

**BLOOMSBURY ELEMENTARY SCHOOL
BOARD OF EDUCATION POLICY MANUAL
POLICY SERIES 3000 – Business and Noninstructional Operations**

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Board of Education
Bloomsbury School District

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

Fiscal Management

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

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

Internal Controls / Standard Operating Procedures

The Board of Education is committed to financial integrity and directs the Chief School Administrator (CSA) to establish specific regulations and standard operating procedures for business functions that 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 (by December 31, 2009).

NOTE: THE FOLLOWING REQUIREMENT APPLIES TO DISTRICTS THAT HAVE A BUDGET IN EXCESS OF \$25,000,000 OR MORE THAN 300 EMPLOYEES.

Financial and Human Resources Management

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

Support Services

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

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

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

Long-range Plans

In compliance with law, the CSA will develop a 5-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 CSA.

Adopted: 4/1989
Revised/Updated: 10/1996; 1/1999; 6/2001; 2/2009; 10/2009
NJSB Update: 7/2009

Mandated

N.J.A.C. 6A:23A-6.4 (“accountability regulations”) requires that school districts adopt policy and procedures on internal controls designed to provide administration with reasonable assurance that the goals and objectives will be met and meet requirements of N.J.A.C. 6A:23A-6.5 through 6.13.

N.J.A.C. 6A:23A-6.7 (“accountability regulations”) requires that school districts with budgets in excess of \$25,000,000 or with more than 300 employees maintain an enterprise resource planning (ERP) system which integrates all district data and processes into a unified system.

N.J.A.C. 6A:23A-6.8 (“accountability regulations”) requires that school districts maintain an accurate, complete and up-to-date automated position control roster to track the actual number and category of employees.

Other Reasons:

Business and noninstructional operations are essential to provision of the educational program.

Legal References:

<u>N.J.S.A.</u> 2C:30-4	Disbursement of public moneys, incurrence of obligations in excess of appropriation
<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:17-14.1 through -14.3	Appointment of school business administrator; duties; subcontracting; tenure acquisition
<u>N.J.S.A.</u> 18A:17-24.1	Sharing of superintendent, school business administrator; procedure
<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
<u>N.J.S.A.</u> 18A:20-1 <u>et seq.</u>	Acquisition and Disposition of Property
<u>N.J.S.A.</u> 18A:33-1 <u>et seq.</u>	Facilities in general
<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation to and from schools
<u>N.J.S.A.</u> 40:8A-1 <u>et seq.</u>	Interlocal Services Act
<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
<u>N.J.A.C.</u> 6A:9-12.1 <u>et. seq.</u>	Requirements for administrative certification

See particularly:

<u>N.J.A.C.</u> 6A:9-12.1, -12.2, -12.3(d), -12.7	
<u>N.J.A.C.</u> 6A:23-1.1 <u>et seq.</u>	Finance and Business Services
<u>N.J.A.C.</u> 6A:23A-6 <u>et. seq.</u>	Accountability Regulations
<u>N.J.A.C.</u> 6A:23A-6.4 -6.13	
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation

Manual for the Evaluation of Local School Districts

Possible Cross References:

*3100	Budget planning, preparation and adoption
3200 series	Income
3300 series	Expenditures/expending authority
3400 series	Accounts
3500	Noninstructional operations
*3510	Operation and maintenance of plant
3530	Insurance management
3541 series	Transportation
3542 series	Food service
3543 series	Office services
3570 series	District records and reports
3600	Evaluation of business and noninstructional operations
9123/9124	Appointment of board secretary; appointment of business official

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

Board of Education
Bloomsbury School District

BUDGET PLANNING, PREPARATION, AND ADOPTION

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

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

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

In order to ensure adequate time for the preparation and review of the proposed budget, the Board directs the Chief School Administrator (CSA) 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 CSA shall prepare a tentative budget and shall confer with the department heads, Board committees and other district personnel, as necessary, to make the tentative budget realistic.

The Board may call upon such 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 schools' current needs, but shall also consider the data collected in long-range budget planning. In preparing budget requests, the CSA shall include the following costs by program area: (This does not mean the district has a program-oriented budget.)

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

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

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

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

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

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

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

The proposed budget as accepted by this Board shall be set forth in detail, using the form prescribed by the state department of education, and shall be made available to the public as required by law. A brochure may be published to explain the annual school budget and will be distributed to district taxpayers, if the Board of Education deems it necessary.

The brochure should include:

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

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

Adopted: 2/1989
 Revised/Updated: 11/1996; 1/1999; 6/2001; 2/2009
 NJSB Update: 5/2006

Monitored:
 Indicator 7.3

Legal References:

<u>N.J.S.A.</u> 18A:7F-1 <u>et seq.</u>	Comprehensive Educ Improvement and Financing Act of 1996
<u>N.J.S.A.</u> 18A:13-17, -19, -23	Submission of budget; annual regional school election ...
<u>N.J.S.A.</u> 18A:22-7, -8 through -13	Preparation of budgets
<u>N.J.S.A.</u> 18A:22-8.6	Transportation (budget line item)/hazardous routes
<u>N.J.S.A.</u> 18A: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 appropriations; 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> 19:60-1	School elections, adjustments, ballots
<u>N.J.A.C.</u> 6A:8-1.1 <u>et seq.</u>	Standards and Assessment
<u>N.J.A.C.</u> 6A:23-8.1 <u>et seq.</u>	Annual Budget Development, Review and Approval
<u>N.J.A.C.</u> 6A:23-9.4	Per pupil calculation, notification and caps (charter schools)
<u>N.J.A.C.</u> 6A:23-9.5	Enrollment counts payments process and aid adjustment (charter schools)
<u>N.J.A.C.</u> 6A:23-9.6	Financial requirements (charter schools)
<u>N.J.A.C.</u> 6A:10A-1.1 <u>et seq.</u>	Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts

See particularly:

<u>N.J.A.C.</u> 6A:10A-8.1 through -8.2	
<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)

Manual for the Evaluation of Local School Districts

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

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 entitlement grant funds, the Board designates the Chief School Administrator (CSA) to approve such transfers among line items and programs as are necessary between meetings of the Board. Transfers approved by the CSA 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.

**Mandated if the district wishes to adopt an expanded chart of accounts pursuant to N.J.A.C. 6:20-2A.2(m)2.

Adopted: 3/1992
Revised/Updated: 11/1996; 1/1999; 6/2001; 2/2009
NJSB Update: 5/2006

Monitored:

Indicator 7.3

Mandated:

N.J.A.C. 6A:23-2.11(a)2 requires that when a district board of education adopts an expanded chart of accounts pursuant to N.J.A.C. 6A:23-2.2(g)2, that district board of education must adopt a policy concerning the controls over appropriations for line item accounts that exceed the minimum level of detail established pursuant to N.J.A.C. 6A:23-2.2(g)1. If the board fails to adopt such a policy, the restrictions contained in N.J.A.C. 6A:23-2.11(a)1 shall apply to line item accounts that exceed the minimum level of detail.

