

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

Policy Manual

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Policy

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

Fiscal Management

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

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

Internal Controls/Standard Operating Procedures

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

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

Personnel Tracking and Accounting

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

Support Services

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

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

major investment.

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

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

Long-Range Plans

In compliance with law, the superintendent will develop a five-year comprehensive maintenance plan. The board will review this plan and the district's long-range facilities plan annually, and will revise them as necessary with the advice of the superintendent.

Adopted: June 19, 2000
 Revised: September 23, 2009
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

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

Legal References: N.J.S.A. 2C:30-4 Disbursement of public moneys, incurrence of obligations in excess of appropriation
N.J.S.A. 18A:4-14 Uniform system of bookkeeping for school districts
N.J.S.A. 18A:17-14.1 Appointment of school business administrator; duties; subcontracting; tenure acquisition
 through -14.3
N.J.S.A. 18A:17-24.1 Sharing of superintendent, school business administrator; procedure
N.J.S.A. 18A:18A-1 et seq. Public School Contracts Law
N.J.S.A. 18A:20-1 et seq. Title in board of education
N.J.S.A. 18A:33-1 et seq. Facilities in general
N.J.S.A. 18A:39-1 et seq. Transportation to and from schools
N.J.S.A. 40A:65-1 et seq. Uniform Shared Service and Consolidation Act
N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs
N.J.A.C. 6A:9B-12.1 et. seq. Requirements for administrative certification
See particularly:
N.J.A.C. 6A:9B-12.1, -12.2, -12.3(d), -12.7
N.J.A.C. 6A:23A-1.1 et seq. Fiscal accountability, efficiency and budgeting procedures
N.J.A.C. 6A:23A-6.5 Segregation of duties; organization structure
 through 6.13
See particularly:

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

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

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3100
 X **Monitored**
 Mandated
 Other Reasons

Policy

BUDGET PLANNING, PREPARATION AND ADOPTION

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

The budget shall provide sufficient resources for the designed curriculum and instruction. The budget shall be delivered in such a way that all students have the opportunity to achieve the knowledge and skills defined by the New Jersey Student Learning Standards and local standards.

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

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

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

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

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

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

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

Budget Adoption and Submission

Annually, on or before March 20, the board shall adopt and submit to the executive county superintendent for approval, together with such supporting documentation as prescribed by the commissioner, a budget that provides for a thorough and efficient (T&E) education. The board shall submit at the commissioner's request supplemental information such as documents, contracts, reports, and financial records and statements required by law or regulation, or other information necessary to conduct a review of the school district's annual spending plan. Additional information may include, but need not be limited to:

- A. Contracted services;
- B. Health benefits;
- C. Operation and maintenance of plant services;
- D. Utilities and where applicable, an analysis of savings by not using the Alliance for Competitive Energy Services (ACES) or Alliance for Competitive Telecommunications (ACT);
- E. Purchased professional services;
- F. Textbook adoptions;
- G. Equipment purchases;

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

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

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

Budget Hearing

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

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

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

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

Public Notification of the Budget

Since the budget is the legal basis on which the school tax rate is established, the annual school budget

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

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

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

- A. The budget shall be maintained on the district's website, if one exists, with a visible link off the main page, for the entire budget year and revised, as applicable, when changed as follows:
 - 1. Prior to adoption of a separate proposal(s);
 - 2. Upon voter rejection of a separate proposal(s);
 - 3. Upon municipal action on a voter rejected base budget question; and
 - 4. For any subsequent determination on an application for restoration to the Commissioner.
- B. The user-friendly budget shall include:
 - 1. All appropriation line items aggregated by item type;
 - 2. The school tax rate;
 - 3. The equalized school tax rate;
 - 4. Revenues by major category;
 - 5. The amount of available surplus;
 - 6. A description of unusual revenues or appropriations, with a description of the circumstances of the revenues and appropriations; and
 - 7. A list of shared services agreements in which the district is participating.

Appropriation of Funds

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

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

Adopted: August 24, 2005
 Revised: October 27, 2010
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

Budget Planning, Preparation and Adoption; Planning; Budget

<u>Legal References:</u>	<u>N.J.S.A. 18A:7F-43 et seq.</u> <u>N.J.S.A. 18A:13-17, -19, -23</u> <u>N.J.S.A. 18A:22-7, -8</u>	<u>School Funding Reform Act of 2008</u> Submission of budget; annual regional school election Preparation of budgets
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BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

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

Abbott v. Burke, 149 NJ 195 (1999)

Budget Guidelines and Electronic Data Collection Manual 2016-17, New Jersey Department of Education

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3160

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Policy

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

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

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

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

Adopted: June 19, 2000
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

Transfer of Funds, Budget, Budget Amendment

Legal References: N.J.S.A. 2C:30-4 Disbursing moneys, incurring obligations in excess of appropriations
N.J.S.A. 18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.
N.J.S.A. 18A:18A-7 Emergency purchases and contracts
N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories
N.J.S.A. 18A:22-8.2 Prohibited transfers
N.J.S.A. 18A:24-48 through -54 Application of proceeds to new purpose; in districts having boards of school estimate; certification by boards of education
N.J.A.C. 6A:23A-13.3 Transfers during the budget year
N.J.A.C. 6A:23A-16.1 Prescribed system of double-entry bookkeeping and GAAP accounting
See particularly:
N.J.A.C. 6A:23A-16.2, -16.10
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.

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

Possible

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

Cross References:

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3220/3230

Policy

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

STATE FUNDS; FEDERAL FUNDS

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

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

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

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

Maintenance of Effort

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

Equivalence

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

Supplement not Supplant

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

Parent/Guardian Participation

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

Control of Equipment

STATE FUNDS; FEDERAL FUNDS (continued)

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

Special Education Medicaid Initiative (SEMI) Program

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

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

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

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

Reimbursement Requests

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

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

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

Financial Fraud and Theft Prevention

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

STATE FUNDS; FEDERAL FUNDS (continued)

The superintendent shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety or fiscal irregularities within the district. Every member of the district's administrative team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her areas of responsibility.

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

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

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

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

Adopted: November 24, 2008
 Revised: October 27, 2010
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 18A:7F-43 et seq.</u>	<u>School Funding Reform Act of 2008</u>
	<u>N.J.S.A. 18A:7G-1</u> through -44 et al.	Educational Facilities Construction and Financing Act
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:34-1</u>	Textbooks; selection; furnished free with supplies; appropriations
	<u>N.J.S.A. 18A:38-7.7</u> through -7.14	Legislative findings and declarations (regarding impact aid)
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 18A:58-7.1</u>	School lunch program
	<u>N.J.S.A. 18A:58-7.2</u>	School lunch program; additional state aid
	<u>N.J.S.A. 18A:58-11</u>	Emergency aid

STATE FUNDS; FEDERAL FUNDS (continued)

<u>N.J.S.A.</u> 18A:58-11.1	Loss of tuition to district due to establishment of regional district; state aid for one year
<u>N.J.S.A.</u> 18A:58-33.6 through -33.21	Additional State School Building Aid Act of 1970
<u>N.J.S.A.</u> 18A:58-37.1 through -37.7	
<u>N.J.S.A.</u> 18A:59-1 through -3	Textbook Aid to Public and Nonpublic Schools Federal aid
<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
<u>N.J.A.C.</u> 6A:23A-5.3	Failure to maximize SEMI
<u>N.J.A.C.</u> 6A:23A-8.1	Budget submission, support documentation, website publication
<u>N.J.A.C.</u> 6A:23A-19.1	Emergency aid
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>N.J.A.C.</u> 6A:27-8.1 <u>et seq.</u>	State Transportation Aid
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

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

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

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

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

Drug-Free Workplace Act of 1988

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

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

2 CFR 200 uniform requirements for federal awards

Education Department General Administrative Regulations (EDGAR)

Possible

<u>Cross References:</u>	*3100	Budget planning, preparation and adoption
	*3160	Transfer of funds between line items/amendments/purchases not budgeted
	3500.1	Energy
	*3541.1	Transportation routes and services
	*3542.31	Free or reduced-price lunches/milk
	*3570	District records and reports
	*4119.23/4219.23	Employee substance abuse
	*6142.2	English as a second language; bilingual/bicultural
	*6142.6	Basic skills
	*6142.12	Career and technical education
	*6171.3	At-risk and Title 1
	*6171.4	Special education
	*9326	Minutes

STATE FUNDS; FEDERAL FUNDS (continued)

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3250

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

INCOME FROM FEES, FINES, CHARGES

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

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

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

Adopted: December 19, 2001

NJSBA Review/Update: July 2021

Readopted: October 27, 2021

Key Words

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

Legal References: N.J.S.A. 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting
N.J.S.A. 18A:37-3 Liability of parents or guardian of minor for damage to property
N.J.S.A. 18A:58-37.3 Purchase and loan of textbooks
N.J.A.C. 6A:23A-16.12 Student activity funds
N.J.A.C. 6A:23A-16.13 School store business practice
N.J.A.C. 6A:23A-20.6 Charge for textbook loss or damage

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

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3260/3270

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

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

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

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

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

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

Adopted: June 19, 2000
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

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

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

Possible

Cross References: *3220/3230 State funds; federal funds
*3280 Gifts, grants and bequests
*3440 Inventories

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

*6171.3	At-risk and Title 1
*7110	Long-range facilities planning

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3280

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

GIFTS, GRANTS AND BEQUESTS

Only the Estell Manor Board of Education may accept for the school district any bequest or gift of money, property or goods, except that the superintendent may accept on behalf of the board any such gift.

