of injury;
5. Fill out an incident report and submit it to the nurse on the day of the accident.
6. Make sure to report all accidents, no matter how minor, to the nurse and office on the day the accident occurs. Fill in all details regarding the incident on the school accident form.
7. Immediately forward a copy of the incident report to the Business Office.
8. In the absence of the nurse, please record in the nurse's daily log book all types of first aid given by teachers.

LITIGATION /LIABILITY

Any incident having the slightest possibility of potential litigation/liability must be reported to the Business Administrator immediately.

REFERENCES/NOTES:

Policy/Regulation 5141.1



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: LOSS CONTROL/VISITOR INJURIES & ILLNESS
Originator/Department: Business Administrator & CEFM
Name(s)/Date Created: J. Emmons 3/3/2023
Name(s)/Date Approved:
Last Edited Date(s): 08/01/2023

PURPOSE:

All accidents and illnesses must be reported to the school nurse

PROCEDURE:

The visitor is responsible for notification of injury or illness to the school nurse. Accidents and illnesses must be reported as soon as possible. The school nurse should complete an "Accident/Injury Report" and immediately submit a copy to the Business Administrator or designee and notify the CFEM of the report of injury.

LITIGATION /LIABILITY

Any incident having the slightest possibility of potential litigation/liability must be reported to the Business Administrator immediately.

REFERENCES/NOTES:



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: LOSS CONTROL- STAFF INJURY - RETURN TO WORK
Originator/Department: Business Administrator
Name(s)/Date Created: J. Emmons 3/29/2023
Name(s)/Date Approved:
Last Edited Date(s): 08/01/2023

PURPOSE:

All employees, in cooperation with their direct supervisor, are responsible for notification of injury, coordination of coverage for missed time at work, implementing modified duty, regularly updating their supervisor on the status of their injuries and providing documentation for return to work status.

PROCEDURE:

Once a worker's compensation claim has been created, coordination of treatment and management of the claim will be coordinated with the employee through the New Jersey School Insurance Group (NJSIG) Claims Representative. The provider will email/fax a report to the Business Office Secretary the day of the appointment with return to work information.

If the report says that the employee can return to work immediately, with no restrictions, there is nothing more to do.

If the report allows the employee to return to work, with restrictions, the Business Office Secretary will immediately send the report to the supervisor to see if they can accommodate the restriction. The supervisor will approve or deny the restrictions, by email, immediately to the Business Office and the employee.

If the determination is that the employee cannot return to work immediately, the Business Office Secretary will send an email to the Human Resources Coordinator stating such. The Human Resources Coordinator will enter workers comp days into Frontline Absence Management System for the days approved.



Waterford Township

STANDARD OPERATING PROCEDURE

If the employee will be out more than 5 days, the Business Office Secretary will inform the Accountant, in writing, of that fact. In this instance, the district should receive reimbursement from the insurance company for the time off. The Accountant will track the receipt of these funds separately.

REFERENCES/NOTES:

Policy # 8442 Reporting Accidents

Regulation #8442 Employee Safety Accident Reporting



Waterford Township
Sustained Growth

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: MODIFIED DUTY PROGRAM
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 08/01/2023

PURPOSE:

PROCEDURE:

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: PERSONAL ITEMS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

1. It is recommended that personal items not be brought to school or work. The district will not be responsible for any items lost or stolen. In bringing equipment or other items to school, the employee does so at his/her own risk.
2. The District is not responsible for damage to vehicles while parking on school property. When parking on school property the employee assumes the risk for any damage that may occur.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: RECORDING OF DAYS ABSENT DUE TO INJURY/ACCIDENT
Originator/Department: Business Administrator & Human Resources Coordinator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s): 11/01/2023

PURPOSE:

This document should serve as a guide for staff for recording days absent due to work related injuries and illnesses.

PROCEDURE:

Days absent from work due to illness, injury or accident will be recorded as sick days initially. When the District receives a determination from the Workers' Compensation Insurance Carrier or a Workers' Compensation Court, that these days are designated as Workers' Compensation Days, the employee's attendance record will be adjusted accordingly.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: SAFETY
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Name/Date Last Edited: 10/27/2023

PURPOSE:

It is our goal to provide a safe and healthful environment for everyone that utilizes the district's facilities. This includes employees, students, and visitors to our district. Providing a safe environment goes beyond the obvious of properly maintaining buildings and grounds. A safe environment entails the attitude of the people occupying that environment. Therefore, we believe that safety is an attitude which must be cultivated and reinforced.

PROCEDURE:

The Superintendent of Schools shall appoint a District Safety Coordinator with the responsibility of establishing and implementing a continuing effective safety program. The district goal is to eliminate lost time accidents. The program must involve all employees and students of the district. Employees should be involved through periodic safety meetings. Students should be involved through classroom instruction by the appropriate educators.

The Safety Coordinator shall organize a safety committee with at least the following employees involved to ensure all areas of the operation of the district are represented: Certified Educational Facilities Manager, Supervisor of Buildings and Grounds, Cafeteria Supervisor, Supervisor of Transportation, School Business Administrator, a school nurse, principal and other staff deemed necessary.

The Safety Committee will meet periodically during the year. The Safety Coordinator will be responsible for working with the Safety Committee to define the safety program. However, these points must be covered:



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

1. Accident investigation and accident trend analysis.
2. Safety themes identified for use at meetings.
3. Remediation of hazards.
4. Modification to improper work methods.
5. Safety guidelines and specific rules for each area of each building in the district.
6. Proper PEOSH- 200 log maintenance.

Each employee and student will be responsible for obeying the safety rules established. Disregard of these rules will automatically cause a progressive disciplinary system to be enforced, which ultimately could lead to termination from the district.

REFERENCES/NOTES:



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: EMPLOYEE SAFETY ACCIDENT & WORKERS' COMPENSATION CLAIM REPORTING

Originator/Department: Business Administrator & CEFM
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Name(s)/Date Created: J. Emmons 03/14/2023
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Name(s)/Date Approved:

Last Edited Date(s): 03/14/2023

PURPOSE:

All employees must report all work related injuries, no matter how minor, to the Nurse, Building Principal or their Supervisor, as appropriate, and complete an **"Internal Work Related Injury or Illness Incident Report"**. Any employee of the Board who suffers a job-related injury must report the injury no later than twenty-four hours following the occurrence of the injury.

In case of emergency:

- The employee should report directly to an emergency room for treatment.
- Once the employee leaves for the emergency room, or EMS personnel have left with the injured worker, please call to report the injury.
- Upon discharge, or when the employee's condition is stable, the employee must call NJSIG.

During normal business hours:

If the injury is assessed as a non-emergency, the school nurse or supervisor, along with the injured worker, will call NJSIG at 609-543-3377 to report the incident and receive further instructions. The school nurse or supervisor should complete an "Internal Work Related Injury or Illness Incident Report" and immediately submit a copy to the Business Administrator or designee and the CEFM.

After normal business hours:

The employee can complete a first report of injury (FROI) form: www.njsig.org/froi or download/complete the FROI form: www.njsig.org/reportingclaims#workerscomp and email to FROI@njsig.org.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

- **Click here** to access the first report of injury (FROI) form. The injured employee can either submit a digital FROI online or download, complete, and email the FROI to FROI@njsig.org or fax to: 609-386-2188.

The employee, in cooperation with their direct supervisor, is responsible for notification of injury, coordination of coverage for missed time at work, implementing modified duty, regularly updating their supervisor on the status of their injuries and providing documentation for return to work status.

The employee will fill out an internal incident report which includes the date, time, and place of the incident; the names of the persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances.

If the employee is incapacitated, a supervisor, nurse or witness should provide a written statement. Initially, the school nurse is typically responsible for arranging for treatment by contacting NJSIG. Once a NJSIG claim has been created, coordination of treatment and management of the claim will be coordinated with the employee through Qual-Lynx and a NJSIG Claims Representative. A Qual-Lynx card will be provided so the injured worker can direct providers to send all bills to Qual-Lynx. A Mitchell RX card will be provided in case it becomes necessary for pharmaceuticals.

Once contacted, the NJ Schools Insurance Group/Worker's Compensation Intake Call Center will gather basic information, refer the injured employee for initial treatment and submit a "First Report of Injury".

If the injured worker does not feel that treatment is needed, the nurse/supervisor will need to complete a report for "Record Only".

REFERENCES/NOTES:

Policy # 8442 Reporting Accidents

Regulation #8442 Employee Safety Accident Reporting



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: RISK MANAGEMENT

TITLE/SUBTITLE: WORKER'S COMPENSATION ANNUAL REPORTING	
Originator/Department: Business Office Secretary	
Name(s)/Date Created:	8/31/2023
Name(s)/Date Approved:	
Last Edited Date(s): 08/31/2023	

PURPOSE:

To establish steps necessary to submit occupational injury and illness data to State Agencies.

PROCEDURE:

- **Nurse**
 - Has employee fill out and then submits "Work Related Injury or Illness report"
 - End of Year submits OSHA form 300 to Business Office Secretary
- **Human Resources Coordinator**
 - Provides date of hire, dates of work-related absences or reassignments, and provides data used to -determine average number of employed workers and total employee hours worked, to the Business Office Secretary
- **Business Office Secretary**
 - Keep confidential files for all employee injuries, filed by employee
 - Receives completed OSHA form 300 from each building
 - Submits Survey of Occupational Injuries and Illness to the US Bureau of Labor Statistics (BLS)
 - Register online annually : <https://idof.bls.gov>
 - Submits OSHA forms to US Department of Labor Occupational Safety and Health Administration when required

TIMELINE:

December: BLS will send "Notice of Recordkeeping Requirements for the xxxx Survey of Occupational Injuries and Illnesses"



Waterford Township
Vermont District

STANDARD OPERATING PROCEDURE

January: BLS will send "Instructions for Completing the xxxx Survey of Occupational Injuries and Illnesses"

February: Business Office Secretary must submit data to BLS Internet Data Collection Facility via <https://icdef.bls.gov>

OSHA Injury and Illness Record Keeping and Reporting Requirements:

As of January 1, 2015, OSHA records (Form 300, 300A and 301) are not required for Elementary and Secondary Schools, unless:

- they are asked in writing to do so by OSHA, the Bureau of Labor Statistics (BLS), or a state agency operating under the authority of OSHA
- the BLS or any workplace incident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye.

Please note, OSHA's rules (www.osha.gov/recordkeeping) concerning which injuries and illnesses to record differ from your state's Workers' Compensation reporting.)

REFERENCES/NOTES:

SOII: Survey of Occupational Injuries and illnesses

BLS: Bureau of Labor Statistics



TRANSPORTATION



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: TRANSPORTATION

TITLE/SUBTITLE: TRANSPORTATION OVERVIEW
Originator/Department:
Name(s)/Date Created: 09/01/2023
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

The Board of Education recognizes that transportation to and from school is required for the promotion of education. The Board has the responsibility to transport eligible students to and from their homes.

PROCEDURE:

Transported Students

- Business Office will handle required bus contracts and notification of bus information to appropriate students and parents.

Field Trip/Class Trip

- Requests for buses for field trips and other events shall be submitted to the Transportation Office at the earliest possible date and after approval by the Superintendent. The Transportation Office will schedule all special activity buses.

Contracted Bus Services

- Bus services provided by outside contractors will be coordinated by the Business Administrator in accordance with NJ Public Contracts Law.

Non Public/ Aid-in-Lieu

- Transportation or aid in lieu of transportation shall be provided in accordance with N.J.S.A. 18A:39-I

DRTRS

- The annual District Report of Transported Resident Students will be completed by the Business Administrator and submitted within the State set timeframe.

REFERENCES/NOTES:



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

Source: TRANSPORTATION

TITLE/SUBTITLE: TRANSPORTATION SAFETY
Originator/Department:
Name(s)/Date Created: 7/14/2022
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

The Board of Education recognizes that safe and secure conditions for all pupils transported in district-owned or contracted school vehicles are paramount.

PROCEDURE:

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

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

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

Accidents

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

- A. Physical injury to anyone concerned, no matter how minor
- B. Property damage of any kind, even if the financial loss is negligible



STANDARD OPERATING PROCEDURE

- C. Failure of any mechanical function of a district-owned or contracted vehicle during operation, even if no injury or damage results

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. If the district 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.

Vehicles and Equipment

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

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

Monitoring Devices on School Vehicles

To maintain the safe and secure conditions for all pupils transported on district-owned or contracted vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures



STANDARD OPERATING PROCEDURE

and/or school bus driver driving techniques. This device may be a sound video camera, a voice monitoring device, or other appropriate devices.

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parents/legal guardians each year in parent handbooks. Parents of students identified or not identified in the video/audio tape, and other third parties, may not view the recording except by court order.

Suspected criminal action may be referred to law enforcement.

REFERENCES/NOTES:

Legal References

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils;

grounds for disqualification from employment; exception

N.J.S.A. 18A: 25-2 Authority over pupils

N.J.S.A. 18A:39-1 et seq. Transportation to and from Schools

N.J.S.A. 39:3-10.9 et seq. New Jersey Commercial Driver License Act

N.J.S.A. 39:3B-1.1 et seq. School Buses, Equipment and Regulations

See particularly:

N.J.S.A. 39:3B-10 through -12

N.J.S.A. 18A:11-1

20 USCA 1231g

30 CFR 300.571 Part 99, 300.572, 300.5773



STANDARD OPERATING PROCEDURE

Source: TRANSPORTATION

TITLE/SUBTITLE: TRANSPORTATION ROUTES AND SERVICES
Originator/Department:
Name(s)/Date Created: 7/25/2022
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

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

PROCEDURE:

The Board of Education directs the Superintendent to supervise development of bus routes to provide safe, economical, and reasonable expeditious transportation for:

1. Pupils who live remote from the schoolhouse as defined by New Jersey law;
2. Educationally handicapped pupils in accordance with their IEP;
3. Pupils participating in board-approved extracurricular activities or field trips;
4. Pupils whose route to the school is deemed hazardous by the board;
5. Other pupils as required by law.

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

1. The distance to be traveled to and from school;
2. The age and state of health of the child;
3. The requirements of the instructional program;
4. The hazards involved on the route to be traveled.

The Superintendent shall work in conjunction with municipal officials to determine the criteria necessary for the classification of a hazardous route and shall maintain a list of all hazardous routes in the district. The Superintendent shall develop rules and regulations to supply courtesy transportation for students who must walk to and from school along routes designated by the Waterford Township School District to be hazardous routes.



STANDARD OPERATING PROCEDURE

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

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

Bus routed must be acted upon by the Board and submitted to the county office.