Other Reasons:

N.J.S.A. 2C:30-4 establishes knowing disbursement of moneys or incurring of obligations by board members in excess of appropriations or an amount limited by law as a crime of the fourth degree subject to fine and imprisonment.

N.J.S.A. 18A:22-8.1 provides (1) that a board may transfer funds among line items and program categories by resolution of the board; (2) that a board (by resolution) may designate the chief school administrator to approve such transfers as are necessary between meetings of the board and that such transfers shall be reported to the board, on at least a monthly basis, ratified and duly recorded in the minutes; and (3) that when the commissioner of education directs a comprehensive compliance investigation of a district in Level III monitoring, the board of education must obtain the written approval of the county superintendent prior to implementing any transfer of funds.

N.J.S.A. 18A:22-8.2 lists funds transfers that are prohibited.

N.J.A.C. 6A:23-2.11 forbids the board to incur a deficit.

**Mandated if the district wishes to adopt an expanded chart of accounts pursuant to N.J.A.C. 6A:23-2.2(g)2.

Regulations for management of federal basic skills improvement funds require county superintendent approval of certain transfers.

BSI application assurances (reflecting federal law) require that the board as LEA retain control of federal funds.

Legal References:

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

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

Manual for the Evaluation of Local School Districts

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

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

Possible 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.

Board of Education
Bloomsbury School District

STATE FUNDS/FEDERAL FUNDS

Each year, when it is believed that the school district is eligible for federal and/or state assistance under the provisions of public laws, application for said assistance may be submitted so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education. The Chief School Administrator (CSA) shall inform the Board about specific assurances that 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 CSA and Board Secretary shall ensure that the staff has properly completed the reports and that in each instance the reports have been submitted within the specified time.

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

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

Maintenance of Effort

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

Equivalence

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

Supplement not Supplant

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

Parent/Guardian Participation

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

Control of Equipment

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

Special Education Medicaid Initiative (SEMI) Program

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

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

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

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

Adopted: 10/1992
Revised/Updated: 11/1996; 1/1999; 9/2001; 2/2009
NJSB Update: 9/2008

Monitored:

Indicators 7.1, 8.2

Mandated:

N.J.A.C. 6A:23A-5.3 ("accountability regulations") requires school districts to take appropriate steps to maximize revenue from the Special Education Medicaid Initiative (SEMI) program. Procedures to be followed may be found at www.state.nj.us/treasury/administration/SemiMac.htm

34 CFR Parts 200.1 et seq. and 204 requires policy language on use of federal funds to supplement, not supplant, local funds in provision of services under Title 1 and Title 2; equivalence of staff and supplies; maintenance of effort; parent/guardian participation.

Other Reasons:

When federal or state law requires development of regulations regarding use of funds, disposal of equipment, etc., these should be addressed in this policy.

Board members and administrators should also be aware by receiving and expending federal funds they must agree to comply with 34 CFR 80 (7-1-05) and Education Department General Administrative Regulations (EDGAR). This will involve conforming to many highly specific and technical requirements including definitions, standards for financial management systems, payment methods, allowable costs, period of availability of funds, match or cost sharing, program income, audit, budget changes, real property, equipment, supplies, copyrights, subawards, procurement, subgrants, monitoring and reporting program performance, financial reporting, retention and access requirements for records, enforcement, termination for convenience, closeout, later allowances and adjustments, and collection of amounts due.

Legal References:

<u>N.J.S.A.</u> 18A:7F-1 <u>et seq.</u>	Comprehensive <u>Education</u> Improvement and Financing Act of 1996
<u>N.J.S.A.</u> 18A:7G-1 through -44 <u>et al.</u>	Educational Facilities Construction and Financing Act
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:34-1	Textbooks; selection; furnished free with supplies; appropriations
<u>N.J.S.A.</u> 18A:38-7.7 through -7.14	Legislative findings and declarations (regarding impact aid)
<u>N.J.S.A.</u> 18A:38-7.7 through -7.14	Legislative findings and declarations (regarding impact aid)
<u>N.J.S.A.</u> 18A:38-7.7 through -7.14	Legislative findings and declarations (regarding impact aid)
<u>N.J.S.A.</u> 18A:38-7.7 through -7.14	Legislative findings and declarations (regarding impact aid)
<u>N.J.S.A.</u> 18A:38-7.7 through -7.14	Legislative findings and declarations (regarding impact aid)
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 18A:58-7.1	School lunch program
<u>N.J.S.A.</u> 18A:58-7.2	School lunch program; additional state aid
<u>N.J.S.A.</u> 18A:58-11	Emergency aid
<u>N.J.S.A.</u> 18A:58-11.1	Loss of tuition to district due to establishment of regional district; state aid for one year
<u>N.J.S.A.</u> 18A:58-33.6 through -33.21	Additional State School Building Aid Act of 1970
<u>N.J.S.A.</u> 18A:58-37.1 through -37.7	Textbook Aid to Public and Nonpublic Schools
<u>N.J.S.A.</u> 18A:59-1 through -3	Federal aid
<u>N.J.A.C.</u> 6A:10A-1.1 <u>et seq.</u>	Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
<u>N.J.A.C.</u> 6A:23-5.1 <u>et seq.</u>	State Aid
<u>N.J.A.C.</u> 6A:23-8.1 <u>et seq.</u>	Annual Budget Development, Review and Approval
<u>N.J.A.C.</u> 6A:23A-5.3	Accountability Regulations
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>N.J.A.C.</u> 6A:27-8.1 <u>et seq.</u>	State Aid
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

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)

34 CFR 200.1 et seq.

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

Manual for the Evaluation of Local School Districts

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

Education Department General Administrative Regulations (EDGAR)

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

INCOME FROM FEES, FINES, CHARGES

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

Reasonable charges for admission to school-sponsored athletic events shall be approved by the Board on recommendation of the Chief School Administrator (CSA).

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

Adopted: 4/1989
Revised/Updated: 11/1996; 6/2001; 2/2009
NJSB Update: 9/2008

Other Reasons:

N.J.A.C. 6A:23-6.6 requires the board to establish rules for the loan of textbooks that can contain requirements for reimbursement for loss or damage.

Legal References:

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

Board of Education
Bloomsbury School District

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

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

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

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

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

Adopted: 12/1996
Revised/Updated: 6/2001; 2/2009
NJSB Update: 5/2006

Legal References:

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

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

GIFTS, GRANTS AND BEQUESTS

Only the Board of Education may accept for the school district any bequest or gift or money, property or goods, except that the Chief School Administrator (CSA) may accept on behalf of the Board any such gift of less than \$500 in value.