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

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

The board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to use any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the board of a commercial product or business enterprise or institution of learning.

Grants

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

Educational Foundation

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

Adopted: June 19, 2000
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

Gifts, Grants, Bequests

Legal References: N.J.S.A. 18A:6-33.1
through -33.12
N.J.S.A. 18A:18A-15.1

N.J.S.A. 18A:20-4
N.J.S.A. 18A:20-11
through -16

Incentive Grants
Payment for goods or services; funds received from a bequest, legacy or gift
Acceptance and use of gifts

Property devised in trust

GIFTS, GRANTS AND BEQUESTS (continued)

<u>N.J.S.A.</u> 18A:29A-1	
through -7	<u>Governor's Annual Teacher Recognition Act</u>
<u>N.J.S.A.</u> 18A:71A-1 <u>et seq.</u>	Authority Structure and General Provisions
<u>N.J.S.A.</u> 18A:71B-1 <u>et seq.</u>	Student Financial Aid
<u>N.J.S.A.</u> 18A:71C-1 <u>et seq.</u>	Student Loans
<u>N.J.A.C.</u> 6A:26-7.4	Approval of land acquisition

Possible

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

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

PURCHASING PROCEDURES

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

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

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

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

All purchases shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel.

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

Adopted: October 24, 2007
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:5-31</u>	
	through -35	
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
	<u>N.J.S.A. 18A:19-1 et seq.</u>	Expenditure of Funds; Audit and Payment of Claims
	<u>N.J.S.A. 52:32-44</u>	Business registration for providers of goods and services (definitions)
	<u>N.J.A.C. 6A:7-1.8</u>	Equity in employment and contract practices
	<u>N.J.A.C. 6A:23A-1.2</u>	Definitions
	<u>N.J.A.C. 6A:23A-16.5</u>	Supplies and equipment

PURCHASING PROCEDURES (continued)

<u>N.J.A.C.</u> 6A:23A-20.4	Ownership and storage of textbooks
<u>N.J.A.C.</u> 6A:23A-21.1 <u>et seq.</u>	Management of Public School Contracts
<u>N.J.A.C.</u> 6A:27-9.1 <u>et seq.</u>	Contracting for Transportation Services
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

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

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

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

Possible

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

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

PAYMENT FOR GOODS AND SERVICES

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

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

Items not previously approved by the board or provided for in the budget must be audited by the board secretary and presented for board approval.

Purchase Orders

The district will carefully monitor payments for invoice amounts that are greater than the approved purchase order, in order to avoid over-payments. A new purchase order will be issued (and the original purchase order voided) when the adjusted amount reasonably exceeds the original purchase order amount. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or the bid award price.

Financial Systems to Avoid Over-Payments

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

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

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

Adopted: December 19, 2001

PAYMENT FOR GOODS AND SERVICES (continued)

Revised: October 25, 2008, October 27, 2010
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

Payment for Goods and Services, Bills

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

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3327

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

RELATIONS WITH VENDORS

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

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

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

Nondiscrimination

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

Honest and Ethical Relations with Vendors; Pay to Play Restrictions

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

Disbarred Vendors Will Not Be Used

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

Strategies to Avoid Excessive Professional Services Expenditures

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

A. Establishing a maximum dollar limit, for budgetary purposes;

RELATIONS WITH VENDORS (continued)

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

Prudent Use of Legal Services

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

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

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

These procedures require the district to:

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

Adopted:	November 24, 2008
Revised:	October 27, 2010, June 17, 2013
NJSBA Review/Update:	July 2021
Readopted:	October 27, 2021

Key Words

Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:5-31</u>	
	through -35	
	<u>N.J.S.A. 18A:6-8</u>	Interest of school officers, etc., in sale of textbooks or

RELATIONS WITH VENDORS (continued)

<u>N.J.S.A.</u> 18A:11-1	supplies, royalties
<u>N.J.S.A.</u> 18A:12-2	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>	Inconsistent interests or office prohibited
<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	<u>School Ethics Act</u>
<u>N.J.S.A.</u> 18A:54-20	Public School Contracts Law
<u>N.J.S.A.</u> 52:32-44	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:7-1.8	Business registration for providers of goods and services
<u>N.J.A.C.</u> 6A:23A-5.2	Equality in employment and contract practices
	Public relations and professional services; board policies; efficiency
<u>N.J.A.C.</u> 6A:23A-6.3	Contributions to board members and contract awards
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Comprehensive Equity Plan, New Jersey State Department of Education

Possible

<u>Cross References:</u> *1250	Visitors
1313	Gifts to district employees
*1330	Use of school facilities
*2224	Nondiscrimination/affirmative action
*3320	Purchasing procedures
*4119.21/4219.21	Conflict of interest
*9270	Conflict of interest

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3400

☐ **Monitored**

☐ **Mandated**

Policy

☒ **Other Reasons**

ACCOUNTS

Generally Accepted Accounting Principles

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

Adopted: June 19, 2000
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

Bookkeeping, Accounting, Generally Accepted Accounting Principles

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

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

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3440

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

INVENTORIES

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

The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies. Loss of any portable capital equipment of \$500 unit value or more shall be reported to the board. Consumable supplies shall be maintained on a continuous inventory basis.

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

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

Adopted: October 24, 2007

NJSBA Review/Update: July 2021

Readopted: October 27, 2021

Key Words

Inventory, District Records and Reports

Legal Reference: N.J.S.A. 18A:11-2 Power to sue and be sued; reports; census of school children
 N.J.A.C. 6A:23A-22.14 Standard operating procedures for business

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3450

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

MONEY IN SCHOOL BUILDINGS

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

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

In no case shall money be left overnight in the school, except in the school safe provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

Adopted: February 27, 2002

NJSBA Review/Update: July 2021

Readopted: October 27, 2021

Key Words

Money in School Buildings, Student Organizations, Athletic Funds

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

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3451
☐ **Monitored**
☐ **Mandated**
☒ **Other Reasons**

Policy

PETTY CASH FUNDS

The Estell Manor Board of Education authorizes establishment of imprest petty cash accounts by resolution. The resolution will include:

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

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

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

Adopted:	December 19, 2001
Revised:	September 23, 2009
NJSBA Review/Update:	July 2021
Readopted:	October 27, 2021

Key Words

Petty Cash

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:19-13	Petty cash funds
	<u>N.J.S.A.</u> 18A:23-2	Scope of audit
	<u>N.J.A.C.</u> 6A:23A-16.8	Petty cash fund

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3453

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

Policy

SCHOOL ACTIVITY FUNDS

School activity funds (funds derived from students' activities) shall be audited annually along with other district funds and shall be administered, expended, and accounted for according to rules of the state board of education.

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

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

Borrowing from the student activity accounts is prohibited.

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

Adopted: August 24, 2005
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

School Activity Funds, Athletic Funds, Class Funds

Legal References: N.J.S.A. 18A:19-14 Funds derived from student activities
N.J.S.A. 18A:23-2 Scope of audit
N.J.A.C. 6A:23A-16.1 et seq. Prescribed system of double-entry bookkeeping and
See particularly: GAAP accounting
N.J.A.C. 6A:23A-16.12(c) School activity funds

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT

Estell Manor, New Jersey

FILE CODE: 3510

 X Monitored

 X Mandated

 X Other Reasons

Policy

OPERATION AND MAINTENANCE OF PLANT

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

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

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

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

Safe Drinking Water

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

The board of education directs the superintendent to ensure the development of lead sampling plan with sample collection is consistent with the district's Quality Assurance Project Plan (QAPP) and to ensure that QAPP is signed by the laboratory certified to sample the district's water, the individual responsible for conducting the sampling and is presented to the board for signature.