Waiver of Eligible Transportation Services

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

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

Courtesy Transportation Along Hazardous Routes

The Waterford Board of Education is concerned with the safety of students who walk to and from school along roadways determined to be hazardous routes. The criteria used to determine hazardous routes may include but shall not be limited to the following:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads or highways with steep inclines and declines;
7. Drop-offs that have close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school;
10. Busy roads and highways that must be crossed to reach the school.

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



STANDARD OPERATING PROCEDURE

REFERENCES/NOTES:

Legal References

N.J.S.A. 18A:7F-25	Transportation aid
N.J.S.A. 18A:22-8.6	Transportation (budget line item)
N.J.S.A. 18A:36A-13	Transportation services (charter schools)
N.J.S.A. 18A:39-1 et seq.	Transportation to and from Schools
See particularly: N.J.S.A. 18A:39-1.2 through 1.9 N.J.S.A. 18A:19-6	Transportation to location or maintenance of vehicular classrooms to obtain services, payment of cost
N.J.S.A. 18A:46-23	Transportation of pupils; special classes; handicapped children; state aid
N.J.S.A. 39:3-10.9 et al. N.J.S.A. 38L3027	New Jersey Commercial Driver's License Act Free registration of certain vehicles; transfer to other motor vehicles
N.J.A.C. 6A:27-1.1 et seq. 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, -13.1 N.J.A.C. 6A:30-1.1 et seq.	Student Transportation Evaluation of the Performance of School Districts
<u>Parents for Student Safety, Inc. v. Morris Bd. Of Ed.</u> 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) <u>Wayne Board of Education v. Kraft et al.</u> , 139 NJ 597 (1995) <u>Policies and Procedures Manual for Pupil Transportation</u> , N.J. State Department of Education <u>Manual for the Evaluation of Local School Districts</u>	

Possible Cross References

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



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

* Indicated policy is included in the Critical Policy Reference Manual



STANDARD OPERATING PROCEDURE

Source: TRANSPORTATION

TITLE/SUBTITLE: FIELD TRIP/CLASS TRIP
Originator/Department:
Name(s)/Date Created: 10/14/23
Name(s)/Date Approved:
Last Edited Date(s): 11/27/2023

PURPOSE:

To identify the steps necessary to coordinate off-site transportation for students. A field trip is an educational opportunity to study outside of the classroom.

PROCEDURE:

Board of Education approval is required at least two months in advance of a field trip. Therefore, sufficient time should be considered to complete arrangements and obtain all necessary signatures.

1. When planning a field trip, the teacher must contact the transportation coordinator to obtain quotes for transportation.
2. All requests for field trips must be made in writing via a "Field Trip Request" form. The form must be presented to the Building Principal more than two (2) months prior to the event.
3. The Principal/Secretary will then submit the "Field Trip Request" form, along with any supporting documentation, to the Superintendent, requesting Board of Education approval and providing the date of BOE meeting that the request should be submitted.
4. The Superintendent will approve/decline the request to be added to the next BOE meeting agenda. The Superintendent will provide their signature as approval. The Superintendent's Secretary will ensure it is added to the next board agenda.
5. The Principal/Secretary will create a requisition for the Transportation Cost, Admission Fees, and any other additional fees associated with the trip. The purchase order should also indicate the date the check is required to be received by and the BOE meeting date (At least one (1) BOE meeting in advance of the trip date) to be approved for disbursement.



STANDARD OPERATING PROCEDURE

6. The Superintendent's Secretary will indicate Board Approval on the Field Trip Request. The approved request will be forwarded to the Transportation Coordinator and a copy sent to the Building Secretary.
7. The building Principal will contact the Home and School representative to request a list of eligible chaperone volunteers for the trip. The teachers will select chaperones from this list.
8. The building Principal/Secretary should contact the Accounts Payable Secretary to make arrangements to receive the check that they will need to forward to the representative at the trip destination, prior to the date of the trip.
9. Two weeks prior to the trip, permission slips will be sent home. The teachers will provide the office with a copy of the signed permission slips which will include an emergency number to reach parents on the day of the trip.
10. One week prior to the trip, the teacher in charge of the trip should check with the Principal, Transportation office, and the representative at the trip destination to verify all is in place.
11. Prior to departing for the trip, the Principal or designee will review with the students the Rules of Conduct and expected behaviors at the trip site and in transit and conduct an orientation with the chaperones.
12. Teachers will submit to the main office, prior to departing for the trip, a list of the students attending the field trip.
13. The Teachers will exchange phone numbers with the bus drivers.
14. The teacher in charge of the trip will be responsible for contacting the Building Principal in the event of an emergency and be prepared to provide the following:
 - o Student list by assigned vehicle
 - o Supervision list by assigned vehicle
 - o Chaperone list by assigned vehicle
 - o List of medical needs and conditions

GUIDELINES:

- All trips must be of educational value and planned well in advance. Field trips are not to be used as fun or picnic trips.
- Trips should be taken throughout the school year as a learning situation. Do not plan field trips only for spring months.
- A field trip may use all or any part of the day. Trips should be concluded at the closing of the school day so that students may follow regular dismissal procedures, except under unusual conditions or special arrangements.



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- Field trips should not be more than 25 miles from Waterford Township except under unusual conditions. Cost per pupil should be considered and kept in mind at all times.
- If possible, all rain dates will be planned by the Principal in conjunction with the Transportation schedule.
- All teachers are required to obtain a signed parental permission slip for each student prior to taking them off school premises.
- The Board of Education will provide funds for each field trip. Money is NOT to be collected from pupils to pay for admission costs.
- Each building will have the appropriate grade level permission slip.
- Any student suspended three times may be removed from participating in a field trip.

REFERENCES/NOTES

Field Trip Request form

Field Trip Permission Slip Form #2340

Policy/Regulation

5850 Social Events and Class Trips

2340 Field Trips

Regulation

8600 Transportation

8420.01 Field Trip Incident



FOOD SERVICE



STANDARD OPERATING PROCEDURE

Source: FOOD SERVICE

TITLE/SUBTITLE: FOOD SERVICE OVERVIEW/FREE AND REDUCED MEALS
Originator/Department: Business Administrator/Food Service Director/ Secretary to the Director of Elementary Education
Name(s)/Date Created: 4/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 04/24/2023

PURPOSE:

The Board of Education has the responsibility to provide food services to all students. Food services are provided by Nutri-Serve Food Management Inc.

PROCEDURE:

Application for Participation in Child Nutrition Program

- Before the beginning of each school year, Business Administrator files the appropriate paperwork with the Bureau of Child Nutrition to participate in the Free and Reduced Meal Program.

Direct Certification

- Students eligible for TANF and/or Food Stamps may be directly certified by the State. In these cases, the district sends a letter to the household and notifies them of their child's lunch status before school begins. In these instances, no lunch applications need to be filled out.

New Students

- Upon registration, new students are given applications for free and reduced meals.

Free and Reduced Meal Applications

- Secretary to the Director of Elementary Education provides applications for free and reduced meals to each school before the opening of school each year. The applications are disseminated by the school to students and then returned to the



STANDARD OPERATING PROCEDURE

school upon completion. Completed applications are then forwarded to Secretary to the Director of Elementary Education.

Determining Eligibility for participation in the Child Nutrition Program

- Secretary to the Director of Elementary Education determines eligibility in accordance with applicable regulations established by the Department of Agriculture. After determination, letters are sent to all applicants advising them of their status (i.e. free, reduced or denied). All applications are maintained in the administrative office by the Secretary to the Director of Elementary Education as required by the State.

Master Eligibility List

- A master eligibility must be completed and is maintained by Secretary to the Director of Elementary Education. This is a comprehensive list of all students who filed an application and indicates their status as free, reduced or denied. The master eligibility list is maintained for each school (location) as well as district-wide as required per regulations.

Civil Rights Compliance

- Per regulation, a Civil Rights Compliance is completed each year. Using the October 15th student data, lists are maintained by school, broken down by ethnic group and further broken down by status of free, reduced and denied.

Verification

- By November 15th, the required percentage of applications deemed eligible for free and reduced are verified. These applications are chosen at random and applicants are asked to provide name and social security number for each adult listed on the application as well as proof of income.

Bidding

- Milk and other food items are subject to the bidding requirement of the New Jersey State Contract Law. The Food Service Management Company contract will be renewed and/or re-bid in accordance with applicable law.

Daily Deposits



STANDARD OPERATING PROCEDURE

- Deposits are prepared daily, by school and reconciled to the register tapes by food service management company personnel. They are then put into a locked bank bag and picked up by district courier and brought to the bank. Deposit totals are reconciled to the bank statement by Business Office/Accountant.

Setting Prices

- Each year, the Board of education sets prices for food services. Every effort is made to set prices that are affordable for students but enable the food services to operate with minimum contribution from board funds. Prices comply with any regulations set by the Bureau of Child Nutrition.

Voucher Certification/submission

- Each month, the Food Service Director enters meal counts into the Department of Agriculture meal reimbursement system in SNEARS (School Nutrition Electronic Application System). These meal counts are then verified by the Food Service Director and then Certified so that State reimbursement can be made.

Commodities

- The district shall participate in the commodities program offered by the New Jersey Department of Agriculture.

REFERENCES/NOTES:

Policy/Regulation 8500 Food Services

Policy/Regulation 8505 Wellness Policy/Nutrient Standards for meals and other foods

Policy 8540 School Nutrition Programs

Regulation 8540 Free and reduced meals

Policy 8550 Meal Charges/Outstanding Food Service Bill

Policy 8561 Procurement Procedures for School Nutrition Programs



TECHNOLOGY



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

Source: TECHNOLOGY

TITLE/SUBTITLE: TECHNOLOGY/ ELECTRONIC COMMUNICATION ARCHIVAL
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES



Waterford Township
1000 South Main Street
Waterford, CT 06495

STANDARD OPERATING PROCEDURE

Source: TECHNOLOGY

TITLE/SUBTITLE: INTEGRATION OF SYSTEMS
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

Source: TECHNOLOGY

TITLE/SUBTITLE: NETWORK STORAGE AVAILABILITY
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES



Waterford Township
We are all in this together.

STANDARD OPERATING PROCEDURE

Source: TECHNOLOGY

TITLE/SUBTITLE: PHYSICAL SECURITY OVER TECHNOLOGY EQUIPMENT, PERIPHERALS AND MEDIA

Originator/Department:

Name(s)/Date Created:

Name(s)/Date Approved:

Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES



Waterford Township
1000 Waterford Road
Waterford, CT 06395

STANDARD OPERATING PROCEDURE

Source: TECHNOLOGY

TITLE/SUBTITLE: PROTECTING NETWORK FROM INTERNET DANGERS
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: TECHNOLOGY

TITLE/SUBTITLE: SECURITY OF DATA-PASSWORDS AND ACCOUNTS
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES



Waterford Township

STANDARD OPERATING PROCEDURE

Source: TECHNOLOGY

TITLE/SUBTITLE: SYSTEM SOFTWARE
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

Source: TECHNOLOGY

TITLE/SUBTITLE: VIDEO SURVEILLANCE SECURITY
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES



Waterford Township
Serving the Community

STANDARD OPERATING PROCEDURE

Source: TECHNOLOGY

TITLE/SUBTITLE: WEB CONTENT FILTERING AND SUPERVISION
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES



INFORMATION MANAGEMENT



STANDARD OPERATING PROCEDURE

Source: INFORMATION MANAGEMENT

Title/Subtitle: ACCEPTABLE USE OF DISTRICTS TECHNOLOGY AND INFORMATION
Originator: Business Administrator
Name(s)/Date Created: 11/01/2023
Date Approved:
Last Edited Name/Date(s): 11/01/2023

PURPOSE:

To ensure that anyone who has access to district electronic resources understand what is acceptable use of the technology and information and ensure that anyone who has access to sensitive information understands the acceptable uses of that information.

PROCEDURE:

- I. The board will establish a policy that informs all users of the districts' data, systems and information of the acceptable and non-acceptable uses of those district assets. The policy should identify students, staff, parents and guardians, and other users who may have access to the district's data, systems and information.
 - a. The students and staff should be required to sign an acknowledgment of the policy and return that form to the district. Forms should be updated at least annually.
 - b. Parents who utilize information of the district via the internet (student's grades, lunch accounts, library information, etc.) should have an electronic acceptance on the web pages before data is displayed. This acceptance of assurances should include non-disclosure of information that is displayed and other assurances that would appear in a written acceptable use policy.
 - c. Other web users of information should be required to have an electronic acceptance on the web pages before data is displayed. These may include calendars, or web requests for use of facilities, these instances may require additional assurances as well.



STANDARD OPERATING PROCEDURE

- d. All persons with sign-on to the district's network or to district data, i.e. parent portals, should be required to agree to the acceptable use policy, which should be listed.
2. The board will adopt an acceptable use policy that at a minimum should prohibit the following regarding electronic systems conduct that interferes with or stops district activities, including but not limited to excess download, uploads, printing, copying, bandwidth usage, etc.
 - a. conduct any activity not related to the districts operation, including, but not limited to, advertising, soliciting business, or political lobbying.
 - b. Involvement in the violation of, or conviction for violation of, federal, state, or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations. This includes, but is not limited to, material protected by copyright, trade secret, obscenity and related laws.
 - c. Threats, harassment, libel or slander
3. This policy should be reviewed annually for changes in the types of information used and in the types of technology used.
4. Information as referred to in the policy should not be limited to electronic information or simply the use of electronic systems. Controls need to exist over written information and paper files.
 - a. Individuals who have access to district records should not the information for personal reasons
 - b. Sensitive information should be stored in a manner that does not allow for easy access. In the case of electronic information, passwords and restrictions based on user should be employed. For written and paper files, information should be secured by locking cabinets, drawers and doors to offices that hold such information.
 - c. Copies of sensitive material should only be made in cases where it is necessary. Any copies of information that is sensitive in nature should be destroyed in appropriate manner, such as shredding.



STANDARD OPERATING PROCEDURE

5. All users of technology and all those who have access to sensitive district information, should be required to sign an acceptable use form that states the person signing has read and agrees to uphold the policies set forth.
 - a. Forms should be signed at least annually and for any major change in position that allows access to additional information.
6. Violations of AUP should be spelled out in student and staff code of conduct

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: INFORMATION MANAGEMENT

Title/Subtitle: MAINTENANCE WORK ORDER SYSTEM
Originator:
Name(s)/Date Created: 11/01/2023
Date Approved:
Last Edited Name/Date(s): 11/01/2023

PURPOSE:

To provide staff direction regarding maintenance work orders and the School Dude.com order system. Whenever a school district employee wants to request a repair or an enhancement from the Maintenance or Custodial Departments, they should complete a work order using the SchoolDude.com website. The maintenance request should be generated by the person making the request

PROCEDURE:

The school district employee who is requesting a repair or enhancement should generate the maintenance request.