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

Any gift accepted by the Board or the CSA 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 utilize 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 CSA, who shall investigate the conditions of such grants and make recommendations to the Board regarding the advisability of seeking them.

Adopted: 12/1996
Revised/Updated: 1/1999; 9/2001; 2/2009
NJSB Update: 5/2006

Other Reasons:

It is advisable to have a policy that establishes the board's philosophy on accepting gifts and bequests to the district.

Legal References:

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

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

PURCHASING PROCEDURES

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

The duties of purchasing are to be centralized under the 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 that 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: 4/1989
Revised/Updated: 11/1996; 2/1999; 9/2001; 2/2009
NJSB Update: 5/2006

Monitored:

Indicator 7.2

Other Reasons:

N.J.S.A. 10:5-1 et seq. and N.J.A.C. 6A:7-1.8(b) forbid boards of education to do business with employers that discriminate in employment practices or provision of services or benefits.

N.J.S.A. 52:32-44 requires all business organizations that do business with a local board of education to be registered with the State and provide proof of that registration to the board before the board may enter into a contract with the business.

N.J.A.C. 6A:23-2.6 addresses purchase of certain food supplies.

Legal References:

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

See particularly:

N.J.S.A. 10:5-31 through -35

N.J.S.A. 18A:18A-1 et seq. Public Schools Contracts Law

N.J.S.A. 18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims

N.J.S.A. 52:32-44 Business registration for providers of goods and services (definitions)

N.J.A.C. 6A:7-1.8 Equity in employment and contract practices

N.J.A.C. 6A:23-1.2 Definitions

N.J.A.C. 6A:23-2.6 Supplies and equipment

N.J.A.C. 6A:23-6.1 et seq. Purchase and Loan of Textbooks

N.J.A.C. 6A:23-7.1 et seq. Management of Public School Contracts

N.J.A.C. 6A:27-9.1 et seq. Contracting for Transportation Services

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

N.J.A.C. 6A:32-14.1 Review of mandated programs and services

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

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

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

Manual for the Evaluation of Local School Districts

Possible Cross References:

*2224 Nondiscrimination/affirmative action

3300 Expenditures/expending authority

*3326 Payment for goods and services

*3327 Relations with vendors

*3570 District records and reports

3571 Financial reports

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

Board of Education
Bloomsbury School District

PAYMENT FOR GOODS AND SERVICES

Before warrants signed by the Board 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 Chief School Administrator (CSA) or the Board President. Such payments shall be reported to the board at the next regular meeting.

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

Purchase Orders

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

Financial Systems to Avoid Over-Payments

Pursuant to N.J.A.C. 6A:23A-6.10, the district will program its financial systems to avoid over-payments by (1) limiting system access so that only appropriate staff may make purchase order adjustments, (2) reject adjustments in excess of any established approved thresholds, (3) prevent unauthorized changes to be processed, (4) reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order, (5) reject duplicate invoice numbers, and (6) prepare an edit/change report listing all payments made in excess of the approved purchase order amount. The Business Administrator shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments are properly authorized.

*The School Board may wish to authorize the Board Secretary, School Business Administrator, chairperson of finance committee, or other Board member designated by the Board president to act in this capacity.

Adopted: 4/1989
Revised/Updated: 6/2001; 2/2009
NJSB Update: 9/2008

Mandated:

N.J.A.C.6A:23A-6.10 (“accountability regulations”) requires that school districts adopt policy to (a) have a financial system programmed to prevent excess payments and (b) establish an approval process to avoid remittance of payments for invoice amounts that are greater than the approved purchase order. These are mechanisms to ensure the efficient expenditure of budgeted funds.

Other Reasons:

N.J.S.A.18A:19-1, -2, -4 and -4.1 permit boards to choose among several methods of approving bills for payment. The intention is to speed the process so districts can take advantage of discounts, and to encourage more vendors to bid.

Legal References:

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

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

RELATIONS WITH VENDORS

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

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

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

Nondiscrimination

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

Honest and Ethical Relations with Vendors; Pay-to-Play Restrictions

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

Strategies to Avoid Excessive Professional Services Expenditures

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

- A. Establishing a maximum dollar limit, for budgetary purposes,
- B. Following state legal requirements and procedures to obtain the highest quality services at a fair and competitive price; 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

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

Advance payments for legal services are prohibited. Services shall be described in detail and invoices for payment shall be itemized. Payment shall only be for services actually provided.

Adopted: 7/1993
 Revised/Updated: 6/2001; 2/2009
 NJSB Update: 9/2008

Monitored:

Indicator 8.1

Mandated:

N.J.A.C. 6A:23A-6.3 (“accountability regulations”) requires that school districts have policies to ensure that the district will maintain honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices. Specifically, under N.J.A.C. 6A:23A-6.3 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 contribution reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) 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. Section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) requires disclosure of contributions when contracts are required by law to be publicly bid. However, under N.J.A.C. 6A:23A-6.3(a) 5 these limitations do not apply when a district emergency requires the immediate delivery of goods or services.

Other Reasons:

N.J.S.A. 52:32-44 (b) requires all business organizations that do business with a local board of education to be registered with the State and provide proof of that registration to the board before the board may enter into a contract with the business.

N.J.A.C. 6A:7-1.8(b) forbids the district from entering into any contract for goods or services with any supplier who discriminates as described, either in employment practices, benefits, or services to pupils or employees. The state department of education requires that the district multi-year equity plan must include assurance that the district does not enter into contracts with persons, agencies or organizations that discriminate in employment or in the provision of benefits or services to the district on the basis of any of the categories listed in the statutes.

Legal References:

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

See particularly:

N.J.S.A. 10:5-31 through -35

N.J.S.A. 18A:6-8

Interest of school officers, etc., in sale of textbooks or supplies, royalties

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

General mandatory powers and duties

N.J.S.A. 18A:12-2

Inconsistent interests or office prohibited

N.J.S.A. 18A:12-21 et seq.

School Ethics Act

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

Public Schools Contracts Law

N.J.S.A. 18A:54-20

Powers of board (county vocational schools)

N.J.S.A. 52:32-44

Business registration for providers of goods and services

<u>N.J.A.C.</u> 6A:7-1.8	Equality in employment and contract practices
<u>N.J.A.C.</u> 6A:23A-6.3	Accountability regulations
<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
<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

Manual for the Evaluation of Local School Districts

Comprehensive Equity Plan, New Jersey State Department of Education

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

ACCOUNTS

Generally Accepted Accounting Principles

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

Adopted: 11/1996
Revised/Updated: 2/1999; 11/2001; 2/2009
NJSB Update: 5/2006

Monitored:

Indicator 7.2

Other Reasons:

N.J.A.C. 6A:23-2.1 requires the board to maintain a uniform system of financial management consistent with “generally accepted accounting principles” or GAAP.

Legal References:

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

Manual for the Evaluation of Local School Districts

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

Possible 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.