Within 24-hours after the board has reviewed and verified the final laboratory results of the sampling, the board shall ensure that test results are publicly available at the school facility and on the board's website. If any laboratory results exceed the permissible lead action level, the board shall provide written notification to the parents/guardians of all students attending that facility as well as to the Department of Education. The notice must include measures taken to curtail immediately the use of any drinking water outlet where lead levels exceed the permissible action level, measures taken to ensure that alternate drinking water is available to all students and staff, and information regarding the health effects of lead.

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

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

Integrated Pest Management

OPERATION AND MAINTENANCE OF PLANT (continued)

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

Integrated Pest Management Procedures in Schools

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

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

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

IPM Coordinator

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

Education/Training

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

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

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

Record Keeping

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

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

Notification/Posting

OPERATION AND MAINTENANCE OF PLANT (continued)

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

Re-entry

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

Pesticide applicators

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

Evaluation

Annually, for public schools, the superintendent will report to the board on the effectiveness of the IPM plan and make recommendations for improvement as needed. The board directs the superintendent to develop regulations/procedures for the implementation of this policy.

Adopted: May 26, 2004
 Revised: September 22, 2009
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

Legal References: N.J.S.A. 13:1F-19

through -33

N.J.S.A. 18A:17-49

through -52

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

N.J.S.A. 18A:18A-37

N.J.S.A. 18A:22-8

N.J.S.A. 34:5A-1 et seq.

N.J.S.A. 34:6A-25 et seq.

N.J.S.A. 58:12A-1 et seq.

N.J.A.C. 5:23-1 et seq.

N.J.A.C. 6A:23A-1 et seq.

See Particularly:

N.J.A.C. 6A:23A-6.9

N.J.A.C. 6A:26-12.1 et seq.

See particularly:

N.J.A.C. 6A:26-12.2(a)1, 2

N.J.A.C. 6A:26-12.4

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

N.J.A.C. 7:10-1 et seq.

N.J.A.C. 7:30-13.1 et seq.

20 U.S.C.A. 4071 et. seq.

School Integrated Pest Management Act

Buildings and grounds supervisors to be certified

Public schools contracts law

Award of purchases, contracts, agreements

Contents of budget; format

Worker and Community Right to Know Act

New Jersey Public Employees Occupational Safety and Health Act

Safe Drinking Water Act

The uniform construction code

Fiscal accountability, efficiency and budgeting procedures

Facilities maintenance and repair schedule and accounting

Operation and Maintenance of Facilities

Safe drinking water

Evaluation of the Performance of School Districts

Safe Drinking Water Act

Integrated Pest Management

Equal Access Act

OPERATION AND MAINTENANCE OF PLANT (continued)

International Building Code 2015, New Jersey Edition; First Printing: September 2015;
ISBN: 978-1-60983-156-1; Copyright 2015, International Code Council, Inc.

Possible

<u>Cross References:</u>	*1410	Local units
	*2240	Research, evaluation and planning
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3516	Safety
	*5141	Health
	6161	Equipment, books and materials
	*7110	Long-Range facilities planning
	*9130	Committees

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3514

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

EQUIPMENT

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

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

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

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

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

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

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

Adopted: April 29, 2002
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

Loaning District Equipment

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:26-12.1 Policies and procedures for school facility operation

Possible

Cross References: *1330 Use of school facilities
*1410 Local units
*3250 Income from fees, fines, charges
*3510 Operation and maintenance of plant
*3516 Safety
3530 Insurance management
4143 Extra pay for extra work

EQUIPMENT (continued)

*4147/4247	Employee safety
4243	Overtime pay
*5142	Student safety

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3515

Regulation

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

SMOKING PROHIBITION

GENERAL STATEMENT

The following guidelines are established for the protection, health and safety of district students and staff. Additionally, these guidelines are established for compliance with the *New Jersey Smoke Free Air Act* (N.J.S.A. 26:3D-55 et seq.) which prohibits smoking in any area of any building of, or on the grounds of, any public or nonpublic elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors. This policy applies to consumption and/or inhalation of tobacco or any tobacco product, electronic smoking device, or alcohol in any location or at any board approved event, as defined in this regulation.

STAFF RESPONSIBLE

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

Position	Summary of Main Responsibilities
Superintendent	<ul style="list-style-type: none">• General policy and procedure oversight within the district• Inclusion of anti-smoking notice in districtwide student or staff handbooks
Building principal/person having control of the public location	<ul style="list-style-type: none">• General procedural oversight within the school• Primary implementation and enforcement responsibilities• Posting and/or publication of anti-smoking notice as specified in this regulation• Student discipline
All school staff	<ul style="list-style-type: none">• Procedure enforcement• Incident reporting• Student supervision• Guest/visitor supervision

DEFINITIONS

"Smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited.

"Electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

"School grounds" as applied to board policy means and includes land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs approved for such use by the board of education. School grounds also includes support structures such as service facilities including, but not limited to warehouses, kitchens, service, and maintenance shops. School grounds also includes playgrounds, and recreational places owned by municipalities, private entities or other individuals during times when the school district has exclusive use of a portion of the land.

SMOKING PROHIBITION (regulation continued)

“School-sponsored function” means any activity, event or program occurring on or off school grounds, whether during or outside of regular school hours, that is approved by the board of education.

PROCEDURE

Board policies and procedures prohibiting smoking pertain to students, all employees of the school district, and vendors and/or consultants who may from time to time be employed by the board of education, and all visitors, dignitaries, and members of the public. The following procedures shall be observed in order to prevent smoking on school grounds:

- A. The principal or his or her designee shall ensure that smoking is prohibited on school grounds at all times and shall ensure that an appropriate anti-smoking notice is posted at each public entrance to a building or facility on the school’s website, and is published in staff and student handbooks (see primary exhibit 1 No Smoking Sign, English and Spanish).
- B. The director of curriculum shall oversee the development of a parent educational program on alcohol, tobacco and other drug abuse to be offered during times and at places convenient to parents of enrolled students. The director of curriculum shall ensure that notice of the educational program is disseminated to parents and shall coordinate dissemination in consultation with each building principal (see board policy and procedure 5131.6 Substance Abuse).
- C. Any person who has reason to believe that policy file code 3515 Smoking Prohibition has been violated shall immediately report that belief to the principal or the person in control of the facility.
- D. The principal/person in charge shall direct an investigation into the reported allegation. If the allegation is substantiated and an individual(s) is actively violating the policy, the principal/person in charge shall order the violator to comply with policy 3515; and may provide the violator with a copy of the Department of Health anti-smoking notice (see exhibit 1).
- E. Where the violator refuses to comply with the order, the principal/person in charge:
 1. Shall order the violator’s departure and removal;
 2. May request the assistance of law enforcement to remove the violator;
 3. May contact the local health department to file a complaint;
 4. May file a complaint in municipal court; or
 5. May file a complaint with the Indoor Environments Program (see exhibit 3).
- F. Any person may file a complaint against the principal/person in charge for failure to enforce the rules or for smoking by the following means:
 1. Contact the local health department to file a complaint;
 2. File a complaint in municipal court;
 3. File a complaint with the Indoor Environments Program (see exhibit 3).

Consequences for Violating Board Policy and Procedures Prohibiting Smoking

- A. Students who are found smoking shall be subject to discipline as set forth in the Code of Student Conduct and may also be subject to the penalties listed below.
- B. Adults or any person having control of a school building who violate the policy may be subject to the following penalties:

SMOKING PROHIBITION (regulation continued)

1. **First offense:** \$250 fine;
2. **Second offense,** \$500 fine;
3. **Third offense,** \$1,000 fine.

REGULATION HISTORY

Adopted: October 27, 2021

CROSS REFERENCES

1330	Use of School Facilities
1330	Use of School Facilities, Regulation
5131.6	Substance Abuse
5131.6	Substance Abuse, Regulation

EXHIBITS

Exhibit 1	New Jersey Department of Health – No Smoking Notice (http://web.doh.state.nj.us/apps2/forms/subforms.aspx?pro=ctcp/smokefree)
Exhibit 2	New Jersey Department of Health – Complaint Form (http://web.doh.state.nj.us/apps2/forms/subforms.aspx?pro=ctcp/smokefree)

PRIMARY RESOURCES

1	New Jersey Department of Health – No Smoking Signs (English and Spanish) (http://www.state.nj.us/health/ctcp/smokefree/nosmoking.shtml)
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ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3515

Policy

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

SMOKING PROHIBITION

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

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

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

Definition: For purposes of this policy, "smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device, or any other matter or substance which contains tobacco. Chewing tobacco and other forms of smokeless tobacco are also specifically prohibited by this policy.