The school secretary will be the first to be notified of a new work order. They will automatically call the contractor for the following crafts: telephone, copiers, HVAC, Pest Control. The building secretary should note in the "Action Taken" window when the call was placed.

The school principal will either approve or deny the work order.

The order will be routed to the Business Administrator, who will determine the following data fields: (1) Priority, (2) Assignment, (3) Budget.

Work orders will be performed in the following priority order:

- A. Emergency—An emergency is a situation that poses an imminent threat to the health or safety of occupants of school property which requires the immediate delivery of good or the performance of services. Normal purchasing procedures may be waived in the event of an emergency.
 1. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service.
 2. Within three days, the superintendent shall inform the County Superintendent of the nature of the emergency and the estimated needs to respond to it.



STANDARD OPERATING PROCEDURE

3. The emergency purchasing procedures may not be used unless the need for the goods or the services could not have been reasonably foreseen.
 4. The contract shall only cover the necessary tasks to alleviate the emergency.
- B. Safety—A safety issue exists when the issue could foreseeably lead to the injury of any occupant of the building. Examples would include broken locks, water leaks, etc.
- C. High—A work order should be categorized as high if the situation is in violation of laws or regulations or board of education policy. Examples would include broken heaters or air conditioners in violation of "Indoor Air Quality" rules or PEOSHA requirements.
- D. Medium—A work order should be categorized as medium for general repair work of an existing system that no longer works, such as a broken sink. The Medium category also includes items included in the annual Comprehensive Maintenance Plan and the district's Strategic Plan.
- E. Low—A work order should be categorized as low for requests that are new items, such as a new shelf.

Within each prior category, work orders should be completed in chronological order. The Chief of Maintenance may group work orders in order to complete them in an efficient manner. The superintendent may authorize the completion of a work order in a priority other than above.

Assignment

The Business Administrator will determine whether the work order will be assigned to a custodian, a mechanic, or an outside contractor.

Cost Benefit Analysis

Whenever the estimated cost of completing the work order, including labor and materials, is greater than the quote threshold, a cost-benefit analysis of outsourcing the work order shall be performed. If the results of the cost-benefit analysis indicate that it would be less expensive to outsource the work, the work shall be outsourced provided the work can be contracted in accordance with the Public Schools Contracts Law and it can be completed on time.

Custodial Work Orders

1. The building secretary will print the custodial work order and place it in their mailbox.



STANDARD OPERATING PROCEDURE

2. When the work order is complete, the custodian will sign and date the work order.
3. The custodian will deliver the paper form to the building secretary;
4. Mark the work order as completed; and
5. Check off the box to indicate that the work order is closed.

Contracted Services

When a work order requires the hiring of an outside contractor, the Business Administrator will assign it to the contractor.

Close Out Procedures for Contracted Services

When the contractor completes the task, the secretary should complete the following steps:

1. Scan the slip using the copier
2. Open the work order
3. Change the status to complete
4. Enter the contractors ticket number in the "Action Taken" box
5. Under file attachments at the bottom of the page, click on "Attach New File"
6. Click Browse and find the file that he/she scanned, click Open
7. Click Submit, Click Work Order, Click Save

The service ticket should be marked with the work order number and forwarded to the Business Administrator. When an invoice comes in for the work, the Superintendent's secretary will:

1. Print the service ticket
2. Attach it to the invoice
3. Enter a requisition
4. Attach the invoice to the service ticket
5. Forward to Accounts Payable

Internal Work Orders

The Chief of Maintenance will obtain their work orders online. The mechanic will complete the work order in priority order.

At the end of each pay period, the mechanic will enter their hours as a labor transaction, and materials, in the work order. If the work order is "completed," the actual completion date field should be entered. If all of the labor and material transaction has been entered, the "work close" check box should be checked.



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Planning

Prior to December 1st of each year, the School Business Administrator shall conduct an analysis of the work order system to plan for the following budget year. The analysis shall include:

1. Productivity of staff as a whole and individually
2. Variations between estimated and actual labor and materials costs
3. Unusual trends for like projects
4. The projected life expectancy vs. the date a building system/piece of equipment was put into place

Other factors that will improve productivity and efficiency.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: INFORMATION MANAGEMENT

Title/Subtitle: RECORDS RETENTION AND DISPOSITION
Originator: Business Administrator
Name(s)/Date Created: J. Emmons 4/25/2023
Date Approved:
Last Edited Name/Date(s): 4/25/2023

PURPOSE:

To provide guidelines for retaining and disposing documents that have been made, maintained, or kept on file by the Board, its officials, or its employees. A record means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file or received in the course of the official business of the Board of Education.

PROCEDURE:

The Business Administrator is responsible for the orderly storage and disposal of government records.

Records Retention

It is recommended that the prior year records be kept close to the office, and records older than that be sent to storage.

If possible, records should be stored in standard records storage boxes that are 24 inches deep. (2 cubic feet) and contain only one fiscal year of records. To help differentiate disposal date, the box should be color coded with an adhesive label.

Each box must be marked with the following information:

- Description
- Record Series Number (See Agency/Schedule)
- Record Title
- Dates included
- Disposal Date



STANDARD OPERATING PROCEDURE

Color	Disposal Date June 30, 20xx	Disposal Date June 30, 20xx
BLACK	2006	Prior to 2006
LIGHT BLUE	2007	2017
YELLOW	2008	2018
GREEN	2009	2019
ORANGE	2010	2020
RED	2011	2021
RED NEON	2012	2022
GREEN NEON	2013	2023
DARK BLUE	2014	2024
YELLOW NEON	2015	2025
ORANGE NEON	2016	2026

Please note, any records that will be disposed of based on a student's graduation date or an employee's termination date should be maintained in that person's file.

Records Disposal

All district records that are mandated by the State of New Jersey may not be disposed until permission is received by the Division of Archives and Records Management. A staff member wishing to dispose of records should first find the appropriate School District Records Retention Schedule. This document will indicate the retention period for the records. If the retention period has passed, the staff member should complete a Request and Authorization for Records Disposal form. It should then be forwarded to the Assistant Superintendent for Business for processing. The Business Office shall return a copy to the staff member after all approvals have been received and will provide further details regarding disposal.

A REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL form is submitted to the Assistant Superintendent for Business. Government record disposal requests are then submitted to the Records Management Services of the State of New Jersey. The details for the disposal of Government Records is submitted to the state website by the Business Office Secretary for approval on or after 7/1/xx. Once the approval process is complete, arrangements are made by the Business Office Secretary to have the boxes disposed.

Refer to the Records Management Services of the State of New Jersey for the appropriate retention timelines.

Please follow these steps:



STANDARD OPERATING PROCEDURE

1. Go to <https://www.nj.gov/treasury/revenue/rms/retention.shtml> for retention schedules:
 - Administration - M700101-004
 - Cafeteria - M700102-001
 - Curriculum and Instruction - M700103-001
 - Facilities - M700104-001
 - Financial - M700105-001
 - Student Records - M700106-004
2. Complete the Request and Authorization for Records Disposal form.
3. Obtain Supervisor signature approving the request for disposal.
5. Submit completed forms to the Superintendent for Business/Secretary by June 31.
6. Keep the records at your location and the Business Office will coordinate arrangements for pick-up of the disposal items, once the approval process is complete.

Request for Disposal-Records Management Services

The Business Administrator will authorize access to the Artemis portal.

Onlineservices.darm.state.nj.us/Artemis/LogIn.aspx



Search Retention Schedule for current data
Organization Type: B-Board of Education > Search

Disposition Management > Create a Disposition Request

Agency: [M700XXX]

Schedule: [M700XXX]

Requester: [Business Office Secretary]

Custodian: [Business Administrator]

Record Series #	Title	Retention Period	from	To
XXXX-XXXX	akljldlnl	XX Years	XX-XXXX	XX-XXX

Once all is entered, SAVE>PRINT
[eSign/Reroute] to Business Administrator
Enter pin #, [Authenticate]



STANDARD OPERATING PROCEDURE

Pop up box – eSign & forward, Recipient Business Administrator [eSign and Forward] BA approves and eSigns, (Financials will automatically be forwarded to Auditor for signature) State approves for submission then the BA or Secretary will submit. Once State and Auditor (if required) approves, arrangements can be made with outside source for shredding.

REFERENCES/NOTES:

47:1-14. Destruction of public records under law

No official responsible for maintaining public records or the custodian thereof shall destroy, obliterate or dispose of any paper, document, instrument, or index which shall have been recorded, filed, registered or indexed except as specifically permitted by law. No law, statute or regulation shall be construed to permit the destruction, obliteration or disposal of any such records by implication.

L.1994,c.140,s.9.

Policy 8310 Public Records

Regulation 8310 Public Records

Regulation 8310.2 Disposal of Required Records



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: INFORMATION MANAGEMENT

Title/Subtitle: SECURING SENSITIVE INFORMATION
Originator:
Name(s)/Date Created: 09/01/2023
Date Approved:
Last Edited Name/Date(s): 09/01/2023

PURPOSE:

To ensure that sensitive information is properly handled and limit the potential exposure of information from being obtained through the district

PROCEDURE:

The superintendent and business administrator or designees will determine those records of a sensitive nature held in the district. The records include, but are not limited to staff, student, volunteer and board member personal information such as address, unlisted phone number, social security number, marital or guardian status, garnishment information, health related information, free and reduced lunch status and disciplinary information.

Sensitive information should be housed in a locked cabinet or behind locked doors.

Access to keys are restricted to personnel authorized to view the information. Keys should have "do not duplicate" on them and copies should be prohibited, except as needed.

Areas housing sensitive information should be locked whenever the areas are not staffed.

Wherever possible, sensitive information should be stored away from high traffic areas. Original sensitive information files should be housed in a fire rated cabinet, where possible.

Backups of paper documents should be treated as sensitive. Electronic documents should be backed up daily and paper documents should be housed in locked areas.

REFERENCES/NOTES:



HUMAN RESOURCE MANAGEMENT



STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: ATTENDANCE/TEACHING STAFF
Originator/Department: Business Administrator & Human Resources Coordinator
Name(s)/Date Created: 4/5/2023
Name(s)/Date Approved:
Last Edited Date(s): 8/18/2023

PURPOSE:

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program.

PROCEDURE:

Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a person's disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and



STANDARD OPERATING PROCEDURE

analysis of attendance data, the training of teaching staff members in their responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

Policy Statement

The regular and prompt attendance of staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include disciplinary action.

Reporting Intended Absence

A staff member who anticipates absence from work will promptly record the absence in the Time and Attendance database either online or via phone. Promptly is defined as no later than:

Sick = 2 hours before start time
Personal = 72 hours before start time
Vacation = 72 hours before start time
School Business = 72 hours before start time

In situations that require less than prompt recording, the staff member must contact their immediate supervisor directly, by phone or email, for permission to take the time off. Failure to do so may result in disciplinary action.

Analysis of Attendance Patterns

The immediate supervisor shall analyze and report on attendance in conjunction with the staff member's evaluation. The analysis shall include review of attendance patterns for:

- A pattern of absences on the same day(s) of the week;
- A pattern of absences before or after non working days;
- The exhaustion or near exhaustion of accumulated sick leave; and
- The habitual exhaustion of personal leave.
- The habitual lateness of reporting absences.

Record of Attendance

The business administrator or designee shall keep a record of the attendance of each



STANDARD OPERATING PROCEDURE

staff member. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. An employee's attendance record shall be part of the employee's personnel file.

The record will distinguish paid leave, such as sick leave, personal days, jury duty, and other approved leaves, from unpaid leave, such as excessive sick or personal leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 3432.

At the end of each year, a cumulative attendance record shall be assembled for each school and for the district.

Attendance Improvement Plan

The attendance summary shall be analyzed by the Business Administrator for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed. The principal shall, by appropriate means, recognize teaching staff members whose attendance is exemplary.

The Principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in his/her school building.

The Principal shall encourage the regular attendance of the staff members in his/her building. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the district's concern for their health and well-being.

The Principal shall report to the Superintendent any teaching staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.

In-service Training

The Principal or immediate supervisor shall meet with the teaching staff members assigned to his/her building at the beginning of each school year to:

- Inform employees of Board policy and district regulations on attendance;
- Familiarize employees with the procedures to be used in reporting and verifying absences;
- Review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee; and
- Acquaint employees with the degree to which attendance will affect evaluation reports.



STANDARD OPERATING PROCEDURE

Counseling

The Building Principal may, in his/her discretion, call a conference with a staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.

Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall determine the nature of the absences and consider any extenuating circumstances.

A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The member shall, in accordance with Board policy on staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.

Discipline

The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any employee's performance and may contribute to a salary recommendation.

REFERENCES/NOTES:

Policy 3212

Regulation 3212



STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: ATTENDANCE/SUPPORT STAFF
Originator/Department: Business Administrator & Human Resources Coordinator
Name(s)/Date Created: 4/5/2023
Name(s)/Date Approved:
Last Edited Date(s): 8/18/2023

PURPOSE:

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program.

PROCEDURE:

Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of support staff members in their attendance



STANDARD OPERATING PROCEDURE

responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

Policy Statement

The regular and prompt attendance of staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include disciplinary action.

Reporting Intended Absence

A staff member who anticipates absence from work will promptly record the absence in the Time and Attendance database either online or via phone. Promptly is defined as no later than:

Sick = 2 hours before start time
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Vacation = 72 hours before start time
School Business = 72 hours before start time

In situations that require less than prompt recording, the staff member must contact their immediate supervisor directly, by phone or email, for permission to take the time off. Failure to do so may result in disciplinary action.

Analysis of Attendance Patterns

The immediate supervisor shall analyze and report on attendance in conjunction with the staff member's evaluation. The analysis shall include review of attendance patterns for:

- A pattern of absences on the same day(s) of the week;
- A pattern of absences before or after non working days;
- The exhaustion or near exhaustion of accumulated sick leave; and
- The habitual exhaustion of personal leave.
- The habitual lateness of reporting absences.

Record of Attendance

The business administrator or designee shall keep a record of the attendance of each staff member. Any absence, for part or all of a school day, shall be recorded along with



STANDARD OPERATING PROCEDURE

the reason for the absence. An employee's attendance record shall be part of the employee's personnel file.

The record will distinguish paid leave, such as sick leave, personal days, jury duty, and other approved leaves, from unpaid leave, such as excessive sick or personal leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 4432.