Board of Education
Bloomsbury School District

INVENTORIES

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

The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies. Loss of any portable capital equipment of \$100 unit value or more shall be reported to the Board. Consumable supplies shall be maintained on a continuous inventory basis.

Major discrepancies in inventories that 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: 4/1989
Revised/Updated: 11/1996; 2/1999; 9/2001; 2/2009
NJSB Update: 5/2006

Other Reasons:

A policy directing physical inventory of district property, equipment and supplies at intervals deemed appropriate by the board. The board should specify whether the chief school administrator or the board's business official is responsible.

Legal References:

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

Possible Cross References:

3530 Insurance management
*3570 District records and reports

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

Board of Education
Bloomsbury School District

MONEY IN SCHOOL BUILDINGS

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

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

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

Lost money shall be replaced by the person responsible for the loss.

Adopted: 12/1996
Revised/Updated: 6/2001; 2/2009
NJSB Update: 5/2006

Other Reasons:

It is advisable to have a policy on keeping money in the schools and naming an authority responsible for its disposition.

N.J.S.A. 18A:23-2 requires that funds collected from athletic events and other activities of pupil organizations are included in the district's annual audit.

Legal References:

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

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

PETTY CASH FUNDS

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

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

The designated person(s) shall report to the Board the amounts disbursed from each account periodically, as directed by the Board, and will return all unused petty cash funds to the depository at the end of the fiscal year. All petty cash funds shall be established by 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: 4/1989
Revised/Updated: 10/1996; 2/1999; 11/2001; 2/2009; 10/2009
NJSB Update: 7/2009

Legal References:

<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:23-2.9	Petty cash fund

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

SCHOOL ACTIVITY FUNDS

School activity funds (funds derived from pupils' activities) shall be audited annually along with other district funds and shall be administered, expended, and accounted for according to rules of the State Board of Education.

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

Disbursements must be made by check signed by the CSA and supported by a claim, bill or written order to persons supervising the fund. Checks shall bear 2 or more authorized signatures. All disbursements shall be recorded chronologically showing the date, vendor, check number, purpose and amount.

Borrowing from the pupil activity accounts is prohibited.

An account will be submitted monthly to the Board Secretary and will 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: 4/1989
Revised/Updated: 11/1996; 2/1999; 11/2001; 2/2009
NJSB Update: 5/2006

Mandated:

N.J.A.C. 6A:23-2.14(c) requires policy that ensures appropriate fiscal accountability and sound business practices in maintaining student activity funds.

Legal References:

<u>N.J.S.A. 18A:19-14</u>	Funds derived from pupil activities
<u>N.J.S.A. 18A:23-2</u>	Scope of audit
<u>N.J.A.C. 6A:23-2.1 et seq.</u>	Double Entry Bookkeeping and GAAP Accounting in Local School Districts

See particularly:

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

Possible Cross References:

*3280	Gifts, grants and bequests
*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.

Board of Education
Bloomsbury School District

OPERATION AND MAINTENANCE OF PLANT

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

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

The CSA and Board Secretary shall develop a multiyear comprehensive maintenance plan for Board approval, to be updated annually.

Integrated Pest Management Policy

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school-integrated pest management policy. As per this policy, each local School Board of a school district, the CSA or a public school, each Board of Trustees of a charter school, and each Principal or CSA of a non-public school as appropriate shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Bloomsbury Elementary School shall therefore 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.

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

Development of IPM Plans

The school IPM plan is a blueprint of how the IPM coordinator 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 Bloomsbury Board of Education, in collaboration with the CSA, shall be responsible for the development of the IPM plan for this school.

IPM Coordinator

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

Education/Training

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

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

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

Record Keeping

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

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

Notification/Posting

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

Re-entry

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

Pesticide Applicators

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

Evaluation

Annually, the CSA will report to the Board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

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

Adopted: 4/1989

Revised/Updated: 11/1996; 2/1999; 11/2001; 10/2005; 2/2009; 10/2009

NJSB Update: 5/2006

Monitored:

Indicators 1.1, 7.6, 7.7, 7.8

Mandated:

N.J.S.A. 13F-22(b) requires the adoption of a school integrated pest management policy consistent with the model policy developed pursuant to N.J.S.A. 13:1F-22 (a).

N.J.A.C. 6A:23A-6.9 ("accountability regulations") requires school districts with 3 or more district buildings to have an automated work order system in place for prioritizing, performing and recording all maintenance and repair requests for all buildings and grounds.

N.J.A.C. 6A:26-12.2(a)1, 2 require board adoption of written policies and procedures addressing safe and sanitary operation and maintenance of school facilities and grounds according to the provisions established in that chapter; safe storage and use of potentially hazardous material on

school property; prevention of accidents, panic and fire; compliance with community right-to-know requirements and provision for and maintenance of suitable and safe equipment.

Other Reasons:

N.J.S.A. 13:1F-22(a) requires the commissioner of the department of environmental protection in consultation with the commissioner of education, the New Jersey School Boards Association and the New Jersey Cooperative Extension of Rutgers to develop a model school integrated pest management policy.

Legal References:

<u>N.J.S.A.</u> 13:1F-19 through -33	“School Integrated Pest Management Act”
<u>N.J.S.A.</u> 18A:17-49 through -52	Buildings and grounds supervisors to be certified educational facilities managers
<u>N.J.S.A.</u> 18A:22-8	Contents of budget; program budgeting system
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	Worker and Community Right to Know Act
<u>N.J.S.A.</u> 34:6A-25 <u>et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
<u>N.J.A.C.</u> 5:23	Barrier free subcode of the uniform construction code
<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	Operation and Maintenance of Facilities

See particularly:

<u>N.J.A.C.</u> 6A:26-12.2(a)1, 2	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 7:30-13.1 <u>et seq.</u>	Integrated Pest Management
	Manual for the Evaluation of Local School Districts

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

EQUIPMENT

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

The Chief School Administrator (CSA) shall oversee the maintenance of all district educational and noneducational equipment in safe working condition. No employee or pupil shall use equipment found unsafe. Equipment used 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 CSA. 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. S/he shall be responsible for its safe return.

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

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

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

Adopted: 1/1997
Revised/Updated: 6/2001; 2/2009
NJSB Update: 5/2006

Legal References:

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

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

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

Board of Education
Bloomsbury School District

SMOKING PROHIBITION

The Board of Education prohibits smoking on district property

Notice of this policy shall be given at each school entrance in accordance with law.

The Chief School Administrator (CSA) is authorized to report violations, in accordance with law, to the board of health. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures. The CSA 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 the burning of a lighted cigar, cigarette, pipe or any other matter or substance. Chewing tobacco is also specifically prohibited by this policy.

Adopted: 1/1997
Revised/Updated: 6/2001; 2/2009
NJSB Update: 12/2006

Mandated:

N.J.A.C. 6A:26-12.2(a)4 requires policies and procedures prohibiting smoking in public school buildings.