Adopted: August 24, 2005
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

Smoking, Smoking Prohibition

Legal References:

<u>N.J.S.A.</u>	26:3D-55 et seq.	<u>New Jersey Smoke-Free Air Act</u>
<u>N.J.A.C.</u>	6A:16-1.3	Definitions
<u>N.J.A.C.</u>	6A:16-3.1(a)7	Establishment of comprehensive alcohol, tobacco and other drug abuse programs
<u>N.J.A.C.</u>	6A:26-1.2	Definitions
<u>N.J.A.C.</u>	6A:26-12.2(a)4	Policies and procedures for school facility operation
<u>N.J.A.C.</u>	8:6-7.2	Smoking prohibited in school buildings and on school grounds
<u>N.J.A.C.</u>	8:6-9.1	Enforcement against individuals
<u>N.J.A.C.</u>	8:6-9.2	Enforcement against person having control of an indoor public place

Every Student Succeeds Act of 2015, Pub.L. 114-95, 20 U.S.C.A. 6301 et seq.

Possible

Cross References:

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3516

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Policy

SAFETY

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

Use and Storage of Hazardous Substances

The Estell Manor Board of Education shall not allow the use of any hazardous substances in or on any of the buildings or grounds of this district when children are present, except in emergencies. A list of substances that are legally exempted from this requirement can be obtained from the superintendent.

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

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

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

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

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

Soil Contamination on School Property

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

The notice shall include:

- A. A description of the soil contamination and the conditions under which a student or staff member may be exposed to the contamination;

SAFETY (continued)

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

The notice may be provided by:

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

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

Safe Drinking Water

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

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

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

The board shall test all drinking water outlets within six years following the initial testing and every six years thereafter. Sampling shall be prioritized in buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead. The water outlets in these buildings and facilities shall be sampled first in accordance with the sampling plan. In addition, sampling for lead shall

SAFETY (continued)

be conducted after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.

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

Drinking Water Sample Analysis

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

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

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

Water Sample Analysis Results: Notifications

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

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

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

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

Implementation

SAFETY (continued)

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

Adopted: December 19, 2001
 Revised: October 27, 2010
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

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

Resources

New Jersey Department of Environmental Protection webpage for Lead Sampling in School Facilities.
 Located at: <http://www.nj.gov/dep/watersupply/dwc-lead-schools.html>

New Jersey Department of Environmental Protection, Overview: Lead in Drinking Water at School Facilities
 This document contains a link to the School District Lead Sampling Plan and the Quality Assurance Project Plan (QAPP) templates located at: <http://www.nj.gov/dep/watersupply/pdf/techguide.pdf>

Lead Sampling in Schools Technical Guidance FAQs.
 Located at: <http://www.nj.gov/dep/watersupply/pdf/leadfaq.pdf>

<u>Legal References:</u>	<u>N.J.S.A. 18A:6-2</u> <u>N.J.S.A. 18A:11-1</u> <u>N.J.S.A. 18A:17-42 et seq.</u> <u>N.J.S.A. 18A:40-12.1, -12.2</u>	Instruction in accident and fire prevention General mandatory powers and duties Public School Safety Law Protective eye devices required for teachers, students and visitors in certain cases Fire Drills and Fire Protection
	<u>N.J.S.A. 18A:41-1 et seq.</u> See particularly:	
	<u>N.J.S.A. 18A:41-5</u>	
	<u>N.J.S.A. 18A:42-1</u>	Safety patrol by students
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 34:5A-1 et seq.</u>	<u>Worker and Community Right to Know Act</u>
	See particularly:	
	<u>N.J.S.A. 34:5A -10.1</u> through -10.5	
	<u>N.J.S.A. 34:6A-25 et seq.</u>	<u>New Jersey Public Employees Occupational Safety and Health Act</u>
	<u>N.J.S.A. 58:10B-24.6 et seq.</u>	Hazardous discharge site remediation
	<u>N.J.S.A. 58:12A-1 et seq.</u>	<u>Safe Drinking Water Act</u>
	<u>N.J.A.C. 5:23-1 et seq.</u>	The uniform construction code
	<u>N.J.A.C. 6A:16-5.1</u>	School safety and security plans
	<u>N.J.A.C. 6A:19-6.1 et seq.</u>	Safety and Health Standards
	<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
	See particularly:	
	<u>N.J.A.C. 6A:26-12.1 et seq.</u>	
	<u>N.J.A.C. 6A:26-12.4</u>	Safe drinking water
	<u>N.J.A.C. 6A:27-12.2</u>	Accident reporting
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts

SAFETY (continued)

N.J.A.C. 7:10-1 et seq. Safe Drinking Water Act

International Building Code 2015, New Jersey Edition; First Printing: September 2015;
ISBN: 978-1-60983-156-1; Copyright 2015, International Code Council, Inc.

Possible

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

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

Policy

TRANSPORTATION ROUTES AND SERVICES

The Estell Manor Board of Education directs the superintendent to supervise development of bus routes to provide safe, economical and reasonably expeditious transportation for:

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

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

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

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

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

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

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

Waiver of Eligible Transportation Services

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

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

TRANSPORTATION ROUTES AND SERVICES (continued)

the student during this hardship.

Courtesy Transportation Along Hazardous Routes

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

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

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

Adopted:	September 22, 2004
Revised:	January 25, 2012
NJSBA Review/Update:	July 2021
Readopted:	October 27, 2021

Key Words

Student Transportation, Transportation, Busing, Buses, Courtesy Busing, Nonpublic School Students, Student Transportation

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:7F-57	Calculation of state aid for transportation
	<u>N.J.S.A.</u> 18A:36A-13	Transportation services (charter schools)
	<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation To and From Schools
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:39-1.2	
	through -1.9	
	<u>N.J.S.A.</u> 18A:39-1c	Parents right to waive eligible transportation rights
	<u>N.J.S.A.</u> 18A:46-19.6	Transportation to location or maintenance of vehicular

TRANSPORTATION ROUTES AND SERVICES (continued)

<u>N.J.S.A.</u> 18A:46-23	classrooms to obtain services; payment of cost Transportation of students; special classes; handicapped children; state aid
<u>N.J.S.A.</u> 39:3-10.9 <u>et al.</u>	<u>New Jersey Commercial Drivers License Act</u>
<u>N.J.S.A.</u> 39:3-27	Free registration of certain vehicles; transfer to other motor vehicles
<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:27-1.1(b), -2.1, -3.1, -5.1, -6.2, -6.3, -6.4, -9.2(e), -11.1, -13.3	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

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

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

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

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3541.31

☐ **Monitored**
☒ **Mandated**
☐ **Other Reasons**

Regulation

PRIVATELY OWNED VEHICLES

Volunteer Driver Pool

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

The form shall include spaces for:

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

NOTE: FOR A NEW JERSEY REGISTERED VEHICLE TO BE OPERATED AT ALL, THE OWNER MUST PROVIDE EVIDENCE OF AUTOMOBILE LIABILITY INSURANCE FOR BODILY INJURY AND PROPERTY DAMAGE IN A MINIMUM AMOUNT OF \$1,000,000 COMBINED SINGLE LIMIT PER OCCURRENCE.

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

Forms are to be returned to the homeroom teacher and forwarded to the superintendent or designee to be sorted and collated.

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

Form will include:

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

Forms will be returned to the superintendent or designee to be sorted and collated.

Transportation of Students by District Personnel as Part of Assigned Duties

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

PRIVATELY OWNED VEHICLES (regulation continued)

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

NOTE: FOR A NEW JERSEY REGISTERED VEHICLE TO BE OPERATED AT ALL, THE OWNER MUST PROVIDE EVIDENCE OF AUTOMOBILE LIABILITY INSURANCE FOR BODILY INJURY AND PROPERTY DAMAGE IN A MINIMUM AMOUNT OF \$1,000,000 COMBINED SINGLE LIMIT PER OCCURRENCE.

Approval of Activities; Supervision of Students at Activities

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

All volunteers must be from the superintendent or designee's master list.

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

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

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

Selection of Volunteer Drivers and Assignment of Students

When the superintendent or designee has confirmed the date of the event and the number of students, he/she will attempt to secure drivers to accommodate them.

In assigning students to volunteer drivers, the superintendent or designee will take into account:

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

Safety in Pickup, Transit and Drop-off

PRIVATELY OWNED VEHICLES (regulation continued)

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

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

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

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

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

Reimbursement

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

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

Adopted: October 27, 2021

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3541.31

 X **Monitored**

 X **Mandated**

 Other Reasons

Policy

PRIVATELY OWNED VEHICLES

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

Transportation by Volunteer Drivers

The superintendent shall supplement the transportation resources of the district by identifying qualified school personnel, state employees and parents/guardians who are willing to provide transportation for district students to and from school-related activities.