At the end of each year, a cumulative attendance record shall be assembled for each school and for the district.

Attendance Improvement Plan

The attendance summary shall be analyzed by the Business Administrator for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed. The principal shall, by appropriate means, recognize support staff members whose attendance is exemplary.

The Principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in his/her school building.

The Principal shall encourage the regular attendance of the staff members in his/her building. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the district's concern for their health and well-being.

The Principal shall report to the Superintendent any support staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.

In-service Training

The Principal or immediate supervisor shall meet with the support staff members assigned to his/her building at the beginning of each school year to:

- Inform employees of Board policy and district regulations on attendance;
- Familiarize employees with the procedures to be used in reporting and verifying absences;
- Review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee; and
- Acquaint employees with the degree to which attendance will affect evaluation reports.

Counseling



STANDARD OPERATING PROCEDURE

The Building Principal may, in his/her discretion, call a conference with a staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.

Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall determine the nature of the absences and consider any extenuating circumstances.

A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The member shall, in accordance with Board policy on staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.

Discipline

The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any employee's performance and may contribute to a salary recommendation.

REFERENCES/NOTES:

Policy 4212

Regulation 4212



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: TIME & ATTENDANCE/EMPLOYEE ATTENDANCE
Originator/Department: Business Administrator
Name(s)/Date Created: 1/10/2024
Name(s)/Date Approved:
Last Edited Date(s): 1/29/2024

PURPOSE:

To provide administrators data to comply with regulations 3212 and 4212.

PROCEDURE:

Log into CSI Personnel:

1. Go to Personnel Reports
2. Attendance
3. Attendance Summary Report
4. Change Employee to individual
5. Change the Sort by to employee
6. On the bottom left, Choose the Attendance types you want to see
7. On the right, check off "Separate Page for each employee".
8. Check include employees without attendance.
9. Click Insert
10. Find the employee you want, click OK.
11. Find the next employee, click OK and so on.
12. Click Preview
13. Click Print



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Attendance Summary Report

Print 1 Preview Setup Cancel

☐ Use Setup

Cutoff Date: 06/30/24

Employee: ☐ Range ☒ Individual

Sort by: ☐ School ☐ Category ☐ Department ☒ Employee

Choose Attendance

- Sick Day
- Vacation Day
- Personal Day
- Professional
- Administrative Leave
- Accrued Vacation
- Bereavement
- Family Sick-Dock
- Comp Time
- Dock
- Family/Member Medical
- Family Sick
- Floating Holiday
- FFCRA 1-3
- FFCRA 4 6
- FFCRA 5
- In Class Support
- Jury Duty
- Military Leave
- Extended Leave

Percent Complete

Print Options:

- ☒ Separate page for each employee
- ☒ Include employees without attendance
- ☐ Show employee birth date
- ☐ Show employee category date override
- ☐ Include attendance dates, starting 00/00/00
- ☐ Show employee start date
- ☐ Only types with remaining Less Than 0
- ☐ Run as compensated absences report
- ☐ Ignore category start dates

Only include employees greater than 55

= Base Salary / 01/10/24

Daily Rate 10 Month 200 X 20 Percent

12 Month 240

☐ Limit remaining absences 0

4394 AMBROSELLI, FRANK

Include Quit Status:

- ☒ No as of 01/10/24
- ☐ Yes

Insert

REFERENCES/NOTES:



STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCES

TITLE/SUBTITLE: TIME & ATTENDANCE RECONCILIATION
Originator: Business Administrator
Name(s)/Date Created: D. Fox 7/31/2023
Name(s)/Date Approved: D. Fox 7/31/2023
Last Edited Date(s): 11/22/2023

PURPOSE:

The purpose is to document the procedure for secretaries to reconcile staff time and attendance.

PROCEDURE:

DAILY RECONCILIATION REVIEW

1. **Time and Attendance (VTC) (Employees without Frontline Entry or Punch In)**

Each morning, the Secretary responsible for reconciling staff attendance will go into CSI Personnel Recordkeeping. Go to Personnel/Attendance/Web Time & Attendance/Time & Attendance (VTC). This screen will show the staff members that have not punched in and do not have an absence in Frontline by 8:00 a.m. The Secretary should research this to see what the issue is. If the absence is entered into Frontline after 8:00 a.m., follow up the following day to ensure that the entry was successful. If the absence has not been entered, contact the staff member. If the absence is still not entered on the following day, inform the Supervisor and it will now be the responsibility of the Supervisor to follow up with the employee for a resolution.

2. **Punch In/Out Exceptions**

Each morning, the Secretary responsible for reconciling staff attendance will go into Personnel/Attendance/Web Time & Attendance/Punch in/Out Exceptions. Change the date in the top left corner to the previous day. Review the list for any missing punch in or outs. Email those employees to remind them to punch in and out each day.

RECONCILIATION REPORT SUBMISSION - (Refer to Pay Schedule "Cut-off Date")

1. **Time and Attendance (VTC) (Employees without Frontline Entry or Punch In)**

The next business day following a payroll cut-off date, the Secretary responsible for reconciling staff attendance will go into Personnel/Attendance/Web Time &



STANDARD OPERATING PROCEDURE

Attendance/Time and Attendance (VTC), change the dates in the upper left corner to reflect the previous pay cut off period and hit Load. Click on any entry in the list. Go to File/Print/Export Selected List and click Ok. (If nothing is on the list, use the print icon.) Give the reports to the Principal/Supervisor for review and signature. Send the signed list to the Human Resources Coordinator/Secretary and the Human Resources Coordinator/Secretary will submit the reports to the Superintendent for review and signature. Once all signatures are obtained, the reports will be retained by the Human Resources Department.

2. **Punch In/Out Exceptions**

The next business day after a payroll cut-off date, the Secretary responsible for reconciling attendance will go into Personnel/Attendance/Web Time & Attendance/Punch in/Out Exceptions. Change the dates in the upper left corner to reflect the previous period. Click Load. Click Sort/Group by Employee. Click on Limit List to in Late, Left Early, Less than Default Hours and Just Selected Rows. Click on any row with data. On the menu bar, go to File/Print/Export Selected List, and Ok. Give the list to the Principal/Supervisor for review and signature. Send the signed list to the Human Resources Coordinator/Secretary and the Human Resources Coordinator/Secretary will submit the reports to the Superintendent for review and signature. Once all signatures are obtained, the reports will be retained by the Human Resources Department.

Pertinent attendance information should be denoted on this report. Supervisors are responsible for addressing unresolved and/or reoccurring Punch In/Out Exceptions. Highlighted and handwritten notes serve as a reminder to the Supervisor to follow for a resolution.

Common things to note:

- An employee informs you that they forgot to swipe in or out, note the circumstance and time on the report.
- An employee leaves early. Denote whether or not the employee entered a ½ day in Frontline or not.

NOTE:

- Personnel recordkeeping Time and Attendance is not used for payroll purposes.

REFERENCES:

Policy/Regulation 3212/4212
Annual Cut-off Schedule

2023-2024 CUT OFF SCHEDULE

June 30, 2023

July 14, 2023

July 28, 2023

August 1, 2023

September 1, 2023

September 15, 2023

September 29, 2023

October 13, 2023

October 20, 2023

November 10, 2023

December 1, 2023

December 8, 2023

December 29, 2023

January 12, 2024

January 26, 2024

February 9, 2024

March 1, 2024

March 8, 2024

March 29, 2024

April 12, 2024

April 26, 2024

May 17, 2024

May 31, 2024

June 14, 2024

June 30, 2024



STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: TIME & ATTENDANCE CONFIGURATION
Originator: Business Administrator
Name(s)/Date Created: D. Fox 7/31/2023
Name(s)/Date Approved: D. Fox 7/31/2023
Last Edited Date(s): 8/18/2023

PURPOSE:

The purpose is to document the set up procedures to enroll a staff member in Time & Attendance

PROCEDURE:

1. The Human Resources Secretary should enter the employees 5-digit badge number in their file. Go to Personnel/Employee/Demographic. Search for and select the employee. Click on the Payroll tab on the left. Enter the 5-digit swipe card number in the badge number field and hit save. Also, click on Add/Delete Clocks. Choose the clock that the staff member will use
2. **When setting up a new employee, the Payroll Secretary should go to** Payroll/Entry and Edit/Employee Pay Type Entry. Search for and select the employee. Insert one of the following Pay Types:

Atco Teacher	V:TA
Atco Paraprofessional	V:TB
Atco Non-Instructional Aide	V:TD
TR Teacher	V:TT
TR Paraprofessional	V:TU
TR Non-Instructional Aide	V:TS
WES Teacher	V:TW
WES Paraprofessional	V:TV



STANDARD OPERATING PROCEDURE

WES Non-Instructional Aide	
Day Custodians	V:TM
Night Custodians	V:TN
Related Services (OT, Speech)	V:TX
Child Study Team	V:TZ
Admin, Coordinators, secretaries	V:TC

REFERENCES/NOTES:

Policy-Regulation 3212/4212



STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: TIME & ATTENDANCE RECORDING
Originator/Department: Business Administrator
Name(s)/Date Created: D. Fox 07/31/2023
Name(s)/Date Approved: D. Fox 07/31/2023
Last Edited Date(s): 8/18/2023

PURPOSE:

The purpose is to document the procedure for staff to record arrival and departure.

PROCEDURE:

Option 1:

There will be a laptop in the vestibule or office of each school and the board office. The laptop should say "Scan Badge". Hold your badge or key fob to the card reader. It should record your arrival. If you get an error that says User Not Found, click on the refresh button and try again. If it still won't scan, go to set 2 and report it to the secretary. Upon departure, do the same thing.

Option 2:

If you don't have your badge, or it doesn't work, select switch to manual entry. Enter your 4-digit employee number. You can find your ID number on the Payroll Portal under Demographics. Repeat the same steps on departure.

Notify your Supervisor or the Secretary if you forget to swipe in/out. The Secretary will make a note to be submitted with the End of Pay Period report.

REFERENCES/NOTES:

Policy 3212 & 4212

Regulation 3212 & 4212



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCES

TITLE/SUBTITLE: TIME & ATTENDANCE/SETTING WORK HOURS
Originator: Business Administrator
Name(s)/Date Created: D. Fox 10/16/2023
Name(s)/Date Approved:
Last Edited Date(s) 10/16/2023

PURPOSE:

To establish steps necessary in setting employee hours in the Time & Attendance program.

PROCEDURE:

Log in to the Personal Recordkeeping Program.

1. Click on Personnel
2. Click on Attendance
3. Click on Web Time & Attendance
4. Click on Hours Override
5. Click on V:TC (Person must have V:TC Pay Type in payroll profile)
6. Scroll down to find employee then select the employee
7. In the yellow kiosk box, enter the correct Start Time, End Time, Regular Hours and Lunch and put a check in each box.
8. Click on Set, then Save.

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: CIVIL UNION AND DOMESTIC PARTNERSHIP
Originator/Department: Business Administrator
Name(s)/Date Created: 10/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/24/2023

PURPOSE:

REFERENCES/NOTES:



STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: FAMILY AND MEDICAL LEAVE OF ABSENCE
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

To provide a reference guide for employees with family and medical leave of absences.

PROCEDURE:

If you have worked for the Board a minimum of one year, and have worked 1,250 hours or more during the 1- 2 months prior to requesting leave, you are eligible for family and medical leave.

YOU must provide the Board with 30 days' written notice of your need for leave, or if emergency conditions prevent such notice, you must notify the Board as soon as is practicable. YOU may need to report periodically on your status during the leave period.

Family and Medical Leave of Absence

If YOU are eligible, you will be allowed up to 12 weeks of unpaid leave within any 12-month period for the birth or adoption of a child, to provide either physical or psychological care for a child, spouse (husband or wife), or parent with a serious health condition, or to care for your own serious health condition.

You must conclude leave for the birth or placement of a child for adoption or foster care within 12 months after the event. Leave may begin prior to birth or placement, as circumstances dictate.

To qualify for medical leave, the health condition or treatment(s) must be such that it requires you to be absent from work on a recurring basis or for more than a few days for treatment or recovery.

Intermittent or Reduced Leave



STANDARD OPERATING PROCEDURE

In the case of your own serious health condition or that of a family member, you may take leave intermittently or on a reduced work schedule, if medically necessary. When the leave is for adoption or birth of a child, you may take leave intermittently or on a reduced work schedule only with the joint approval of you and the Board.

If you request intermittent or reduced leave status, the Board may temporarily transfer you to another position of equivalent pay and benefits to better accommodate your leave.

Use of Paid Time Off Benefits

YOU shall use all accumulated sick leave days (for your own personal illness), vacation days, and personal days before the use of Family and Medical Leave Act. Family and Medical leave will begin after any paid time off.

Unless you substitute paid time off benefits, your pay will be reduced for all full days of unpaid leave taken or for all partial days of leave taken. If you are an exempt employee, reducing your pay for partial days off will not affect your exempt status under the Fair Labor Standards Act.

Job Restoration

Most employees granted leave will be returned to the same position held prior to the leave, or one that is equivalent in pay, benefits, and other terms and conditions of employment.

Certain highly compensated salaried employees are eligible for leave, but are not guaranteed restoration to their position if they choose to take leave.

Employee Benefits

Your health care benefits will continue during your leave. Both the Board and you will continue to pay your customary portions of the monthly premium. The board office will advise you of the payment due dates.

If you choose not to return from leave, under certain circumstances you may be required to repay the Board's portion of the premium payment.

Certification

Certification of the need for leave to care for your illness or injury or that of a family member is required. You must obtain the following information from a responsible health care provider and make it available to the Board.

- The date the serious health condition began
- The duration of the condition
- A statement that you need to care for the ill person and the estimated length of the leave or a statement that the employee cannot perform the functions of their job
- If applicable, the medical reasons verifying the need for



STANDARD OPERATING PROCEDURE

intermittent leave or a reduced work schedule, such as scheduled dated for treatment(s)

Dispute Resolution

If there is a dispute about the medical opinion provided by your physician, the Board may require a second opinion by a physician of its choice, at its expense. If a third opinion is necessary, a third doctor may be selected, also at Board expense. The doctor must be agreed

Upon by both you and the Board, and the doctor may not be employed on a regular basis by the Board.

Release to Return to Work

A doctor's release is required if you are returning from a medical leave of one week or longer.

Problem Resolution

It is the policy of the Board not to discharge or discriminate against any employee exercising his or her rights under the federal Family and Medical Leave Act. If you think you have been treated unfairly, contact the Assistant Superintendent for Business/Board Secretary. If for any reason the problem cannot be resolved at that level, contact the Superintendent of Schools. The decision of the Superintendent will be final and binding.