Legal References:

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

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

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

SAFETY

The Chief School Administrator (CSA) shall develop rules governing school safety that include but not be limited to: pupil safety in school; care of injured pupils; vehicle safety programs; plant safety including removal and/or encapsulation of asbestos; labeling and storage of hazardous substances; emergency procedures; pupil safety in transit to and from school; and eye protection. In addition, pupils shall be provided with safety instruction in accordance with the law.

Use and Storage of Hazardous Substances

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

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

At least 2 days prior to the start of any construction activity involving hazardous substances, the CSA 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 CSA shall ensure that all parents/guardians receive a notice at least once a year informing them of the following:

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

Implementation

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

Adopted: 3/1989
Revised/Updated: 6/2001; 2/2009
NJSB Update: 12/2006

Monitored:

Indicators 1.1, 7.6, 7.7

Mandated:

N.J.A.C. 6A:16-1.4(a)1, 2 and 3 require policies and procedures addressing care of pupils who are injured or become ill while in the school's care.

N.J.A.C. 6A:26-12.2(a)1 requires boards to adopt policies and procedures regarding safe and sanitary operation and maintenance of school facilities and grounds.

N.J.A.C. 6A:26-12.2(a)2 requires policies and procedures on supervision of pupil safety to include safe storage and use of hazardous materials on school property; compliance with community right-to-know requirements; prevention of accidents, panic and fire; and provision for and maintenance of suitable and safe equipment.

N.J.A.C. 6A:26-12.2(a)3 requires policy and procedures on organization of safety patrols.

Legal References:

<u>N.J.S.A. 18A:6-2</u>	Instruction in accident and fire prevention
<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
<u>N.J.S.A. 18A:17-42 et seq.</u>	Public School Safety Law
<u>N.J.S.A. 18A:40-12.1, -12.2</u>	Protective eye devices required for teachers, pupils and visitors in certain cases
<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire Drills and Fire Protection

See particularly:

<u>N.J.S.A. 18A:41-5</u>	
<u>N.J.S.A. 18A:42-1</u>	Safety patrol by pupils
<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>	Worker and Community Right to Know Act
<u>N.J.S.A. 34:5A -10.1 through -10.5</u>	
<u>N.J.S.A. 34:6A-25 et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
<u>N.J.A.C. 5:23</u>	Barrier free subcode of the uniform construction code
<u>N.J.A.C. 6A:16-1.4</u>	District policies and procedures
<u>N.J.A.C. 6A:19-10.1 et seq.</u>	Safety and Health Standards
<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
<u>N.J.A.C. 6A:26-12.1 et seq.</u>	
<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
<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements

Manual for the Evaluation of Local School Districts

Possible Cross References:

*1330	Use of school facilities
*1410	Local units
*3510	Operation and maintenance of plant
*5141.1	Accidents
*5142	Pupil safety
*5142.1	Safety patrols
*6114	Emergencies and disaster preparedness
*6142.12	Career education

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

Board of Education
Bloomsbury School District

TRANSPORTATION ROUTES AND SERVICES

The Board of Education directs the Chief School Administrator to supervise development of bus routes to provide safe, economical and reasonably expeditious transportation for:

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

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

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

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

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

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

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

Adopted: 3/1989
Revised/Updated: 1/1997; 11/2001; 2/2009
NJSB Update: 5/2006

Monitored:

Indicator 7.5

Mandated:

N.J.S.A. 18A:39-1.5 requires districts that provide courtesy busing to adopt a policy regarding the transportation of students who must walk to and from school along hazardous routes.

N.J.A.C. 6A:27-1.1(b) requires policies and procedures governing transportation of pupils to and from school and school-related activities. See also 3541.31 if applicable.

N.J.A.C. 6A:27-11.1 requires policies and procedures to be followed by the school bus driver in the event

of an emergency. Policies and practices should ensure that all drivers comply with all directives in the administrative code. See 3541.33.

Legal References:

<u>N.J.S.A.</u> 18A:7F-25	Transportation aid
<u>N.J.S.A.</u> 18A:22-8.6	Transportation (budget line item)
<u>N.J.S.A.</u> 18A:36A-13	Transportation services (charter schools)
<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation To and From Schools

See particularly:

<u>N.J.S.A.</u> 18A:39-1.2 through -1.9	
<u>N.J.S.A.</u> 18A:46-19.6	Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost
<u>N.J.S.A.</u> 18A:46-23	Transportation of pupils; special classes; handicapped children; state aid
<u>N.J.S.A.</u> 39:3-10.9 <u>et al.</u>	New Jersey Commercial Drivers License Act
<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>N.J.A.C.</u> 6A:27-1.1(b), -2.1, -3.1, -5.1, -6.2, -6.3, -6.4, -9.1(e), -11.1, -13.3	
<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 Pupil Transportation, N.J. State Department of Education
Manual for the Evaluation of Local School Districts

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

PRIVATELY OWNED VEHICLES

In recommending arrangements for pupil transportation to and from school- related activities, the Chief School Administrator (CSA) shall consider the type of activity, the total number of pupils involved, and the availability of appropriate vehicles. Groups of pupils too small in number to make economical use of Type I or Type II vehicles may be transported in privately owned passenger vehicles driven by parents/guardians (volunteer drivers).

Transportation by Volunteer Drivers

Volunteer drivers shall consist of parents/guardians of pupils who are willing to provide transportation for district pupils to and from school-related activities.

Qualifications shall include:

- A. A valid New Jersey (or other) driver's license in good standing;
- B. A private passenger vehicle of 8 or fewer capacity, with a current New Jersey or other inspection sticker; and
- C. Evidence of at least the statutorily required insurance coverage.

Volunteer drivers shall be recruited by the sponsor of the school-related activity. Volunteer Driver Forms (found on page 4) shall be presented to the Board for approval at the time the Request Form for the Field Trip is submitted for Board approval.

Selection of Volunteer Drivers and Assignment of Pupils

When the CSA (or appointed alternate) has confirmed the date of the event and the number of pupils, s/he will attempt to secure drivers to accommodate them. If it is impossible to provide transportation for all interested pupils through volunteer drivers, the District will have to devise an equitable method of selecting the pupils who are to go. This would apply to pupils who want to go as spectators to an away-from-home interscholastic competition, for example.

In assigning pupils to volunteer drivers, the CSA (or appointed alternate) will take into account the grade level and number of pupils if driver has expressed limitations;

Safety in Pickup, Transit and Drop-off

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

- A. Pickup place will in most instances be the school. It will be the responsibility of the pupils' parents/guardians to deliver the pupils to the assigned pickup place at the proper time.