Qualifications shall include:

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

The superintendent shall develop and the board shall adopt detailed regulations to ensure:

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

Transportation of Students by District Employees as Part of Assigned Duties

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

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

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

PRIVATELY OWNED VEHICLES (continued)

Adopted: April 27, 2005
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

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

Legal References: N.J.S.A. 18A:16-6 Indemnity of officers and employees against civil actions
N.J.S.A. 18A:39-20.1 Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents
N.J.A.C. 6A:27-1.7 Insurance
N.J.A.C. 6A:27-7.6 Transportation to and from related school activities
N.J.A.C. 6A:27-7.7 Parent transporting his or her own child or children

Possible

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

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

**New Jersey Department of Education
Office of Special Education Programs
STUDENT BUS INFORMATION CARD**

Name:	Date:
Age:	School:
Please use the space below to provide information to the school bus driver and/or bus aide that will assist them in ensuring your child rides the bus successfully.	
Does your child utilize any adaptive equipment, including a communication device, that the school bus driver and/or aide should be familiar with?	
Additional Comments/Suggestions:	
Parent/Guardian Signature:	Date:

Policy

TRANSPORTATION SAFETY

The safety and welfare of students shall be the first consideration in all matters pertaining to transportation. The Estell Manor Board of Education directs the superintendent to oversee development of regulations to govern:

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

Accidents

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

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

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

Training for Interacting with Students with Special Needs

The board of education contractor that provides student transportation services shall administer the New Jersey Department of Education developed training program on the proper procedures for interacting with students with special needs to all school bus drivers and school bus aides that it employs. The training program includes appropriate behavior management; effective communication; use and operation of adaptive equipment; and understanding behaviors that may be related to specific disabilities.

The training program shall be administered prior to that individual operating a school bus or serving as an aide on a school bus.

The board of education contractor that provides student transportation services requires that a school bus driver or school bus aide file a certification with the board of education contractor that provides student transportation services that the individual has completed the training program within five business days of its completion. The board of education contractor that provides student transportation services shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the

TRANSPORTATION SAFETY (continued)

certification to the New Jersey Department of Education.

The parent or guardian of a student with an individualized education plan shall complete the student information card when the individualized education plan is developed or amended for a student who receives transportation services. The student information card, developed by the New Jersey Department of Education, shall include information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs.

Upon receiving consent from a student's parent or guardian, the a copy of the completed student information card shall be provided to the student's assigned school bus driver and school bus aide.

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the student 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. Students who do not require busing shall participate in a drill as necessary before a field trip. All students shall receive evacuation instruction at least once within the school year.

Vehicles and Equipment

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

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

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or 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 students 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 students entering, riding, and departing their vehicle.

Adopted:	June 19, 2000
NJSBA Review/Update:	July 2021
Readopted:	October 27, 2021

Key Words

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

Legal References: N.J.S.A. 18A:6-7.1

N.J.S.A. 18A:25-2

N.J.S.A. 18A:39-1 et seq.

Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
Authority over students
Transportation of students remote from school

TRANSPORTATION SAFETY (continued)See particularly:

N.J.S.A. 18A:39-17, -18,
-19.1, -20

N.J.S.A. 18A:39-19.2 Training program for school bus drivers, bus aides
through N.J.S.A. 18A:39-19.4 relative to students with special needs

N.J.S.A. 18A:39-26 School Bus Safety Act

N.J.S.A. 18A:39-27 Bus Driver Presence Required

N.J.S.A. 18A:39-28 Inspection of School Bus for Students

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

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

See particularly:

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

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

See particularly:

N.J.A.C. 6A:27-11.1, -11.2,
-11.3, -11.4, -12.2, -13.3

34 CFR Part 85.100 et seq., Governmentwide Debarment and Suspension
(nonprocurement) and Governmentwide Requirements for Drug-Free Workplace
(Grants)

49 U.S.C. § 31306 et seq.- Omnibus Transportation Employee Testing Act of 1991

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

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

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

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

*The Department of Education School Bus Driver and Aide Training for Interacting with
Students with Special Need*: located on the New Jersey Department of Education
website at: <http://www.nj.gov/education/finance/transportation/training/dis/>

Possible**Cross References:**

*3516	Safety
*3541.1	Transportation routes and services
*4211	Recruitment, selection and hiring
*4119.23/4219.23	Employee substance abuse
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5131	Conduct/discipline
*1531.1	Harassment, intimidation and bullying
*5142	Student safety

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3542

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

FOOD SERVICE

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

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

The superintendent is responsible for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the board.

Adopted: December 19, 2001

NJSBA Review/Update: July 2021

Readopted: October 27, 2021

Key Words

School Lunch, Food Service, Nutrition, Wellness,

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:18A-5	Exceptions to requirement for advertising
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:18A-5a(6)	
	<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A.</u> 18A:33-3	
	through -5	Cafeterias for students
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:58-7.1	
	through -7.2	School lunch program ...
	<u>N.J.A.C.</u> 2:36-1.1 et seq.	Child Nutrition Programs
	<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
	<u>N.J.A.C.</u> 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts

Possible

<u>Cross References:</u>	*1200	Participation by the public
	*1220	Ad hoc advisory committees
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3220/3230	State funds; federal funds
	*3450	Money in school buildings
	*3510	Operation and maintenance of plant
	*3542.1	Local wellness/Nutrition
	*3542.31	Free or reduced-price lunches/milk
	*3542.44	Purchasing
	*4222	Noninstructional aides
	*5131	Conduct/discipline

FOOD SERVICE (continued)

9123	Appointment of board secretary
9124	Appointment of business official

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

**United States Department of Agriculture
Nutrition Standards for All Foods Sold in School**

(see: <http://www.usda.gov/wps/portal/usda/usdahome>; and
http://www.fns.usda.gov/sites/default/files/allfoods_summarychart.pdf)

Food/Nutrient	Standard	Exemptions to the Standard
General Standard for Competitive Food.	<p>To be allowable, a competitive FOOD item must:</p> <ol style="list-style-type: none"> 1. meet all of the proposed competitive food nutrient standards; and 2. be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient*; or 3. have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or 4. be a combination food that contains at least 1/4 cup fruit and/or vegetable; or 5. contain 10% of the Daily Value (DV) of a nutrient of public health concern (i.e., calcium, potassium, vitamin D, or dietary fiber). <p>Effective July 1, 2016 this criterion is obsolete and may not be used to qualify as a competitive food.</p> <p>*If water is the first ingredient, the second ingredient must be one of items 2, 3 or 4 above.</p>	<ul style="list-style-type: none"> • Fresh fruits and vegetables with no added ingredients except water are exempt from all nutrient standards. • Canned and frozen fruits with no added ingredients except water, or are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards. • Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all nutrient standards.
NSLP/SBP Entrée Items Sold A la Carte.	Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service in the lunch or breakfast program.	
Sugar-Free Chewing Gum	Sugar-free chewing gum is exempt from all competitive food standards.	
Grain Items	Acceptable grain items must include 50% or more whole grains by weight, or have whole grains as the first ingredient.	
Total Fat	Acceptable food items must have ≤ 35% calories from total fat as served.	<ul style="list-style-type: none"> • Reduced fat cheese (including part-skim mozzarella) is exempt from the total fat standard. • Nuts and seeds and nut/seed butters are exempt from the total fat standard. • Products consisting of only dried fruit with nuts and/or seeds with no added

WELLNESS AND NUTRITION (*Federal Nutritional Standards for All Foods Sold in Schools* summary chart continued)

		<p>nutritive sweeteners or fats are exempt from the total fat standard.</p> <ul style="list-style-type: none"> Seafood with no added fat is exempt from the total fat standard. <p>Combination products are not exempt and must meet all the nutrient standards.</p>
Saturated Fat	Acceptable food items must have < 10% calories from saturated fat as served.	<ul style="list-style-type: none"> Reduced fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard. Nuts and seeds and nut/seed butters are exempt from the saturated fat standard. Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard. <p>Combination products are not exempt and must meet all the nutrient standards</p>
Trans Fats	Zero grams of trans fat as served (≤ 0.5 g per portion).	
Sugar	Acceptable food items must have $\leq 35\%$ of weight from total sugar as served.	<ul style="list-style-type: none"> Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard. Dried whole fruits, or pieces, with nutritive sweeteners that are required for processing and/or palatability purposes (i.e. cranberries, tart cherries, or blueberries) are exempt from the sugar standard. <p>Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard</p>
Sodium	Snack items and side dishes sold a la carte: ≤ 230 mg sodium per item as served. Effective July 1, 2016 snack items and side dishes sold a la carte	