REFERENCES/NOTES:

For more information about family and medical leaves of absence, contact the employee benefits coordinator in the board office.

Request for Family and Medical Leave of Absence Form
Combined Leave Policy Form



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: FLEXIBLE BENEFITS
Originator/Department: Business Administrator
Name(s)/Date Created: 10/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/24/2023

PURPOSE:

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: GRIEVANCE PROCEDURE-NONDISCRIMINATION/AFFIRMATIVE ACTION
Originator/Department: Business Administrator
Name(s)/Date Created: 10/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 1/29/2024

PURPOSE:

It is the policy of the Waterford Township School District to maintain a learning and working environment that is free from discrimination and sexual harassment.

The following district's grievance procedure shall be utilized to hear any complaints or charge of discrimination:

1. Students may submit a complaint to the building principal. If a complaint is not resolved, the Affirmative Action Officer will be notified. If necessary, the complaint will be brought before a grievance committee consisting of board members, teacher association representatives, administration, board solicitor, Affirmative Action Officer, and, in some cases, students.
2. Parents may notify the building principal of any complaints pertaining to the operation of their building. If a meeting between these parties does not bring about a satisfactory resolution, the complaint may be brought to the attention of the Affirmative Action Officer. As a final step, the issue may be brought to the district's grievance committee.
3. Employees may notify their immediate supervisor of any complaints. If a meeting between these parties does not bring about a satisfactory resolution, the complaint may be brought to the district's grievance committee.
4. Any complaint or charge that may go before the district grievance committee must be on the district's Affirmative Action narrative grievance form. Please see your immediate supervisor or building principal as explained in 1, 2, and 3 above.
5. Any individual or group with a charge of discrimination may also write to the New Jersey State Department of Education, Office of Equal Opportunity, Trenton, New Jersey, 08625 or, for employment complaints, to the New Jersey Division of Civil Rights, 1100 Raymond Boulevard, Newark, New Jersey 07102
6. The Affirmative Action Officer for the Waterford Township School District is:



STANDARD OPERATING PROCEDURE

Daniel J. Fox
Assistant Superintendent for Business
1106 Old White Horse Pike
Waterford, NJ 08089
(856) 767-8293

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any school staff member or student to another staff member or student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or grades or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, or academic decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with the individual's educational or professional performance or creating an intimidating, hostile, or offensive employment or academic environment.

Sexual harassment, as stated above, may include, but is not limited to the following:

- Verbal sexual harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, grades, etc.

It is a violation for any member of the Waterford Township Public School staff or student body to harass another staff member or student through conduct or communications of a sexual nature as defined above.

What to do when you are offended?

- Inform the offender that the behavior is unacceptable, and you want it to stop!
- Contact your immediate supervisor
- Contact the Affirmative Action Officer if additional advice is needed

What if the employee cannot resolve the situation?

- Affirmative Action Officer may have to intervene
- Informal conference may be held with the alleged harasser to correct offending behavior and prevent retaliatory behavior

REFERENCES/NOTES:



Waterford Township
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STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: GUIDELINES FOR ADMINISTERING EEO IN PUBLIC CONTRACTS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: HEALTH BENEFIT CONTRIBUTIONS
Originator/Department: Business Administrator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

REFERENCES/NOTES:



Waterford Township
School District

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Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: ON-BOARDING
Originator/Department: Business Administrator
Name(s)/Date Created: 10/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/24/2023

PURPOSE:

REFERENCES/NOTES:



Waterford Township
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Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: POSITION CONTROL
Originator/Department: Business Administrator
Name(s)/Date Created: 10/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/24/2023

PURPOSE:

REFERENCES/NOTES:



Waterford Township
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Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: TERMINATIONS
Originator/Department: Business Administrator
Name(s)/Date Created: 10/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/24/2023

PURPOSE:

REFERENCES/NOTES:



Waterford Township
School District

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Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: TRANSFERS
Originator/Department: Business Administrator
Name(s)/Date Created: 10/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/24/2023

PURPOSE:

REFERENCES/NOTES:



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: HUMAN RESOURCE MANAGEMENT

TITLE/SUBTITLE: UNEMPLOYMENT FUND
Originator/Department: Business Administrator
Name(s)/Date Created: 10/24/2023
Name(s)/Date Approved:
Last Edited Date(s): 10/24/2023

PURPOSE:

REFERENCES/NOTES:



TRAINING & MANAGEMENT



Waterford Township
School District

STANDARD OPERATING PROCEDURE

Source: TRAINING AND MANAGEMENT

TITLE/SUBTITLE: STUDENT TEACHING, OBSERVATION, & INTERNSHIPS
Originator/Department: Business Administrator & Human Resources Coordinator
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

PURPOSE:

PROCEDURE:

REFERENCES/NOTES:



APPENDIX

Glossary of Terms



STANDARD OPERATING PROCEDURE

Source: APPENDIX

TITLE/SUBTITLE: GLOSSARY OF COMMON SCHOOL ACCOUNTING TERMS
Originator/Department:
Name(s)/Date Created:
Name(s)/Date Approved:
Last Edited Date(s):

ACCOUNT - A descriptive heading under which are recorded financial transactions that are similar in terms of a given frame of reference, such as purpose, object, or source.

APPROPRIATION - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

AUDIT - The examination of records and documents and the securing of other evidence for one or more of the following purposes:

- Determining the propriety, legality and mathematical accuracy of proposed or completed transactions.
- Ascertaining whether all transactions have been recorded.
- Determining whether transactions are accurately recorded in the accounts and in the statement drawn from the accounts.
- To determine whether the statements prepared present fairly the financial position of the WATERFORD TOWNSHIP SCHOOL DISTRICT.

AVERAGE DAILY ATTENDANCE ADA - The aggregate days; attendance of a given school during a reporting period divided by the number of days' school is in session during this period. Only days on which the pupils are under the guidance and direction of teachers should be considered as days in session.

BID - The process which includes legal advertising and direct contact, sought from appropriate vendors for goods and services individually or in the aggregate, whose cost is above the mandated bid threshold.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means of financing them.

CAPITAL OUTLAY - An expenditure which results in the acquisition of fixed assets or additions to fixed assets. It is an expenditure for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings and the remodeling of buildings, with the life expectancy of at least ten years.



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CASH - Currency, checks, postal and express money orders, and bankers' drafts on hand on deposit with an official or agent designated as custodian of cash, and bank deposits.

CHART OF ACCOUNTS - A list of all accounts generally used in an individual accounting system. In addition to account title, the chart includes an account number which has been assigned to each account. Accounts in the chart are arranged by Fund, Program, Function and Object.

CONTRACTED SERVICES - Services rendered by personnel who are not on the payroll of the Board of Education including all related expense covered by the contract. Also see Purchased Services.

CURRENT - The term refers to the fiscal year in progress.

DEFICIT - The excess of the obligations of a fund over the fund's resources.

DISBURSEMENTS - Payment in cash.

ENCUMBRANCES - Purchase orders, contracts, and salary or other commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid.

EQUIPMENT - An instrument, machine, apparatus, or set of articles with a value of at least \$500 which retains its original shape and appearance with use and/or is nonexpendable; i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair than to replace it with an entirely new unit.

EXPENDITURES - Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year.

FISCAL YEAR - The twelve-month period from July 1st through June 30th, during which the financial transactions of the school system are conducted.

FIXED ASSETS - Land, buildings, machinery, furniture, and other equipment which the Board of Education intends to hold or continue to use over a long period of time and costs over \$2,000.00 when purchased. "Fixed" denotes probability or intent to continue use or possession, and does not indicate immobility of an asset.

FUNCTION - A group of related activities which are aimed at accomplishing a major service for which the school system is responsible.

FUND - All accounts necessary to set forth the financial position, the financial operations, the changes in residual equities or balances, and the changes in financial position of a fund.

GENERAL FUND - Used to account for all transactions in the ordinary operations of the Board of Education.



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INVENTORY - A detailed list or record showing quantities, descriptions, values, and frequently, units of measure and unit prices of property on hand at a given time. Also, the cost of supplies and equipment on hand not yet distributed to requisitioning units.

INVOICE - An itemized list of merchandise purchased from a particular vendor from which payment is made. The list includes quantity, description, price, terms, date and the like, and is matched with the signed receiving copy.

OBJECT - The commodity or service obtained from a specific expenditure.

OBLIGATIONS - Amounts which the Board of Education will be required to meet out of its resources, including both liabilities and encumbrances.

PETTY CASH - A sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time-consuming. Also, a sum of money, in the form of a special bank deposit, set aside for the purpose of making immediate payments of comparatively small amounts.

PROGRAM - A plan of activities and procedures designed to accomplish a predetermined objective or set of allied objectives.

PROGRAM MANAGER - The individual responsible for monitoring the expenditures within a particular program of the budget. This person usually determines what to purchase, originates purchase orders and receives goods and/or services.

PRORATING - The allocation of parts of a single expenditure to two or more different accounts. The allocation is made in proportion to the benefits which the expenditure provides for the respective purposes or programs for which the accounts were established.

PURCHASE ORDER - A written request to a vendor to provide materials or services at a price set forth in the order and is used as an encumbrance document.

PURCHASED SERVICES - personal services rendered by personnel who are not on the payroll of the Board of Education, and other services which may be purchased by the Board of Education.

REFUND - A return of an overpayment or over collection. The return may be either in the form of cash or a credit to an account.

REIMBURSEMENT - The return of an overpayment or over collection in cash.

REPLACEMENT OF EQUIPMENT - A complete unit of equipment purchased to take the place of another complete unit of equipment which is to be sold, scrapped or written off the record and serving the same purpose as the replaced unit in the same way.

REQUISITION - A written request to a school official for specified articles or services. It is a request from one school official to another school official, whereas a purchase order is from a school official to a vendor.

STUDENT ACTIVITY FUND - Financial transactions related to school-sponsored student activities and interscholastic activities. These activities are



Waterford Township
School District

STANDARD OPERATING PROCEDURE

supported in whole or in part by income from students, gate receipts, and other fund-raising activities.

SUPPLY - A material item of an inexpensive, expendable nature that is consumed, worn out or deteriorated in use; loses its identity through fabrication or incorporation into a different or more complex unit or substance. Is expendable or subject to replace rather than repair if damaged or if some of its parts are lost or worn out.

TRAVEL - Costs for transportation, meals, hotel and other expenses associated with traveling on business for the Board of Education.

UNIT COST - Expenditures for a function, activity, or service divided by the total number of units for which the function activity or service was provided.

VOUCHER - A document which authorizes the payment of money and usually indicates the accounts to be charged.

From: John Greenhalgh, Practitioner's Guide to School Business Management, Allyn and Bacon, Boston, 1978. pp. 261-273.

Sam B. Tidwell, Financial and Managerial Accounting for Elementary and Secondary Schools, 3rd Ed., 1985. pp. 597-628.

WATERFORD TOWNSHIP BOARD OF EDUCATION CODES USED ON PAYROLL CHECK STUBS TO IDENTIFY
DEDUCTIONS & WITHHOLDINGS

Code	Description
ACESG	ACES GRANT
ACESL	ACES LOCAL
ADMDIS	ADMIN DIS FRINGE
AFLAC	AFLAC DISABILITY
AFLNY	AFLAC NY DISABILITY
AMFUND	AMERICAN FUNDS 403B
AXAEQU	AXA – EQUITABLE 403B
BKPAY	PENS BACK PAY
BRKFST	TITLE I TUT BREAKFAST
CLUBS	EXTRA PAY – CLUBS
CSHOPT	CASH OPTION
CO DEN	CASH OPTION – DENTAL
CO HB	CASH OPTION – HB
CO PRECASH	CASH OPTION – PRESCRIPTION
CO VIS	CASH OPTION – VISION
CCCC	CC CHARITABLE CAMPAIGN
COLDIS	COLONIAL DISABILITY INS
COBRAD	COBRA-DENTAL
COBRAV	COBRA-VISION
DBKPENDCRP	BACK PENSION
DCRP	DCRP PENSION
DCFLEX	DEPENDENT CARE FLEX PLAN
DOCREF	DOCK PAY REFUND
EARN	PENS SAL 10-MONTH
EARN	PENS SAL 12-MONTH
EBONDS	US SAVINGS BOND
ESY	EXT SCHOOL YR PRG
EXTRA	EXTRA PAY – MAINTENANCE
EXTRA	EXTRA PAY RATE BASE
FICA	SOCIAL SECURITY
FLI	FAMILY LEAVE INSURANCE
FED %	FEDERAL FLAT %
FED	FEDERAL TAX
FEDRTH	FEDERATED ROTH IRA
FRINGE IMPUTED DCRP	
FRINGE IMPUTED PERS	
FRINGE IMPUTED TPAF	
GARNCS	GARNISHMENT – CHILD SUPP
GARN-O	GARNISHMENT – OTHER
GARN %	GARNISHMENT BY PERCENT
HBCONT	HEALTH BEN CONTRIB CALC
HDTEAC	STIPEND-HEAD TEACHER
IDEA	IDEA ASSUMPTION TEACHERS
IDEA	PENS HRLY TEACHER-IDEA
IBONDS	US SAVINGS BOND SERIES I
INSRV	STIPEND-PRESENT INSERV
LEVY	IRS WAGE GARNISHMENT
LIP	LINCOLN INVESTMENT 403B
MDFLEXMEDICAL	PAYMENT FLEX PLAN
MEDI	MEDICARE
MENTOR	STIPEND – MENTOR

Code	Description
OT SEC	OVERTIME – SECRETARIAL
OT TEC	OVERTIME – TECHNOLOGY
PAIT	PA STATE TAX
P ANNUPERS	ANNUITY
PAREAR	PERS ARREARS
P BKCI	PERS BACK CI
PBKPEN	PERS BACK PENSION
PERS	PERS PENSION
P EXPY	PENS EXTRA PAY
P EXT	PENS EXTRA PAY RATE BASE
PHLTAX	PHILADELPHIA WAGE TAX
P INSR	PERS CI
PISHRT	PERS CI SHORTAGE
P LOANPERS	LOAN
PPSHRT	PERS PENSION SHORTAGE
PREP	EXTRA PAY – MISSED PREP
PRETRO	PENS PRINCIPALS RETRO
PRUDIS	PRUDENTIAL DISABILITY
RETRO	PENS RETRO PAY
SACC A	PENS SACC AIDE
SACC F	PENS SACC FACILITATOR
SACC S	PENS SACC SUPERVISOR
SSEVAL	SPECIAL SERV'S CASE/EVAL
SICPAY	SICK DAYS PAYOUT
S RETRO	PENS SACC RETRO PAY
SSMTG	SPECIAL SERV'S MEET'GS
SUBLHR	SUB – LONG TERM HOURLY
SUBLT	SUB – LONG TERM TEACHER
SUBAID	SUB INSTRUCTIONAL AIDE
SUBNON	SUB NONINSTRUCTIONAL AIDE
SUBNURSUB	NURSE
SUBNHRSUB	NURSE HOURLY
SUBPRF	SUB PREFERRED
SUBTCH	SUB TEACHER
SUBTHR	SUB TEACHER HOURLY
SUBMEC	SUB MECHANIC
SUBSEC	SUB SECRETARY
SUI	STATE UNEMPLOYMENT INSUR
T ANNU	TPAF ANNUITY
TAREAR	TPAF ARREARS
T BKCI	TPAF BACK CI
TBKPEN	TPAF BACK PENSION
TECH	COMPUTER TECH EARNINGS
T INSR	TPAF CI
TISHRT	TPAF CI SHORTAGE
TITLEI	PENS HOURLY TEACH – TITLE I
T LOAN	TPAF LOAN
TPAF	TPAF PENSION
TPSHRT	TPAF PENSION SHORTAGE
TTL I	TITLE I TEACHERS PAY
TUTOR	TITLE I TUTORING

CIVIL UNIONS AND THE DOMESTIC PARTNERSHIP ACT

CIVIL UNION ACT

On February 19, 2007, the Civil Union Act (Ch. 103, P.L. 2006) went into effect. The new law expands the rights provided by the Domestic Partnership Act and establishes the same legal rights and financial benefits currently available to married heterosexual couples to same-sex couples who comply with the procedures set in the law.