Parents/guardians are responsible for supervision of their children until the volunteer 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, 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 volunteer driver shall keep the doors locked and the windows at a safe level. All pupils shall use seat belts. General rules of pupil conduct will be those of the district's regular policy on bus conduct.
- C. On arrival at the activity, the volunteer driver will drop off the pupils according to directions. In no event shall a pupil exit from a vehicle on the traffic side. On leaving the activity, the volunteer driver shall be sure s/he has all of the same children s/he started with. At activities where faculty and chaperones are in charge of a large group, the faculty member in charge shall be responsible for ensuring that all pupils are accounted for at time of departure.
- D. Final drop-off place shall 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.

Supervision of pupils at activity

- A. When the pupils will become part of a larger group on arrival at their destination, the volunteer driver will deliver them to the faculty member or other chaperone in charge, who will be responsible for the pupils at the activity. If the volunteer driver is a chaperone, s/he will assume those duties on joining the group.
- B. Pupils must be informed that the driver has the same authority over them as a member of the teaching staff, and that appropriate penalties will be imposed for infractions of the district's code of conduct or pupil discipline policy.

Reimbursement

The district will not reimburse any expenses incurred as a result of being a volunteer driver.

Adopted: 1/2008

NJSB Update: 5/2006

Mandated:

N.J.A.C. 6A:27-7.6 requires boards who wish to take advantage of the option of using volunteer drivers in privately owned vehicles to transport pupils to school-related activities to adopt written policy and regulations.

Legal References:

N.J.S.A. 18A:16-6

Indemnity of officers and employees against civil actions

N.J.S.A. 18A:39-20.1

Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents

N.J.A.C. 6A:27-7.6

Transportation to and from related school activities

N.J.A.C. 6A:27-7.7

Parent transporting his or her own child or children

Possible Cross References:

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

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

BLOOMSBURY ELEMENTARY SCHOOL

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MICHAEL SLATTERY
Chief School Administrator

RAELENE CATTERSON
Business Administrator

VOLUNTEER DRIVER FORM

Name: _____

Address: _____

Home phone: _____

Cell phone: _____

Car to be used: Make: _____

Model: _____

Year: _____

Mileage: _____

Registration expiration date: _____

(Volunteer drivers must attach a photo copy of current registration for the above cited car.)

Number of pupils willing to transport: _____

Insurance Policy Number: _____

Name of Carrier: _____

Expiration Date of Policy: _____

(Volunteer drivers must attach a photocopy providing evidence of insurance in at least the amounts of \$15,000 per individual to a total of \$30,000, plus \$5,000 property damage)

Driver's license number and expiration date: _____

(Volunteers must attach a photocopy of their current NJ State Drivers License)

I certify that the information provided above is accurate and that my NJ Drivers License and Insurance are currently in good standing. This signature also serves as proof that I have been given a copy of BES Policy 3541.31, have reviewed said policy, and am willing to comply with the rules and regulations set forth in said policy.

Signature

Date

Board of Education
Bloomsbury School District

TRANSPORTATION SAFETY

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The Board directs the Chief School Administrator (CSA) to oversee development of regulations to govern:

- A. Pupil conduct on buses (as outlined in Addendum 1);
- B. Inservice education for bus drivers to include:
 - 1. Management of pupils;
 - 2. Safe driving practices; recognition of hazards;
 - 3. Special concerns in transporting handicapped pupils;
 - 4. Emergency procedures on the road; accident report;
 - 5. Information on required drug and alcohol testing; and
 - 6. Ban of the use of cell phones while driving. Bus drivers are prohibited from using a cell phone while driving a school bus. They may only use a cell phone when the bus is parked in a safe area off a highway, or in an emergency situation.

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

Drills

Teachers on each bus will review procedures for emergency evacuation drills(as outlined in Addendum 2) immediately after pupils are settled on the bus and prior to departure of the bus.

Vehicles and Equipment

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

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

Bus Drivers

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

Adopted: 3/1992

Updated: 12/1996; 6/2001; 3/2008

NJSB Update: 1/2007

Mandated:

N.J.A.C. 6A:27-11.1(a) requires policies and procedures to be followed by the school bus driver in the event of an emergency.

N.J.A.C. 6A:27-11.1(b) requires policies and procedures to ensure that all bus drivers comply with applicable rules in that chapter of the code.

Other Reasons:

N.J.S.A. 39:3B-10 through -12 requires that all school buses with a chassis manufacture date of October 1992 or later must be equipped with seat belts or a child-restraint system and with seats which meet minimum seat back height requirements. As of September 1, 1994, each passenger on a school bus that is equipped with seat belts must wear a properly adjusted and fastened seat belt or other child restraint system at all times while the bus is in operation.

N.J.S.A. 39:3B-25 makes it unlawful to use a cellular or other wireless telephone while operating a school bus, unless the bus is parked in a safe area off of a highway, or in an emergency situation, with a fine of not less than \$250 or more than \$500. [2002 legislation, P.L. 2002, c. 120]

N.J.A.C. 6A:27-11.2 requires emergency exit drills at least twice within the school year for all pupils who are transported to and from school on buses. All other students must receive school bus evacuation instruction at least once within the school year.

N.J.A.C. 6A:27-12.2 requires the school bus driver to immediately inform the principal and business administrator of any accident that involves injury, death or property damage.

N.J.A.C. 6A:27-13.3 directs the county superintendent of schools to review the district's transportation operations in accord with N.J.A.C. 6A:30-1.4(a)7.

Legal References:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

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

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

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

See Particularly:N.J.S.A. 18A:39-17, -18, 19, -20N.J.S.A. 18A:39-25 Prohibits cell phone use while driving a busN.J.S.A. 39:3-10.9 et seq New Jersey Commercial Driver License ActN.J.S.A. 39:3B-1.1 et seq. School Buses, Equipment and RegulationsN.J.S.A. 39:3B-10 through -12N.J.A.C. 6A:27-11.1, -11.2, -12.2, -13.3N.J.A.C. 6:21-1.1 et seq. Pupil transportation34 CFR Part 85.100, Government-wide Debarment and Suspension (nonprocurement) and
Government-wide Requirements for Drug-Free Workplace (Grants)49 U.S.C. § 2717 et seq.- Omnibus Transportation Employee Testing Act of 199149 C.F.R. Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing49 C.F.R. Part 382 - Controlled Substance and Alcohol Use and Testing49 C.F.R. Part 391 Qualification of drivers

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

Manual for the Evaluation of Local School Districts (June 1993)

Possible Cross References:

*3516 Safety

*3541.1 Transportation routes and services

*4211 Recruitment, selection and hiring

*4219.23 Employee substance abuse

*4231/4231.1 Staff development; inservice education/visitations/conferences

*5131 Conduct/discipline

*5142 Pupil safety

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

Addendum 1**PUPIL CONDUCT ON BUSES AND OTHER TRANSPORTATION**

Good conduct is necessary for a safe bus ride. The driver must concentrate on driving and the pupils should must cooperate to help keep the bus safe and on schedule.