WELLNESS AND NUTRITION (*Federal Nutritional Standards for All Foods Sold in Schools* summary chart continued)

	must be: ≤200 mg sodium per item as served, including any added accompaniments. Entrée items sold a la carte: ≤480 mg sodium per item as served, including any added accompaniments.	
Calories	Snack items and side dishes sold a la carte: ≤ 200 calories per item as served, including any added accompaniments. Entrée items sold a la carte: ≤350 calories per item as served including any added accompaniments.	Entrée items served as an NSLP or SBP entrée are exempt on the day of or day after service in the program meal.
Accompaniments	Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards.	
Caffeine	Elementary and Middle School: foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances. High School: foods and beverages may contain caffeine.	
Beverages		
	<p>Elementary School</p> <ul style="list-style-type: none"> • Plain water or plain carbonated water (no size limit); • Low fat milk, unflavored (≤8 fl. oz.); • Nonfat milk, flavored or unflavored (≤8 fl. oz.), including nutritionally equivalent milk alternatives as permitted by the elementary school • 100% fruit/vegetable juice (≤8 fl. oz.); • 100% fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (≤8 fl. oz.). <p>Middle School</p> <ul style="list-style-type: none"> • Plain water or plain carbonated water (no size limit); • Low-fat milk, unflavored (≤12 fl. oz.); • Non-fat milk, flavored or unflavored (≤12 fl. oz.), including nutritionally equivalent milk alternatives as permitted by the school meal requirements; • 100% fruit/vegetable juice (≤12 fl. oz.); and • 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤12 fl. oz.). <p>High School</p>	

WELLNESS AND NUTRITION (*Federal Nutritional Standards for All Foods Sold in Schools* summary chart continued)

	<ul style="list-style-type: none"> • Plain water or plain carbonated water (no size limit); • Low-fat milk, unflavored (≤ 12 fl. oz.); • Non-fat milk, flavored or unflavored (≤ 12 fl. oz.), including nutritionally equivalent milk alternatives as permitted by the school meal requirements; • 100% fruit/vegetable juice (≤ 12 fl. oz.); • 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤ 12 fl. oz.); • Other flavored and/or carbonated beverages (≤ 20 fl. oz.) that are labeled to contain ≤ 5 calories per 8 fl. oz., or ≤ 10 calories per 20 fl. oz.; and • Other flavored and/or carbonated beverages (≤ 12 fl. oz.) that are labeled to contain ≤ 40 calories per 8 fl. oz., or ≤ 60 calories per 12 fl. oz. 	
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ESTELL MANOR SCHOOL DISTRICT

Estell Manor, New Jersey

FILE CODE: 3542.1

 X Monitored

 X Mandated

 Other Reasons

Policy

WELLNESS AND NUTRITION

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

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

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

In order to promote and protect children's health, well-being, and ability to learn, the board is committed to providing school environments that support healthy eating and physical activity and directs the superintendent to ensure that the district takes the appropriate measures to meet the following district wellness and nutrition goals:

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

WELLNESS AND NUTRITION (continued)

- G. District efforts to promote healthy nutrition and nutrition education, physical activity and other school-based activities that promote student wellness shall be measurable and evidence-based strategies and techniques and shall be implemented in each school.

Foods and beverages available for sale including all snack and beverage items sold anywhere on school property during the school day, items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the United States Department of Agriculture, Nutrition Standards for All Foods Sold in School, as required by the Healthy Hunger-Free Kids Acts of 2010 (see 3542.1 Wellness and Nutrition, Federal Nutrition Standards for All Foods Sold in School, Summary Chart).

Committee Review

The superintendent or his or her designee shall endeavor to engage parents, students, and representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public for the purpose of developing, implementing, monitoring, reviewing, and, as necessary, revising the school nutrition and physical activity initiatives. A committee may be convened to annually review and when necessary recommend revisions to school policies related to wellness and nutrition.

The committee will annually report to the board on the implementation of programs and initiatives related to student wellness and nutrition. The board shall annually review and consider recommendations of the wellness committee.

Annual Assessment

The board shall ensure that an annual assessment of the district wellness and nutrition policy and programs is completed. The recommendations of the committee shall be reviewed and considered as part of the annual assessment. The assessment shall measure the implementation of the wellness and nutrition policy, and include:

- A. The extent to which the school is in compliance with the school wellness and nutrition policy;
- B. The extent to which the board wellness and nutrition policy compares to the federal and state model school wellness policies; and
- C. A description of the progress made in attaining the goals of the wellness and nutrition policy.

The board shall update or modify the policy and programs as necessary based on the results of annual assessment.

Physical Activity

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, the board is committed to providing opportunities for physical activity beyond physical education class. Activities that may be implemented include but shall not be limited to:

- A. Health education will complement and reinforce physical education. Students may be taught self-management skills that promote and help maintain a physically active lifestyle and reduce time spent on sedentary activities, such as watching television;

WELLNESS AND NUTRITION (continued)

- B. As initiated and determined by the teacher, opportunities for physical activity may be incorporated into subject area lessons;
- C. Classroom teachers will make an effort to provide short physical activity breaks between lessons or classes, as appropriate;
- D. The daily schedule shall allow for periods of physical activity before or after meal periods and minimum of 20 minutes for recess daily; and
- E. The code of student conduct shall prohibit withholding recess or other periods of physical activity as a consequence or a disciplinary option.

Recordkeeping Requirements

The superintendent or his or her designee shall maintain records to document compliance with wellness and nutrition policy requirements. These records shall include but are not limited to:

- A. The written wellness and nutrition policy;
- B. Documentation demonstrating compliance with community involvement requirements;
- C. Documentation of the triennial assessment of the wellness and nutrition policy; and
- D. Documentation to demonstrate compliance with the annual public notification requirements.

Marketing

The marketing of food or beverages shall only be permitted on the school campus during the school day for foods and beverages that meet the competitive foods requirements.

For purposes of this policy, marketing is defined as advertising and other promotions in the school. Food marketing commonly includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.

The marketing of products on the exterior of vending machines, through posters, menu boards, coolers, trash cans, and other food service equipment, as well as cups used for beverage dispensing are all subject to board policy, and the logos and products marketed in these areas and items are required to meet the competitive foods standards for foods sold in school. This restriction shall not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

General Requirements

The district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Student Learning Standards.

Food and beverages that are not sold such as foods and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy. However, on such occasions healthy food choices such as fruits, vegetable, fruit juice and water shall be made available to all students participating in such activities.

This policy does not apply to: medically authorized special needs diets pursuant to federal regulations; school

WELLNESS AND NUTRITION (continued)

nurses using food or beverages during the course of providing health care to individual students; or special needs students whose Individualized Education Program (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. The school shall provide a pleasant dining environment. The board recommends that physical education or recess be scheduled before lunch whenever possible.

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

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

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

The superintendent shall ensure that the public is informed about the content of the wellness and nutrition policy. The wellness and nutrition policy and any updates to the policy shall be made available to the public on an annual basis. The policy may be posted on the school website and/or at locations deemed appropriate by the superintendent.

Adopted: December 17, 2014
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

School Lunch, Food Service, Nutrition, Wellness,

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

WELLNESS AND NUTRITION (continued)

See particularly:

<u>N.J.A.C.</u> 2:36-1.7	Local school nutrition policy
<u>N.J.A.C.</u> 6A:16-5.1(b)	School safety plans
<u>N.J.A.C.</u> 6A:23A-1 <u>et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
See particularly:	
<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265)

42 <u>U.S.C.</u> 1751 <u>et seq.</u>	<u>Richard B. Russell National School Lunch Act</u>
42 <u>U.S.C.</u> 1771 <u>et seq.</u>	<u>Child Nutrition Act of 1966</u>
7 <u>CFR</u> Part 210 and 220	Healthy, Hunger-Free Kids Act of 2010
7 <u>CFR</u> Part 210	Medically authorized special needs diets

Possible

<u>Cross References:</u>	*1200	Participation by the public
	*1220	Ad hoc advisory committees
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3220/3230	State funds; federal funds
	*3450	Money in school buildings
	*3510	Operation and maintenance of plant
	*3542	Food Service
	*3542.31	Free or reduced-price lunches/milk
	*3542.44	Purchasing
	*4222	Noninstructional aides
	*5131	Conduct/discipline
	9123	Appointment of board secretary
	9124	Appointment of business official

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

SCHOOL MEAL PROGRAM ARREARS

The Estell Manor school meal program shall make a nutritionally adequate meal (breakfast and/or lunch) available to every student and shall operate on the most economically feasible basis. It shall be operated in strict compliance with all laws and regulations pertaining to health; sanitation and safety; internal accounting; employment practices; nutritional standards; costs of meals; and periodic reporting required by New Jersey law.