The Civil Union Law very specifically establishes certain rights (such as Family Leave rights under N.J.'s Family Leave Act, divorce and alimony rights, etc.). However, other aspects of the law need clarification through regulation and administrative attention.

On March 8, 2007, the Division of Pensions and Benefits issued an explanatory document providing guidance on the implications of this law on the **State Health Benefits Plan and retirement systems**. The following summary of the insurance provisions within the document apply *only* to those districts participating in SHBP. Although it appears employers with private carriers may have to follow the same interpretation of the law, no official guidance has been provided conclusively indicating such. According to the Division of Pensions and Benefits:

- The Civil Union Law extends SHBP eligibility to a civil union partner in the same manner as a married member's spouse. Therefore, insurance coverage is now automatically extended to civil union partners, as defined in the law, without negotiations.
- The premium cost for a civil union partner is the same as that for a dependent spouse. If the employee is currently required to pay for any portion of the coverage for dependents, the same costs that would apply to a spouse would also apply for the civil union partner.
- To add a civil union partner to coverage, an employee must submit the appropriate SHBP enrollment application within 60 days of the date of the civil union. Applicants must also provide SHBP a photocopy of their New Jersey Civil Union Certificate. Applications will not be processed until the certificate is received.
- It is important to note that because the federal Internal Revenue Code does not view a civil union partner in the same manner as a spouse, the cost of a civil union partner's coverage may be subject to federal tax (similar to the current tax liability of domestic partners). If the civil union partner meets the IRS definition of "dependent" for tax purposes, then the employer does not have to treat the civil union partner coverage as a taxable benefit.

We will keep you posted of developments and emerging clarification as they occur. Meanwhile, the following resources will provide you with currently available information:

- The Division of Pensions and the State Health Benefits Program provides the full document summarized above and other information on pensions and the State Health Benefits Plan.
- The law's provisions as summarized in the bill statement.
- The full text of the Civil Union Act.

DOMESTIC PARTNERSHIP ACT

After February 19, 2007, (the enactment date of the Civil Union Act) same-sex couples are permitted to establish civil unions, but may no longer enter into domestic partnerships in New Jersey. However, the Civil Union Law provides that **both** same-sex and opposite-sex couples **62 years of age or older** may still elect to join in a domestic partnership.

Prior to the enactment of the Civil Union Law, opposite-sex domestic partners 62 years of age or older were precluded from pension and/or SHBP benefits. Now, both same-sex and opposite-sex domestic partners 62 years of age or older who enter into a New Jersey domestic partnership after February 19, 2007, **will not** be entitled to pension or SHBP benefits. The Division of Pensions and Benefits is awaiting advice from the Office of the Attorney General regarding the pension and SHBP eligibility of same-sex domestic partnerships when established by couples 62 years of age or older **after** February 19, 2007, outside the jurisdiction of New Jersey. The Division will provide employers with additional details on the eligibility status of these couples when more information becomes available.

Unlike the Civil Union Act, the Domestic Partnership Act still requires a Local Employer to file a resolution through its governing body to extend the benefits of the Act to domestic partners of employees.

Since July 10, 2004 boards of education have been expected to comply with the state's Domestic Partnership Act. Boards

C. Create a chain of command to carry out the district-wide plan.

District-Wide Planning Team

Chain of Command

Superintendent

Public
Relations
Team

Director of
Elementary Education

Evacuation,
Shelter, &
Student Care
Team

Waterford
Principal

Crisis
Intervention
Team

Thomas Richards
Principal

Search &
Rescue Team

Atco
Principal

Student
Reunification
Team

Director of
Student Personnel
Services

First Aid Team

Maintenance
Supervisor

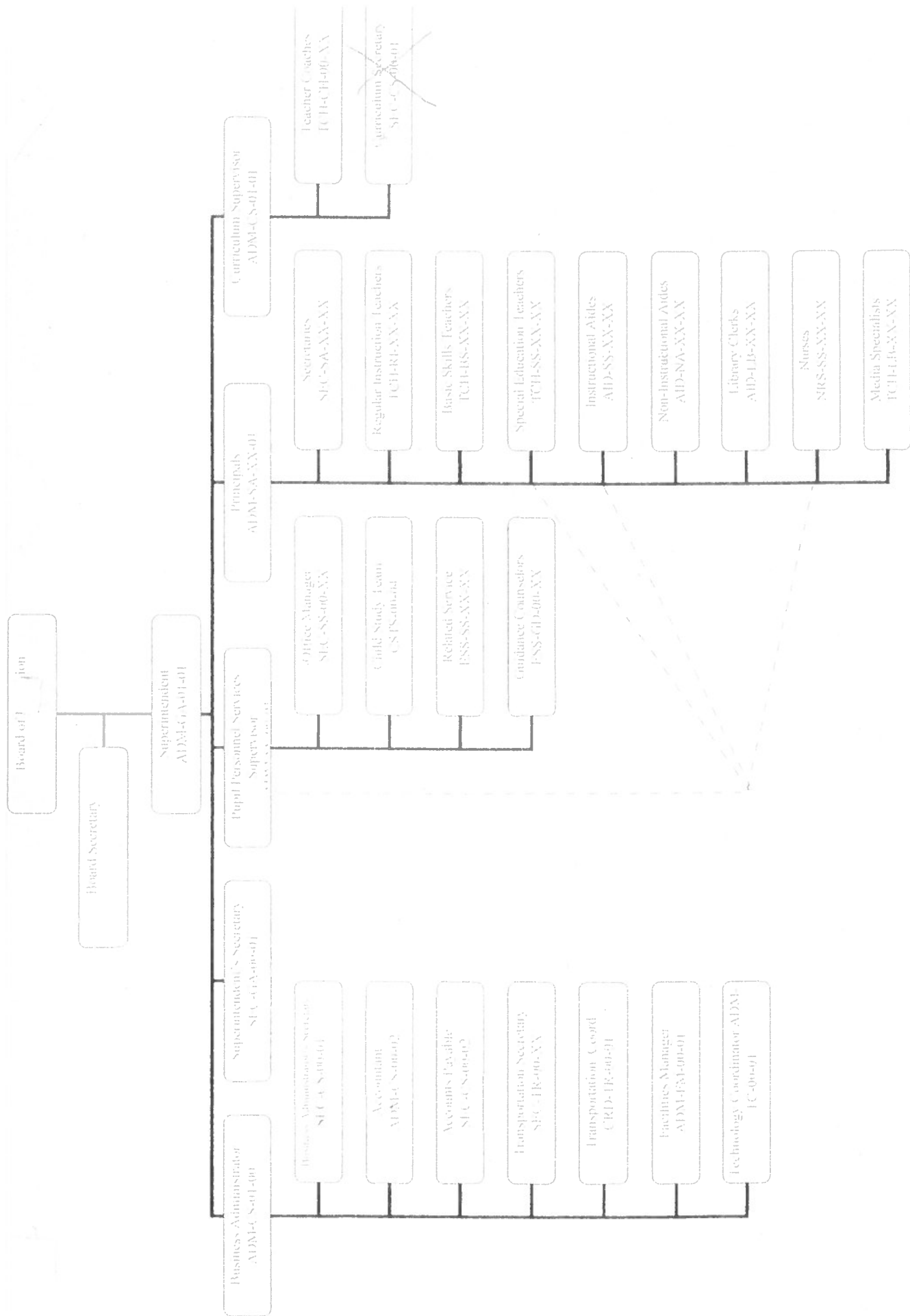
Facility & Security
Response Team

Custodial
Services

Finance
Administrative
Team

Traffic Safety
Team

Safety Team





Purchases and Sales by Schools and Affiliated Organizations

WATERFORD TOWNSHIP BOE

TAX # 21-6000115

TB-49 – Issued October 7, 2002

Tax: Sales and Use Tax

NEW JERSEY PUBLIC SCHOOLS

New Jersey local school districts are political subdivisions of the State of New Jersey. Their purchases, except purchases of energy, are exempt from New Jersey Sales and Use Taxes, pursuant to Section 9(a)(1) of the New Jersey Sales and Use Tax Act. An exempt organization certificate or number is not required for the local school district, public school or board of education to make tax exempt purchases. ST-5 Exempt Organization certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying Sales Taxes. Payment must be made by a school check, including a student activity fund check, or a school voucher. However, for incidental purchases made with a cash advance of \$150 or less from the school, at ST-4 Exempt Use Certificate must be used for proof of exemption.

New Jersey public schools and school districts are not required to collect Sales Tax on sales made during occasional fundraising events or activities that are relatively short in duration, if all of the proceeds will benefit only the school or school district.

PTA/PTO'S AND PRIVATE NONPROFIT SCHOOLS

Parent-teacher associations or organizations and private nonprofit schools qualify for exemption from Sales and Use Tax in New Jersey. Upon application to the Division of Taxation, they are granted an ST-5 Exempt Organization Certificate and may make tax exempt purchases (except purchases of energy) by issuing to their vendor a copy of their ST-5 and making payment from the funds of the organization.

Organizations having a valid ST-5 Certificate are not required to collect Sales Tax on sales made during occasional fundraising events. If the events are relatively short in duration and all proceeds benefit only the organization or the school. When conducting occasional fundraising sales, students and parents may sell the items without collecting tax if payment is by cash or check payable to the PTA/PTO or school. If the end-purchaser makes checks payable directly to the for-profit fundraiser vendor, Sales Tax must be collected on taxable merchandise. In this case, the fundraiser vendor must be registered with the Division of Taxation and must remit tax on the gross amount of all such sales, even if a portion of the proceeds will benefit the school.

NON-EXEMPT SCHOOL GROUPS

Groups such as booster clubs, teacher organizations and parent organizations may not use a school's tax exempt documentation to make tax exempt purchases. If a group has not qualified for and received an ST-5 certificate in its own name, it must pay Sales Tax on taxable purchases.

When a non-exempt school group makes occasional fundraising sales and the end-purchaser makes payment to the group, the group must pay Sales Tax on taxable merchandise to the fundraiser vendor. In this case, the vendor must be registered with the Division of Revenue and

Enterprise Services and remit Sales Tax on the receipts from the sales to the school group, and in this way, the group is not required to collect Sales Tax on its sales to the end-purchaser. However, if the end-purchaser makes checks payable direct to the fundraiser vendor, the vendor must charge and remit Sales Tax on the gross amount of all such sales, based on the prices charged to the end-purchaser.

SCHOOL STORES, CAFETERIAS AND EVENTS

If a public or private school or a PTA/PTO or other school affiliated group operates a school store on a regular, ongoing basis (such as more frequently than monthly), Sales Tax must be collected on taxable sales. To collect Sales Tax, the school or organization must be registered with the Division of Revenue and be on a reporting basis for Sales Tax, for the school or organization to receive Sales Tax returns and properly remit the tax. The school or organization would issue ST-3 Resale Certificates to suppliers to avoid paying Sales Tax on store inventory purchases.

School cafeterias, at both public and private schools, are not required to charge Sales Tax on meals sold to students. Similarly, sales of food and school-related merchandise by a nonprofit school or a school affiliated organization at a stand or booth are not subject to Sales Tax, if it is operated only during school sporting events or other occasional school events and all the proceeds benefit the school or school district.

Note: A Technical Bulletin is an informational document designed to provide guidance on a topic of interest to taxpayers and describe changes to the law, regulations, or Division policies. It is accurate as of the date issued. However, taxpayers should be aware that subsequent changes in the tax law or its interpretation may affect the accuracy of a Technical Bulletin. The information provided in this document does not cover every situation and is not intended to replace the law or change its meaning.



Workers' Compensation

Name: _____

Employer: _____ **Date:** _____

If you get hurt on the job:

1. Tell your employer immediately and call NJSIG at 609-543-3377.
2. In case of an emergency, go to the nearest hospital and tell your employer and NJSIG within 24 hours.
3. NJSIG will direct your treatment. Do not go to your own medical provider.
4. Present this card to your medical provider at the time of treatment.

Provider Network and Billing Instructions

**Pre-certification is required
prior to treatment**

Call: 1-800-425-3222 for Approval

Submit All Bills to:
QualCare, Inc.
PO Box 309
Piscataway, NJ 08855-0309



ADDITIONAL DOCUMENTS

Student Accident Claim Form

Please Read Instructions On The Next Page Before Completing

CLAIMS ADMINISTRATOR
Bollinger Specialty Group
P.O. Box 1346
Morristown, NJ 07962
or email to:
BollingerSchoolClaims.GBS@AJG.com

1. School District or Diocese: Waterford Township School District		2. School Within District or Parish Child Attends		3. Master Policy No.: MCB5858735	
4. Claimant's Last Name		First Name:		5. Date of Birth:	6. Telephone:
7. Home Address:			8. City/State/Zip Code:		
9. Personal Email Address of Parent or Guardian:					

10. Check activity in which student was involved when injured:

- A. ☐ Interscholastic Sports _____ Name of Sport _____
- B. ☐ Cheerleading ☐ Twirling or Flagwaving ☐ Band Member
- OR:
- | | | |
|--|---|---|
| 01 <input type="checkbox"/> Physical Ed. Class | 04 <input type="checkbox"/> To and From School | 07 <input type="checkbox"/> Extra Curr. Activity ON Premises |
| 02 <input type="checkbox"/> Classroom or Hallway | 05 <input type="checkbox"/> Group Travel | 08 <input type="checkbox"/> Extra Curr. Activity OFF Premises |
| 03 <input type="checkbox"/> Playground (NOT Phys. Ed.) | 06 <input type="checkbox"/> Non-School Activity (24 Hr. Plan) | 09 <input type="checkbox"/> Spectator |

Was School in Session? YES ☐ NO ☐ Starting Time _____ Dismissal Time _____

11. Date of Accident:	12. Time: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	13. How Did Accident Occur?
14. Where Did Accident Occur?		15. Part of Body Injured

16. I certify that the activity checked above is school sponsored and supervised and is covered under a policy applied for and purchased by the policyholder.