Safety rules for pupils and other passengers:

1. Watch your sitting posture as you would in the classroom.
2. Remain seated until the bus reaches its destination and comes to a complete stop.
3. Be very quiet at railroad grade crossings so the bus driver can hear railroad warning signals.
4. Keep the aisle of the bus clear.
5. Keep the bus clean--don't be a "litterbug."
6. Keep your head, arms, and hands inside the bus at all times.
7. Keep your feet off the seats.
8. Keep books and all other objects under the seat, not in the aisle.
9. Remain quiet so that you will not distract the bus driver.
10. Obey the bus driver's directions promptly and cheerfully.
11. Never throw objects around the bus or outside the windows.
12. Never open the windows without the driver's permission.

Leaving the bus:

Pupils should leave the bus in an orderly manner. Courtesy contributes to safety.

Points to remember:

1. Keep seated until the bus comes to a complete stop.
2. Don't push or shove, but move quickly.
3. Be pleasant and courteous to the driver.
4. Use the handrail and take one step at a time when leaving the bus.

Addendum 2**EMERGENCY EVACUATION DRILLS**

Due to the increased number of pupils being transported in present-day traffic with a potential increase in accident hazards, there is a need to instruct pupils students to vacate a school bus in case of an emergency.

Important factors pertaining to school bus evacuation drills are:

1. Safety of pupils is most important and must be considered first. There is possible danger when a pupil jumps from the rear emergency door exit.
2. There are a host of reasons why a bus would need to be evacuated. Teachers need to make pupils aware of the following possibilities:
 - a. Everyone exits through the rear emergency door.
 - b. Everyone exits through the front entrance door.
 - c. The front half exits through the front door and the rear half exits through the emergency door.
3. Pupils would not be permitted to take lunch boxes, books, etc. with them if they left the bus.
4. The pupils would go to a distance of at least 100 feet from the bus and remain there in a group until given further directions by the leader.

Board of Education
Bloomsbury School District

FOOD SERVICE

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

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

The Chief School Administrator is responsible for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the Board.

Adopted: 3/1992
Revised/Updated: 1/1997; 3/1999; 11/2001; 2/2009
NJSB Update: 5/2006

Monitored:

Indicators 1.1, 8.1

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:18A-5 Exceptions to requirement for advertising

See particularly:

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

Manual for the Evaluation of Local School Districts

Possible Cross References:

- *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
- *3542.31 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.

Board of Education
Bloomsbury School District

WELLNESS AND NUTRITION

To promote healthy 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 a school environment that supports healthy eating and physical activity and will ensure that:

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

NOT LATER THAN SEPTEMBER 2007 THE DISTRICT WILL IMPLEMENT THE FOLLOWING REQUIREMENTS:

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

- A. Foods of minimal nutritional value (FMNVs) as defined by the United States Department of Agriculture

- B. All food and beverage items listing sugar, in any form as the first ingredient
- C. All forms of candy

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

- A. Based on manufacturers nutritional data or nutrient facts labels:
 - 1. No more than 8 grams of total fat per serving, with the exception of nuts and seeds.
 - 2. No more than 8 grams of saturated fat per serving.
- B. All beverages shall not exceed 12 ounces, with the following exceptions:
 - 1. Water.
 - 2. Milk containing 2 percent or less fat.
- C. Whole milk shall not exceed 8 ounces.

Elementary Schools

- A. 100 percent of all beverages offered shall be milk, water, or
- B. 100 percent fruit or vegetable juices.

General School District Requirements

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of FMNV as defined by USDA regulations.

Schools shall reduce the purchase of any products containing trans fats.

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

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

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

Adopted: 11/2006
Revised/Updated: 2/2009
NJSB Update: 3/2007

Mandated:

P.L. 108-265, The Federal Child Nutrition and WIC Reauthorization Act of 2004, Section 204 requires that, each local education agency (LEA) receiving federal funding for child nutrition programs under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) must adopt a local school wellness policy. At a minimum the school wellness policy must have the following elements:

1. Goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness;
2. Nutrition guidelines selected by the LEA for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity;
3. Assurances that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the U.S Department of Agriculture (USDA) under subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a));
4. Ways of measuring how effectively the school wellness policy is being implemented, including designation of one or more persons at each school with operational responsibility for ensuring that the school is meeting the policy; and
5. Involvement of parents, students, food service professionals and the public, in developing the wellness policy.

N.J.S.A. 18A:33-15 through 19 also known as P.L. 2007, c.45 (S1218), 2/21/07 regulates food and beverage items sold, served, and given away on school property. The standards in this statute are identical to the requirements of N.J.A.C. 2:36-1.7. The authority to promulgate rules and monitor compliance pursuant to the “Administrative Procedure Act” P.L. 1968, c.410 (C 52:14B-1 et seq.) is given to the Secretary of Agriculture.

N.J.A.C. 2:36-1.1 et seq. establish two separate local school nutrition policy requirements and implementation dates. These requirements apply to public and non-public schools that participate in any of the federally funded child nutrition programs, and for any other non-participating public schools that have 5 percent or more students eligible for free or reduced price meals.

N.J.A.C. 2:36-1.7 directs local districts to adopt a policy that conforms to the Dietary Guidelines for Americans and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack programs as required by 7 C.F.R. Parts 210, 215, 220 and 245. This state code provision regulates the types of food items offered outside the Federal meal requirements, such as a la carte sales, vending machines, school stores and fundraisers. It is further required that, districts participating in federally funded child nutrition programs must have a policy consistent with the NJDOA Model School Nutrition Policy.

N.J.A.C. 2:36-1, Appendix, Model School Nutrition Policy, requires schools to provide adequate time for student meal service and consumption and a “pleasant dining environment”. It recommends a coordination of lunch and recess or physical education schedules.

N.J.A.C. 2:36-1.7(f) make the standards set forth in the regulation a minimum standard and does not preclude the adoption of a more stringent policy by a school district.

Resources:

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

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

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

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

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

Legal References:

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

General mandatory powers and duties

N.J.S.A. 18A:18A-4.1 f.,h.

Use of competitive contracting in lieu of public bidding; boards of education

See particularly:

N.J.S.A. 18A:18A-5a(6)

N.J.S.A. 18A:18A-6

Standards for purchase of fresh milk; penalties; rules and regulations

N.J.S.A. 18A:33-3 through -5

Cafeterias for pupils

N.J.S.A. 18A:33-9 through -14

Findings, declarations relative to school breakfast programs..

N.J.S.A. 18A:33-10

N.J.S.A. 18A:33-15 through -19

Improved Nutrition and Activity Act (IMPACT Act)

N.J.S.A. 18A:54-20

Powers of board (county vocational schools)

N.J.S.A. 18A:58-7.1 through -7.2

School lunch program ...