The board of education believes that regularly consumed nutrition helps maintain the students' energy and facilitates concentration, supporting student achievement (see board policy 3542.1 Wellness and Nutrition). Therefore, it is the expectation of the board that students with the assistance of their parents/guardians come prepared for school each day with lunch/breakfast or meal money. Students repeatedly forgetting their breakfast or lunch meal or their meal money may be subject to consequences including parent/guardian conference, loss of privileges and detention according to the school code of student conduct.

Qualified students whose families have a financial hardship may apply for assistance according to policy 3542.31 Free or Reduced Price Lunches, Milk. The procedures for the administration of the free and reduced price meal program of this school district will be the same as those prescribed in current state and federal laws and regulations.

The board shall strive to make affordable meals available to all students. Students who do not qualify for free or reduced price meals or milk may receive school lunch through the school meal program for a fee that is approved by the board. Any student who has a hardship but does not qualify for free and reduced price lunches or milk, may be considered for other assistance on a case by case basis.

The purchase of meals through the school program shall be optional and shall not prevent any student from bringing their own lunch or breakfast to school.

The school business administrator shall be responsible for the accounting and tracking of revenues and expenses generated by the school meal program. The principal or his or her designee shall oversee the notification of parents/guardians for the payment of charges and arrears associated with the school meal program. Being in arrears shall be defined as being behind in meal payments due, resulting in debt or liability to the district.

Procedures for Charging Lunch

In the event a student's school lunch or breakfast bill is in arrears, the principal or his or her designee shall contact the student's parent/guardian to provide notice of the amount in arrears and shall provide the parent/guardian a period of ten school days to pay the full amount due. If the student's parent/guardian does not make full payment to the school by the end of the ten school days, the principal or his or her designee shall again contact the student's parent/guardian to provide a second notice that their child's lunch or breakfast bill is in arrears. The district shall again contact the student's parent or guardian to provide notice of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears (N.J.S.A. 18A:33-21).

The building principal or his or her designee shall implement appropriate measures that ensure that students who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears shall not be publicly identified or stigmatized.

SCHOOL MEAL PROGRAM ARREARS (continued)

The district shall report at least biannually to the Department of Agriculture the number of students who are denied school breakfast or school lunch.

No district staff member shall:

- A. Publicly identify or stigmatize a student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill that is in arrears, for example, by requiring that the student sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal;
- B. Require a student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill that is in arrears to do chores or other work to pay for the school breakfast or school lunch; or
- C. Require a student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or a school lunch or because money is owed for previously provided meals.

Procedures

Students without breakfast/lunch or meal money may receive a meal through the school meal program according to the following rules:

- A. Students without breakfast/lunch or meal money shall be allowed to select a meal from a limited menu not to exceed the reimbursable meal allowance and shall not be permitted ala carte items, or other food charges during the school day;
- B. Payment on the charge should be made by the student the following school day;
- C. The school business administrator shall notify the principal when the student has accumulated three (3) unpaid meal charges;
- D. The principal or his or her designee shall notify parents/guardians of the breakfast/lunch arrears. This shall constitute the first notification in accordance with law (N.J.S.A. 18A:33-21). The notification shall include:
 - 1. The board policy 3542.2 School Meal Program Arrears;
 - 2. The requirement that payment be made within ten school days;
 - 3. A statement of the meal charges, that includes instructions for payment;
 - 4. A description and price list for the school breakfast/lunch program;
 - 5. Information regarding participation in the federal free or reduced price lunches, milk program;
 - 6. A request to schedule a conference to investigate and address the problem and to ascertain to what degree the student is responsible or if there are mitigating circumstances or financial hardship that are contributing to the problem;
- E. Following the first notice the district shall continue to provide the student with a meal (lunch and/or breakfast). When payment is not received within ten school days following the first notice, the principal or his or her designee shall provide the second notification of the arrears. The second notice shall be mailed/mailed to the student and the parents/guardians and include:
 - 1. A statement that if payment in full is not made within one week from the date of the second notice, the action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears, as applicable, beginning the eighth calendar day from the date of the second notice;
 - 2. The board policy 3542.2 School Meal Program Arrears;

SCHOOL MEAL PROGRAM ARREARS (continued)

3. A statement of the meal charges, that includes instructions for payment;
4. A request to schedule a conference with the principal to discuss the arrears;
5. As necessary and appropriate notification that the district shall make a report to the Division of Child Protection and Permanency;
6. As necessary and appropriate notification that the district will enforce collection efforts and related fees, including filing a cause of action in small claims court.

F. If a student owes money for the equivalent of five or more school meals, the district shall:

1. Determine if the student is eligible for a free or reduced price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent or guardian, to contact the student's parent or guardian and have the parent or guardian fill out an application for the school lunch program and school breakfast program; and
3. Require a principal, or a person designated by the principal, to contact the parent or guardian to offer assistance with the application for the school lunch and school breakfast program, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch, and offer any other appropriate assistance;

G. The district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent or guardian and not the student. The district may send a student home with a letter addressed to a parent or guardian;

H. Qualified students receiving assistance according to policy 3542.31 Free or Reduced Price Lunches, Milk who accumulate arrears shall continue to receive a meal not to exceed the reimbursable meal allowance regardless of a bill in arrears. The student shall not, however, be permitted ala carte items, or other food charges during the school day;

I. A meal from a limited menu not to exceed the reimbursable meal allowance shall always be provided to students who do not have breakfast/lunch or meal money. The student shall not be permitted ala carte items, or other food charges during the school day.

Restrictions related to the purchase of ala carte items or other foods that are offered as part of the school meal program shall cease upon payment of the charges in arrears.

Payment of Charges

The school business administrator shall be responsible for tracking and billing all lunch accounts in arrears. The following guidelines shall apply:

- A. Charges will show a negative account balance on the student's school meal program account, and billed, at a minimum, quarterly to the parent/guardian;
- B. Payments on charges shall be brought directly to the main office or mailed to the main office;
- C. The payment shall be recorded and a receipt generated and given or mailed in acknowledgement of payment received according to the established district business procedures.

Implementation

At the beginning of the school year, and upon initial enrollment in the case of a student enrolling during the school year, the district shall provide to the parent or guardian of each student:

- A. Information on the National School Lunch Program and the federal School Breakfast Program;

SCHOOL MEAL PROGRAM ARREARS (continued)

- B. An application to apply for the school lunch and school breakfast programs and instructions for completing the application;
- C. Information on the rights of students and their families under the law pertaining to school meal arrears (N.J.S.A. 18A:33-21).

The district may provide the application and information electronically, through the usual means by which the district communicates with parents electronically. The application and information shall be in a language that the parent or guardian understands.

The district liaison for the education of homeless children shall coordinate with school personnel to ensure that a homeless student receives free school meals and is monitored according to the board policies.

The policy shall be reviewed regularly and updated as necessary.

NJSBA Review/Update: July 2021
Adopted: October 27, 2021

Key Words

School Lunch, Food Service, Nutrition, Wellness,

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:18A-5	Exceptions to requirement for advertising
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:18A-5a(6)	
	<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A.</u> 18A:33-3 through -5	Cafeterias for students
	<u>N.J.S.A.</u> 18A:33-21	Schools meals, notification to parent of payment in arrears before denying to student
	<u>N.J.S.A.</u> 18A:33-21a	Hunger-Free Students Bill of Rights Act
	<u>N.J.S.A.</u> 18A:33-21b	Information provided to parents, guardians
	<u>N.J.S.A.</u> 18A:33-21c	Provision of meals to homeless students
	<u>N.J.S.A.</u> 18A:33-21.1	State required to pay difference between federal allocation and total cost of reduced price breakfast, lunch
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:58-7.1 through -7.2	School lunch program ...
	<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>Healthy, Hunger-Free Kids Act of 2010</u> (Section 143), P.L. 111-296; December 13, 2010.	

Federal policy guidance and resources guidance at <https://www.fns.usda.gov/school-meals/policy>. **See:**

SP 17-2014, January 22, 2014	<i>Discretionary Elimination of Reduced Price Charges in the School Meal Program</i>
SP 46-2016, July 8, 2016.	<i>Unpaid Meal Charges: Local Meal Charge Policies</i>
SP 46-2016, July 8, 2016	<i>Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments</i>

SCHOOL MEAL PROGRAM ARREARS (continued)

SP 23-2017, March 23, 2017.