Signature of School Official _____ Title _____ Date _____

Email Address _____ Phone Number _____

AUTHORIZATIONS AND STATEMENT OF OTHER INSURANCE MUST BE COMPLETED BY PARENT OR GUARDIAN

MEDICAL AUTHORIZATION: I authorize the release of any medical or other information necessary to process this claim, including all data covering this and/or previous confinements and/or disabilities.	PAYMENT AUTHORIZATION: I authorize payment of medical benefits directly to the providers rendering services.
SIGNED _____ DATE _____	SIGNED _____ DATE _____

1. Parent/Guardian Name:	2. Name and Address of Employer:
3. Parent/Guardian Name:	4. Name and Address of Employer:

5. ☐ No, we do not have any personal or group medical insurance. I have enclosed a letter from my employer verifying this.

We have no other insurance. We are (please check one): ☐ Self-employed ☐ Unemployed ☐ Disabled

☐ Yes, we do have other insurance. (Please complete #6).

☐ We have a government funded plan (Medicaid, Tricare, etc.). If you have Medicaid please supply us with a copy of your card.

6. Names of other Insurance Companies	Address

I hereby certify, swear and affirm that the information given above is true and accurate. I fully understand that any willful misrepresentation made by me in an attempt to collect benefits under this policy constitutes fraud and is punishable by law.

Parent or Guardian's Signature: _____ Date _____

PARENTS: PLEASE READ ALL INSTRUCTIONS BEFORE FILING A CLAIM:

The Accident Insurance coverage purchased provides coverage on an **EXCESS** basis. Under this plan, the first \$100 of covered charges are paid without regard to any other applicable coverage that may be in effect. After the first \$100 in covered charges are paid, expenses which are **NOT** payable by your other personal or group insurance are eligible for coverage under this policy up to the limits.

Please follow these instructions below when filing a claim:

1. THIS CLAIM FORM MUST BE MAILED TO BOLLINGER WITHIN 90 DAYS OF THE DATE OF ACCIDENT TO ESTABLISH YOUR CHILD'S CLAIM FILE.

Please be sure that:

- a) The school official has completed his/her section of the claim form.
 - b) You have completed and signed the Parent's Statement and Medical Authorization.
 - c) You have attached itemized bills to this form.
 - d) The Statement of Other Insurance section must be fully completed.
2. If the claim totals more than \$100, Bollinger will pay the first \$100 and return the expenses to you for submission to your own personal insurance coverage.
3. After your primary insurance has paid the medical expenses, up to the policy limits, submit all Bills (CMS-1500 from physicians and UB-04 from hospitals) with the corresponding Explanation of Benefits from your primary insurance company as you receive them and mail to the PO Box shown below. If you have paid any bills, you must include a receipt(s) or payment will be sent to the provider rendering the services.

If this is a dental injury, your provider should submit injury related services only on an ADA Dental Form J430 or its equivalent and copies of corresponding Explanation of Benefits from your primary insurance company. Documents should be mailed to the PO Box shown below.

We cannot accept balance due bills, statements, invoices or ledgers.

4. The subsequent bills and Explanation of Benefits from your other insurance should be sent in as you receive them. Please write the claimant's name, policy number, and date of accident on all Bills and Explanation of Benefits.

A new claim form is not necessary.

5. Please keep a copy of this Claim Form, all bills, and primary insurance Explanation of Benefits for your own records.
6. If you need further information or have any questions, please call 866-267-0092 to speak to one of our highly qualified Customer Service Representatives between the hours of 8 a.m. and 4:15 p.m. E.S.T. Monday-Friday or contact us on our website www.BollingerSchools.com

PLEASE DO NOT CALL THE SCHOOL.

7. After you have submitted your completed claim form and have received your first Explanation of Benefits from Bollinger Specialty Group, you will now have a claim number and you may go to www.BollingerSchools.com to enroll and check the status of your claim online.

FRAUD WARNING NOTICE

Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

PLAN ADMINISTRATION AND CLAIM SERVICE BY:

Bollinger Specialty Group

A Gallagher Company

P.O. BOX 1346, MORRISTOWN, N.J. 07962
TELEPHONE 866-267-0092 – FAX 973-921-2876

www.BollingerSchools.com

**WATERFORD TOWNSHIP SCHOOL DISTRICT
INTERNAL WORK RELATED INJURY OR ILLNESS INCIDENT REPORT**

Incident Date: _____ Report Date: _____

Time employee began work: _____ AM/PM Time of Incident: _____ AM/PM

Name: _____ Sex: M ☐ F ☐

Address: _____ DOB: _____

Phone #: _____ Social Security #: _____

School: _____ Occupation/Title: _____ Date of hire: _____

Federal Government Requirements- Race/Ethnicity:

- ☐ American Indian/Alaskan ☐ Asian ☐ Black/African American
☐ Hispanic/Latino ☐ Native Hawaiian/Pacific Islander ☐ White

Note: If more space is needed, continue on the back

Exact location of incident: _____

How did the injury occur? _____

Witness(s): _____
(Name) (Address) (Phone #)

Description of Injury: _____

What object harmed you? _____

What were you doing before the incident occurred? _____

Completed by (Print of Type) _____ Signature _____ Date _____

TO BE COMPLETED BY SCHOOL NURSE OR SUPERVISOR

Recommended Treatment of injury by: ☐ First Aid only ☐ None ☐ Medical treatment was denied by the injured employee at this time.

Recommended Treatment of injury by: ☐ Doctor ☐ Emergency Room

Call NJSIG (609) 543-3377

NJSIG Case #: _____

Treatment given on-site _____

If treatment is given away from the worksite, provide the name and address:

Was the employee treated overnight as an in-patient? ☐ Yes ☐ No

Completed by (Print of Type) _____ Signature _____ Date _____

Cc: School Principal, School Nurse, Superintendent for Business, Business Office Secretary

WATERFORD TOWNSHIP SCHOOL DISTRICT
NON WORK RELATED INJURY OR ILLNESS INCIDENT
EMPLOYEE STATEMENT

All public employers are required to record and report work related deaths, injuries and illnesses. Per New Jersey Schools Insurance Group Bylaws:

"When an injury occurs, written notice shall be given by or on behalf of the member district to NJSIG or any of its authorized agents as soon as practicable. Such notice shall contain particulars sufficient to identify the member district and also reasonably obtainable information respecting the time, place and circumstances of the injury, the names and addresses of the injured and of available witnesses."

I, _____, attest that the incident that occurred on
Employee Name (Print or type)

_____, was not a work related incident. My personal Health Benefits should be billed
Incident Date

for services related to this incident. I do not wish to file a Workers Compensation claim at this time.

Completed by (Print of Type)

Signature

Date

CommunityUse

Requester Guide

How to Log in

- Go to <https://www.communityuse.com/default.asp?acctnum=386046752>.
- At the top of the page, click on the **Login to Request Facility Use** link.
- If you have already registered, enter your login name and password into the fields and click **Log In**.
- Once you are logged in, the system will default you to the home page where you can view the calendar. *Note: If no events are showing on the Calendar, be sure you have a Location selected. Any time you make a filter choice on the Calendar, click the Filter button to refresh the screen.

How to Submit a Request

- Click on the **Request Facility Use** tab. *Note: If this is your first time making a request through CommunityUse, you will be asked to read the terms and conditions that the district provides. You will also be asked to verify that you agree to these terms each time you submit a request.
- Choose the type of schedule you would like to submit.
 - A **Normal Schedule** can be for a single date or multiple dates, but each event will be in the same location and room at the same time of day. You can request up to a maximum of 20 dates on a normal schedule.
 - The **Recurring Schedule** is used for an event that takes place on a regular basis (Example: every Monday and Wednesday from October through December). These events will also be in the same location and room at the same time of day. You can enter up to a maximum of 100 dates on a recurring schedule.

Facility Use Request Wizard

Note: Any field marked with an orange line is a required field.

Step 1 - Search

- Enter the **Event Title**.
- Enter an **Event Description** of the event you are requesting.
- Select the **Location** and **Room(s)** you would like to reserve for your event.
- If entering a **Normal Schedule**:
 - Enter the Event Date(s) by typing into the box or clicking on the dates in the calendar box to the right.
 - Enter the Start Time and End Time, making sure to select AM or PM in the drop down boxes.



Event Date(s) | 04/06/2015
04/08/2015
04/10/2015

April 2015 May 2015

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time | 5 00 PM | End Time | 7 00 PM |

Seeking approval at the _____ Board Meeting

**WATERFORD TOWNSHIP PUBLIC SCHOOLS
FIELD TRIP REQUEST**

SCHOOL _____ GRADE _____

	#	RATE	TOTAL
STUDENTS	_____	_____	_____
WTSD STAFF	_____	_____	_____
OUTSIDE CHAPERONES	_____	_____	_____
TRANSPORTATION COSTS	_____	@ _____	_____
GRAND TOTAL	_____		_____

EMERGENCY CONTACT NAME/NUMBER FOR DAY OF TRIP _____

DATE OF TRIP _____ LOAD BUS @ _____

WHERE: _____ DEPART SCHOOL @ _____

ADDRESS: _____ BOARD RETURN BUS @ _____

_____ ARRIVE SCHOOL @ _____

BUS COMPANY NAME _____ # OF BUSES _____

CORRELATION TO CURRICULAR GOALS AND OBJECTIVES

PARKING FACILITIES

HOW WILL LUNCH BE HANDLED?

TEACHERS NAME _____ SIGNATURE _____ DATE _____

TRANSPORTATION NAME _____ SIGNATURE _____ DATE _____

Admission Requisition # _____ Transportation Requisition # _____

PRINCIPAL NAME _____ SIGNATURE _____ DATE _____

SUPERINTENDENT _____ SIGNATURE _____ DATE _____

BOARD OF EDUCATION APPROVAL _____ DATE _____

C: Teacher, Transportation

[illegible]

REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL

Requested from:

Administration - M700101-004

Cafeteria - M700102-001

Curriculum and Instruction - M700103-001

Facilities - M700104-001

Financial - M700105-001

Student Records - M700106-004

GOVERNMENT RECORDS FOR DISPOSAL

[illegible]

Daniel J. Fox
Assistant Superintendent for Business

Signature

Date _____

**WATERFORD TOWNSHIP PUBLIC SCHOOLS
REQUEST FOR PROFESSIONAL DAY[S] ("RPD")**

NAME: _____ SCHOOL: _____

POSITION: _____ DATE SUBMITTED: _____

DATE OF ABSENCES[S]: _____
(Day / M.T.W.TH.F) (Month) (Date/s) (Year)

TOPIC: _____

PLACE: Where attending - City/Town: _____
Attach Synopsis & Registration Form Here:

FRONTLINE ABSENCE CONFIRMATION #[s]: _____

PROFESSIONAL DAY:

Expenses Projected: _____
(Indicate amount)

Requisition #: _____

Attach Requisition Here:

Is this required to maintain your license/certificate? ☐ Yes ☐ No

I certify that the following statements are true. This workshop:

- A. Promotes the delivery of instruction and is critical to the instructional needs of the school district or furthers the efficient operation of the school district.
- B. Is educationally necessary and fiscally prudent.
- C. Is directly related to and within the scope of the school district's Professional Development Plan and the employee's Professional Improvement Plan.
- D. Is directly related to the attendee's current job responsibilities.

The employee agrees to provide a brief report that includes a description of the primary purpose for their travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district.

A fully approved copy of this form must accompany the purchase order.

SIGNATURE OF EMPLOYEE: _____

Approved by: _____ Date: _____
(Immediate Supervisor)

Approved by: _____ Date: _____
(Supervisor of Pupil Personnel Services/Guidance) - IF APPLICABLE

Approved by: _____ Date: _____
(Superintendent)

Board of Education Approval Date _____

This request must be approved by the Board before arrangements are made.

WATERFORD TOWNSHIP PUBLIC SCHOOLS
Professional Development Activity
Effectiveness Report (PDAER)

Staff Member: _____

Position: _____

Professional Development Activity:

Title: _____

Presenter: _____

Date: _____

State the primary purpose for completing this professional development activity:

State the key issues addressed at the event:

Describe the relevance to improving instruction or the operation of the school district:

Staff Member's Signature: _____

Date: _____

Principal's/Supervisor's Signature: _____

Date: _____

IMPORTANT: Completed form must be submitted within 5 school days after date of the above activity.



Waterford Township
School District

Michael A. Nolan, Ed.D.
Superintendent

Daniel J. Fox, CPA
Assistant Superintendent for Business

GRANT APPLICATION

All grant applications must be pre-approved by the Board of Education prior to submission to the granting authority in accordance with Policy #6160. All items purchased or donated through the grant become the property of the district.

Teacher Name _____

School/Department _____

Funding Agency _____

Describe the project objectives that relate to established goals of the district:

Provide measures for evaluating whether the project objectives are being achieved:

Amount Requested or description of goods/services to be received:

Principal/Supervisor Approval _____ Date _____

Superintendent Approval _____ Date _____

Board Approval Date _____

**FAMILY AND MEDICAL LEAVE OF ABSENCE
EMPLOYEE HANDBOOK POLICY**

4151.2

EXHIBIT 9.6

REQUEST FOR FAMILY AND MEDICAL LEAVE OF ABSENCE

Employees who have worked for at least 1,250 hours during the 12-month period immediately prior to the request for leave are eligible for leave.

Name: _____

TYPE OF LEAVE REQUESTED

(Check one box.)

- ☐ Employee Medical Leave of Absence
- ☐ Extension of Employee Medical Leave of Absence
- ☐ Family Medical Leave of Absence
- ☐ Extension of Family Medical Leave of Absence
Dates of prior approved Family Medical Leave are:

_____ to _____

- ☐ Leave to care for newborn or adopted child or a child placement (via state procedures for foster care.)