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

Child Nutrition Programs

N.J.A.C. 2:36-1.7

Local school nutrition policy

N.J.A.C. 6A:16-5.1(b)

School safety plans

N.J.A.C. 6A:23-2.6

Supplies and equipment

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

Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-12.1

Reporting requirements

N.J.A.C. 6A:32--14.1

Review of mandated programs and services

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

42 U.S.C. 1751 et seq.

Richard B. Russell National School Lunch Act

42 U.S.C. 1771 et seq.

Child Nutrition Act of 1966

7 C.F.R. Part 210

Medically authorized special needs diets

7 C.F.R. Part 210.10

Foods of minimum nutritional value

Manual for the Evaluation of Local School Districts

Possible Cross References:

*1200	Participation by the public
*1220	<u>Ad hoc</u> advisory committees
*3000/3010	Concepts and roles in business and noninstructional operations; 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.

Board of Education
Bloomsbury School District

FREE OR REDUCED-PRICE LUNCHESES/MILK

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

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

Adopted: 3/1989
Revised/Updated: 1/1997; 11/2001; 2/2009
NJSB Update: 5/2006

Mandated:

N.J.A.C. 2:36-1.2 requires boards seeking reimbursement under the child nutrition program to adopt as policy the policy and regulations developed by the bureau. Mandated only if board does wish to do this.

N.J.A.C. 2:36-1.8 says that board policy will be reviewed and evaluated by the Bureau of Child Nutrition and penalties may be assessed for noncompliance with Federal regulations.

Legal References:

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

Possible Cross References:

None given

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

Board of Education
Bloomsbury School District

PURCHASING

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

Adopted: 3/1989
Revised/Updated: 1/1997; 3/1999; 11/2001; 2/2009
NJSB Update: 5/2006

Mandated:

N.J.A.C. 6A:23-2.6(c) requires boards to develop policy if they wish to purchase food supplies without advertising for bids.

The policy is required only if a board wishes to purchase supplies in this manner.

Legal References:

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

Possible Cross References:

*3320	Purchasing procedures
3571	Financial reports

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

Board of Education
Bloomsbury School District

DISTRICT RECORDS AND REPORTS

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

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

Availability to the Public

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

The custodian shall permit district records to be inspected, examined or copied during the hours that the board office is open, or during not less than 6 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.

*For districts having an enrollment of 500 or fewer students.

Records Exempted from Public Access

Records exempted by law include: security and emergency response procedures; purchase, lease or acquisition of real property; pending or anticipated litigation; reports of investigations in progress; matters for which disclosure would impair the right to receive federal funds; pending negotiations toward a collective bargaining agreement; most personnel and pension records of an individual; questions and answer keys (for personnel or academic examinations and job interviews); records concerning individual pupils and staff, their home addresses and telephone numbers (unless waived

by the individual); reports and recommendations that involve unwarranted invasion of privacy; medical and psychological records. The records custodian will keep confidential and edit out information in records that disclose social security numbers, credit card information and drivers' license numbers.

Record Retention

Record retention periods in conformance with state and federal codes, regulations, and statutes of limitation may be accessed through the New Jersey Division of Archives and Records Management (NJDARM) in the School District Records Retention and Disposition Schedule located at <http://www.state.nj.us/state/darm/links/retention.html>. 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 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 years for general external correspondence; 1 year for internal correspondence
- F. Official public meeting notice: 3 years
- G. Legal notice in newspaper: 7 years
- H. Publisher's affidavits: 10 years
- I. Tape recordings of school board meetings (audio tape and video): 45 days or until summary or verbatim transcripts have been approved as minutes
- J. Election file: 5 years for bonding election report, certificate and voting authority
- K. Other election materials: 1 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 years
- O. Academic master plan (updated every 7 years): Permanent
- P. Support file for the academic master plan, including school evaluations: 10 years.
- Q. Fall and statistical report file: 5 years
- R. Settlements (original): Permanent
- S. Agency copy of routine settlements: 3 years after final settlement

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

Implementation

The CSA 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: 1/1989
 Updated: 1/1997; 3/1999; 9/2001; 1/2007; 2/2009
 NJSBA Update: 4/2007

Monitored:

Indicators 1.1, 1.2, 2.1, 2.3, 5.1, 7.1, 7.3, 7.7

Legal References:

<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	Open Public Meetings Act
<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
<u>N.J.S.A.</u> 18A:11-2	Power to sue and be sued; reports; census of school children

See particularly:

<u>N.J.S.A.</u> 18A:11-2b	
<u>N.J.S.A.</u> 18A:17-7 through -12	Secretary to give notices and keep minutes, etc.
<u>N.J.S.A.</u> 18A:17-28(e)	Duties of business manager
<u>N.J.S.A.</u> 18A:17-35	Records of receipts and payments
<u>N.J.S.A.</u> 18A:17-36	Accounting; monthly and annual reports
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:36-19	Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
<u>N.J.S.A.</u> 47:1A-1 <u>et seq.</u>	Examination and copies of public records (“Open Public Records Act”)
<u>N.J.S.A.</u> 47:1A-1.1, -5	
<u>N.J.S.A.</u> 47:3-15 <u>et seq.</u>	Destruction of Public Records Law
<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
<u>N.J.A.C.</u> 6A:16-5.3	Incident reporting of violence, vandalism and substance abuse
<u>N.J.A.C.</u> 6A:23-2.1 <u>et seq.</u>	Double Entry Bookkeeping and GAAP Accounting in Local School Districts
<u>N.J.A.C.</u> 6A:27-7.9	Vehicle records
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A: 32-7.1 <u>et. seq.</u>	Student Records
<u>N.J.A.C.</u> 6A:32-7.1(g), -7.8	
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-12.2	School level planning
<u>N.J.A.C.</u> 15:3-2.1 <u>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

POLICY

FILE CODE: 3570

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

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

Manual for the Evaluation of Local School Districts

Possible Cross References:

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

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

Board of Education
Bloomsbury School District

AUDIT

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

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

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

Adopted: 5/1989
Revised/Updated: 1/1997; 11/2001; 2/2009
NJSB Update: 5/2006

Monitored:

Indicators 7.2, 7.3, 7.4

Legal References:

<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:23-1.2	Definitions
<u>N.J.A.C.</u> 6A:23-2.2(i)	Principles and directives for accounting and reporting
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-12.2	School level planning

Manual for the Evaluation of Local School Districts

Possible 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.

Board of Education
Bloomsbury School District

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

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

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

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

- A. Human resources and payroll
- B. Purchasing and accounts payable

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

Adopted: 10/2009
NJSB Update: 7/2009

Mandated

N.J.A.C. 6A:23A-6.5 (“accountability regulations”) requires that school districts (a) evaluate business processes annually and (b) School Business Administrators segregate duties of human resources/payroll and purchasing/accounting.

Legal References:

N.J.S.A. 18A:11-1 General Mandatory Powers and Duties
N.J.A.C. 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.