*Unpaid Meal Charges: Guidance and Q&A***Possible**

<u>Cross References:</u>	*1200	Participation by the public
	*1220	<u>Ad hoc</u> advisory committees
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3220/3230	State funds; federal funds
	*3250	Income from fees, fines and charges
	*3450	Money in school buildings
	*3510	Operation and maintenance of plant
	*3542.1	Wellness and nutrition
	*3542.31	Free or reduced-price lunches/milk
	*3542.44	Purchasing
	*4222	Noninstructional aides
	*5131	Conduct/discipline
	9123	Appointment of board secretary
	9124	Appointment of business official

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

ESTELL MANOR SCHOOL DISTRICT

Estell Manor, New Jersey

FILE CODE: 3542.31 X **Monitored** X **Mandated** **Other Reasons****Policy**

FREE OR REDUCED-PRICE LUNCHES/MILK

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

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

Adopted: December 19, 2001

NJSBA Review/Update: July 2021

Readopted: October 27, 2021

Key Words

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

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

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3542.44

 X **Monitored**

 X **Mandated**

 Other Reasons

Policy

PURCHASING

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

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

Adopted: December 19, 2001

NJSBA Review/Update: July 2021

Readopted: October 27, 2021

Key Words

Food Purchases, Purchasing Procedures

Legal References: N.J.S.A. 18A:18A-5(a)6 Exceptions to requirements for advertising
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations
N.J.A.C. 6A:23A-16.5(d)(3)Supplies and equipment

Possible

Cross References: *3320 Purchasing procedures
3571 Financial reports

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3570

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

DISTRICT RECORDS AND REPORTS

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

The Estell Manor School District plans to preserve these records by:

- A. Appointing the business administrator as records custodian;
- B. Periodically reviewing records retention with the superintendent and the school board or a committee thereof; and
- C. Retaining records according to the schedule for educational institutions promulgated by New Jersey Department of Treasury, Division of Revenue and Enterprise Service, Records Management Services (RMS). A partial schedule, for key classes of records, is shown at the end of this policy.

Availability to the Public

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

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

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

Records Exempted from Public Access

Records exempted by law include: security and emergency response procedures; purchase, lease or acquisition of real property; pending or anticipated litigation; reports of investigations in progress; matters for which disclosure would impair the right to receive federal funds; pending negotiations toward a collective bargaining agreement; most personnel and pension records of an individual; questions and answer keys (for

DISTRICT RECORDS AND REPORTS (continued)

personnel or academic examinations and job interviews); records concerning individual students and staff, their home addresses and telephone numbers (unless waived by the individual); reports and recommendations that involve unwarranted invasion of privacy; medical and psychological records. The records custodian will keep confidential and edit out information in records that disclose social security numbers, credit card information and drivers' license numbers.

Record Retention

Record retention periods in conformance with state and federal codes, regulations, and statutes of limitation may be accessed through the New Jersey Department of Treasury, Division of Revenue and Enterprise Service, Records Management Services (RMS) at <http://www.nj.gov/treasury/revenue/rms/retention.shtml>. The records custodian will ensure that records are retained and appropriately stored in accordance with state and federal statute and regulation. A partial schedule of retention periods for pertinent school record categories is listed below (Note: the School District Records Retention and Disposition Schedule should be consulted before any record is destroyed).

Partial Record Retention Schedule

- A. *Financial records*: 7 (seven) years
- B. *Agendas and minutes*: Permanent for originals; 1 year for copies
- C. *Resolutions of the school board*: Permanent
- D. *Administrative policy and advisory statements*: Permanent
- E. *Correspondence, including emails*: 3 (three) years for general external correspondence; one year for internal correspondence
- F. *Official public meeting notice*: 3 (three) years
- G. *Legal notice in newspaper*: 7 (seven) years
- H. *Publisher's affidavits*: 10 (ten) years
- I. *Tape recordings of school board meetings (audio tape and video)*: 45 (forty-five) days or until summary or verbatim transcripts have been approved as minutes
- J. *Election file*: 5 (five) years for bonding election report, certificate and voting authority
- K. *Other election materials*: 1 (one) year
- L. *Master publications file of school newsletters, yearbooks, student handbooks, etc.*: Permanent
- M. *School monitoring file (with school monitoring annual plan)*: Permanent
- N. *Internal monitoring guide and action plan*: 14 (fourteen) years
- O. *Academic master plan (updated every seven years)*: Permanent
- P. *Support file for the academic master plan, including school evaluations*: 10 (ten) years.

DISTRICT RECORDS AND REPORTS (continued)

Q. *Fall and statistical report file:* 5 (five) years

R. *Settlements (original):* Permanent

S. *Agency copy of routine settlements:* 3 (three) years after final settlement

School District Retention Schedule: Active Records – Administration, can be found at RMS School District Records Retention and Disposition Schedule reference number M7000101-001. For all other items the district will consult RMS Individual Educational Records Series Description and Series Number for retention and disposal information.

Implementation

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

Adopted: August 24, 2016
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

District Records and Reports, Public Access, Records, Reports

Legal References: N.J.S.A. 10:4-6 et seq.

N.J.S.A. 18A:4-14

N.J.S.A. 18A:7A-11

N.J.S.A. 18A:11-2

See particularly:

N.J.S.A. 18A:11-2(b)

N.J.S.A. 18A:17-7

through -12

N.J.S.A. 18A:17-28(e)

N.J.S.A. 18A:17-35

N.J.S.A. 18A:17-36

N.J.S.A. 18A:17-46

N.J.S.A. 18A:36-19

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

See particularly:

N.J.S.A. 47:1A-1.1, -5

N.J.S.A. 47:3-15 et seq.

N.J.A.C. 2:36-1.1 et seq.

N.J.A.C. 6A:16-5.3

N.J.A.C. 6A:23A-16.1 et seq.

Open Public Meetings Act

Uniform system of bookkeeping for school districts

Reports by local school district, commissioner; interim review

Power to sue and be sued; reports; census of school children

Secretary to give notices and keep minutes, etc.

Duties of business manager

Records of receipts and payments

Accounting; monthly and annual reports

Act of violence; report by school employee; notice of action taken; annual report

Student records; creation, maintenance and retention, security and access; regulations; nonliability

Examination and copies of public records (Open Public Records Act)

Destruction of Public Records Law

Child Nutrition Programs

Incident reporting of violence, vandalism and substance abuse

Prescribed system of double-entry bookkeeping and

DISTRICT RECORDS AND REPORTS (continued)

	GAAP accounting
<u>N.J.A.C. 6A:27-7.9</u>	Vehicle records
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 6A:32-7.1 et seq.</u>	Student Records
<u>See particularly:</u>	
<u>N.J.A.C. 6A:32-7.1(g), -7.8</u>	
<u>N.J.A.C. 15:3-2.1 et seq.</u>	Records Retention

Annual Data Collection Plan, New Jersey State Department of Education

Records Retention Schedule, New Jersey State Department of Education

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

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

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

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

Possible

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

*Indicates policy is included in the Critical Policy Reference Manual

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3571.4

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

AUDIT

An audit of the accounts of the Estell Manor School District shall be made annually by a public school accountant selected by the board of education. The audit examination shall be conducted in accordance with statute and generally accepted auditing standards and shall include all funds over which the board has direct or supervisory control.

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

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

Adopted: December 19, 2001

NJSBA Review/Update: July 2021

Readopted: October 27, 2021

Key Words

Audit, Auditor

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-68	Bookkeeping and accounting system (educational services commission)
	<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
	<u>N.J.S.A.</u> 18A:23-1 <u>et seq.</u>	Audits and auditors
	<u>N.J.A.C.</u> 6A:23A-1 <u>et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
	<u>N.J.A.C.</u> 6A:23A-1.2	Definitions
	<u>N.J.A.C.</u> 6A:23A-16.2	Principles and directives for accounting and reporting
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Possible

Cross References:

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 3600

 X **Monitored**

 Mandated

 X **Other Reasons**

Policy

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

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

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

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

A. Human resources and payroll;

B. Purchasing and accounts payable.

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

Adopted: September 23, 2009

NJSBA Review/Update: July 2021

Readopted: October 27, 2021

Key Words

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

Legal References: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties
N.J.A.C. 6A:23A-6.5 Segregation of duties

Possible

Cross References: *3000/3010 Concepts and Roles in business and non-instructional operation
*3100 Budget planning, preparation and adoption
3200 Income
3300 Expenditures/expending authority
*3400 Accounts
3500 Noninstructional operations
*3510 Operation and maintenance of plant
3530 Insurance management
3541 Transportation
*3542 Food service
*3452.1 Local Wellness
*3570 District records and reports
*7110 Long-range facilities planning

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