The Leave (or extension) requested will begin on _____

and end on _____.

If the request is for multiple days off for recurring medical treatments of a child, parent, or spouse, or for your own medical treatments, specify dates requested:

Date: July 15, 2009

**FAMILY AND MEDICAL LEAVE OF ABSENCE
EMPLOYEE HANDBOOK POLICY**

41 51.2

EXHIBIT 9.10

CERTIFICATION OF PHYSICIAN OR PRACTITIONER

**Certification of Health Care Provider
(Family and Medical Leave Act of 1993)**

1. Employee's Name: _____
2. Patient's Name (if different from employee): _____
3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition¹ qualify under any of the categories described? If so, please check the applicable category:

(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ or None of the Above _____
4. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

(Signature of health care provider)

(Type of practice)

(Address)

(Telephone Number)

¹ Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

**FAMILY AND MEDICAL LEAVE OF ABSENCE
EMPLOYEE HANDBOOK POLICY**

4151.2

EXHIBIT 9.8

INSURANCE PREMIUM RECOVERY AUTHORIZATION FORM

I certify by my signature that I have read and understand the following policy:

I acknowledge the Board's legal right to recover the cost of any premium paid by it to maintain my coverage in group health benefits during any period of unpaid leave under the following conditions:

1. I fail to return from leave at the expiration of the leave to which I am entitled and,
2. The reason I fail to return to work is not one of the following:
 - A. The continuation, recurrence, or onset of a serious health condition that entitles me to leave to care for a child, parent, or spouse with a serious health condition, or if I am unable to perform the functions of my position due to my own serious health condition, or
 - B. Other conditions beyond my control to prevent me from returning.

Date: _____ Name (Print) _____

Name (Sign) _____

INSURANCE PREMIUM REIMBURSEMENT AGREEMENT

I certify by my signature that I have read and agree to do the following:

If I fail to return from leave, for any reason other than 2-A or 2-B above, I agree to coordinate with the Board to develop a mutually acceptable schedule to reimburse the Board for the cost of any premium paid by it to maintain my coverage in group health benefits during any period of unpaid leave taken by me.

Date: _____ Name (Print) _____

Name (Sign) _____

File: 1 copy to employee; original in personnel file

Date: July 15, 2009

EXHIBIT 9.10 – FAMILY AND MEDICAL LEAVE OF ABSENCE (cont'd)
CERTIFICATION OF PHYSICIAN OR PRACTITIONER

4151.2

A "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. **Hospital Care**

Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity² or subsequent treatment in connection with or consequent to such inpatient care.

2. **Absence Plus Treatment**

A period of incapacity² of more than three consecutive calendar days (including any subsequent treatment or period of incapacity² relating to the same condition), that also involves treatment by a healthcare provider.

3. **Pregnancy**

Any period of incapacity due to pregnancy, or for prenatal care.

4. **Chronic Conditions Requiring Treatments**

A chronic condition which requires periodic visits for treatment by a health care provider.

5. **Permanent/Long-term Conditions Requiring Supervision**

A period of incapacity² which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. **Multiple Treatments (Non-Chronic Conditions)**

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an incident or other injury, or for a condition that would likely result in a period of incapacity² of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or kidney disease (dialysis).

² "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.

Date: July 15, 2009

EXHIBIT 9.10 - FAMILY AND MEDICAL LEAVE OF ABSENCE (cont'd)
CERTIFICATION OF PHYSICIAN OR PRACTITIONER

4151.2

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

(Employee signature)

(Date)

**FAMILY AND MEDICAL LEAVE OF ABSENCE
EMPLOYEE HANDBOOK POLICY**

41 51.2

EXHIBIT 9.7

COMBINED LEAVE POLICY

Check the leave being requested:

_____ Family leave to care for a newly arrived child

_____ Family medical leave to care for a family member with a serious health condition

Circle "yes" or "no":

Yes No I have a spouse employed by the Waterford Township Board of Education.

Spouse's Name: _____

I certify by my signature that I have read the following policy and agree to abide by it:

In any case in which a husband and wife are:

(a) Both employed by the Board

(b) Both entitled to leave

(c) Taking leave for the birth or adoption of a child

Then the aggregate number of work weeks of leave to which both may be entitled may be limited to 12 work weeks during any 12-month period.

If there is a change in circumstances with respect to the above, I will notify the Board immediately.

Date: _____ Name (Print) _____

Name (Sign) _____

File: 1 copy to employee; original in employee file

Date: July 15, 2009

WATERFORD TOWNSHIP BOARD OF EDUCATION
Waterford, New Jersey 08089-1816
Exhibit

FILE CODE
4111.1

NONDISCRIMINATION/AFFIRMATIVE ACTION

Affirmative Action Grievance Form

NAME: _____ POSITION: _____

NATURE OF GRIEVANCE: _____

EXTENT OF INJURY, LOSS OR INCONVENIENCE: _____

EMPLOYEE'S RECOMMENDATION FOR CORRECTION: _____

EMPLOYEE'S SIGNATURE

DATE

DATE GRIEVANCE FORM SUBMITTED: _____

SUPERVISOR'S COMMENTS: _____

SUPERVISOR'S SIGNATURE

DATE

55604111.1xe

NJSBA POLICY SERVICES
New Jersey School Boards Association, P.O. Box 909, Trenton, NJ 08605-0909
Copyright 1994 by NJSBA. All rights reserved

**Waterford Township School District
Employee Complaint Form**

Attach additional sheets if necessary to complete all questions

NAME: _____ **DEPARTMENT:** _____

TITLE: _____ **SUPERVISOR:** _____

Time period or date covered by this complaint:

Individuals who allegedly committed the acts being complained of:

Describe the nature and dates of the acts allegedly committed by each individual:

Identify all persons with knowledge of the complained conduct:

Are there any documents or other evidence that supports the occurrences described above?

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

What is your requested remedy for this complaint?

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: _____ DATE: _____

WATERFORD TOWNSHIP SCHOOL DISTRICT
REGISTRATION FORM

STUDENT INFORMATION

Last Name Generation First Name Middle Name

Date of Birth _____ Nickname _____ M / F

Race/Ethnicity (please check all that apply)

_____ Hispanic or Latino

_____ Black

_____ American Indian/Alaskan

_____ Pacific Islander/Hawaiian

_____ Asian

_____ White

NJ SMART – FEDERAL LEP INFORMATION

Birth City _____ Birth State _____

Birth Country _____ Entry Date into US School System _____

Language used at home _____

Language most often spoken by student _____

First Language Spoken (Native) _____

Has the student attended US schools for more than 3 full years (Immigrant Status) ? Y / N

PRIOR SCHOOL INFORMATION

Prior School Name _____

Prior School City _____ Prior School State _____

PLEASE SELECT FROM THE FOLLOWING OPTIONS REGARDING THE STUDENT'S PARENT/GUARDIAN:

_____ No military affiliation

_____ Active Duty

_____ National Guard or Military Reserves

_____ Unknown

RESIDENCY INFORMATION (please circle)

•Own my Home

•Rent/Lease

•Live with district resident

•Temporary Situation

MEDIA RELEASE

Periodically throughout the school year, photographs may be taken of our students and staff in various academic and non-academic activities. Since these images may be used in printed and online materials such as the school district newsletter and/or brochures, local/regional publications, district website, social media, video presentations, or be displayed at various seminars and/or workshops in which the district participates, we need to obtain permission to take them.

_____ I GIVE permission for my child to be photographed for school-related publications, website and presentations.

_____ I DO NOT give permission for my child to be photographed for school-related publications, website and presentations.

TECHNOLOGY ACCEPTABLE USE POLICY

I understand the conditions set forth in the district Technology Acceptable Use Policy (a copy of which is provided during registration). I further understand that any violation is unethical and may constitute a criminal offense. Should my child commit any violation, their access privileges may be revoked, disciplinary and/or appropriate legal action may be taken.

_____ I have reviewed and understand the AUP and WILL ALLOW my child to use the internet.

_____ I DO NOT give permission for my child to use the internet.

I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS ACCURATE:

Signature: _____ Relationship: _____

Registration Form
Revised: July 2017

OFFICE USE ONLY

STUDENT ID # _____ STATE ID # _____

Date of Registration _____ Preschool _____ Kindergarten _____ Transfer _____

Teacher _____ Grade _____ School _____

Permanent Records: Req. _____ Rec'd _____ CST Records: Req. _____ Rec'd _____



Waterford Township
School District

Michael A. Nolan, Ed.D.
Superintendent

Daniel J. Fox, CPA
Assistant Superintendent for Business

Julie C. Lyons
Director of Elementary Education

Dear Parent/Guardian:

Children need healthy meals to learn. The **WATERFORD TWP BD OF ED** offers healthy meals every school day at the prices listed below. **Your children may qualify for free meals or for reduced price meals.**

	FULL PRICE			REDUCED PRICE		
	Elementary	Middle	High	Elementary	Middle	High
National School Lunch	\$3.25	N/A	N/A	\$0.00	N/A	N/A
School Breakfast	\$1.35	N/A	N/A	\$0.00	N/A	N/A
After School Snack	N/A	N/A	N/A	N/A	N/A	N/A
Special Milk Program	N/A	N/A	N/A	Not Applicable	Not Applicable	Not Applicable
Split Session Milk Program	N/A	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
N/A = Not Applicable						

This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. For a convenient way to fill out the meal application, go to <https://www.wtsd.org/docs/district/mealapplication.pdf?id=535>.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **NJ SNAP** or **NJ TANF/WorkFirst-NJ** are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL INFO MR CHART For School Year 2022-2023			
Household Size	Yearly	Monthly	Weekly
1	25,142	2,096	484
2	33,874	2,823	652
3	42,606	3,551	820
4	51,338	4,279	988
5	60,070	5,006	1,156
6	68,802	5,734	1,324
7	77,534	6,462	1,492
8	86,266	7,189	1,659
Each additional person	8,732	728	168

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and you haven't been told your children will get free meals, please call or e-mail your school, homeless liaison or migrant coordinator.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to one of your children's schools.
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact your school immediately.
5. CAN I APPLY ONLINE? If available, you are encouraged to complete an online application instead of a paper application. The online application has the same requirements and will ask you for the same information as the paper application. Contact your school if you have any questions about the online application.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to:

Hearing Officer Name: Daniel J. Fox, Address: 1106 Old White Horse Pike, Waterford, NJ 08089
Phone Number: (856) 767-8293 Ext: 5012

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeros. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application.
16. MY FAMILY NEEDS HELP. ARE THERE ANY PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for NJ SNAP or other assistance benefits, contact your local assistance office, call 1-800-687-9512 or go to <https://oneapp.dhs.state.nj.us/default.aspx>. You can also contact NJ FamilyCare or Medicaid at 1-800-701-0710 or www.njfamilycare.org for information regarding health insurance for your family. For the WIC Program, call 1-800-328-3838 or go to www.nj.gov/health/fhs/wic.

If you have any questions or need help,
call (856) 767-8293 Ext: 5024.

Sincerely,

Signature: _____

Name: Daniel Fox

Title: Assistant Superintendent for Business

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in the district. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact your school.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12			
Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.			
Who should I list here? When filling out this section, please include ALL members in your household who are:			
<ul style="list-style-type: none">• Children age 18 or under AND are supported with the household's income;• In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;• Students attending the school system, regardless of age.			
A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.	B) Is the child a student in this school district? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend the school district here. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.	C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing STEP 1, go to STEP 4. <u>Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</u>	D) Are any children Homeless, Migrant Workers, or Runaway? If you believe any child listed in this section meets this description, mark the "Homeless, Migrant Worker, Runaway" box next to the child's name and <u>complete all steps of the application.</u>
STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?			
If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:			
<ul style="list-style-type: none">• The Supplemental Nutrition Assistance Program (SNAP) or NJ SNAP.• Temporary Assistance for Needy Families (TANF) or NJ TANF/WorkFirst NJ.• The Food Distribution Program on Indian Reservations (FDPIR).			
A) If no one in your household participates in any of the above listed programs: <ul style="list-style-type: none">• Leave STEP 2 blank and go to STEP 3.	B) If anyone in your household participates in any of the above listed programs: <ul style="list-style-type: none">• Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your local county welfare agency: https://www.nj.gov/humanservices/dfd/counties/• Go to STEP 4.		
STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS			
How do I report my income?			
<ul style="list-style-type: none">• Use the chart titled "<u>Sources of Income for Adults</u>" and "<u>Sources of Income for Children</u>," printed on the back side of the application form to determine if your household has income to report.• Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.<ul style="list-style-type: none">o Gross income is the total income received before taxes.o Many people think of income as the amount they "take home" and not the total gross amount. Make sure that the income you report on this application NOT been			

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.

What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

3.B. REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - Infants, Children and students already listed in STEP 1.

B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." <u>Do not list any household members you listed in STEP 1.</u> If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.	C) Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	D) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do <u>not</u> report the cash value of any public assistance benefits <u>NOT</u> listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.	F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.	G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."	C) Mail completed form: to your school district.	D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.
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Waterford Township
School District

Michael A. Nolan, Ed.D.
Superintendent

Daniel J. Fox, CPA
Assistant Superintendent for Business

School Fundraising Request and Approval Form

Board Policy 5830 requires permission from the principal before any fundraising activity can occur. The student club advisor, or activity organizer must complete this form and submit it to the principal for approval. When the signed form is returned to the organizer the fundraising can begin. This form must be completed fully and submitted no less than ten (10) days prior to the event. If a Facilities Use Application needs to be approved, please complete that on SchoolDude.

Student Organization: _____

Student Activity Advisor _____

Purpose of Fundraiser

Date(s) and Time(s) of Activity: _____

Location: _____

Please Note: (No door to door solicitation is permitted. (2) Food Sales cannot compete with the School Nutrition Program.

If selling a product, how will it be sold? _____

Cost involved _____

How will it be financed _____

Vendor Name(s) _____

Estimated Profit: _____

As the named supervising /responsible party, I have read and understand the district's regulation on fundraising (5830) and student activities (6660) and will carry out this fundraiser according to said regulations.

Club Advisor/ Responsible Party _____

Date: _____

Principal Approval:



Waterford Township
School District

STANDARD OPERATING PROCEDURE REVISION/ADDITION REQUEST FORM

Source: Which Table of Contents Section	
TITLE/SUBTITLE:	
Name of person making request:	
Department:	Request Date:

PURPOSE:

PROCEDURE:

REFERENCES/NOTES:

Add your perspective or additional information you feel would be helpful



ADDENDUM(S)