

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3000/3010

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

Policy

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

Fiscal Management

The Quinton Township 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 business administrator/board secretary shall prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and board policy;
- E. To maintain a level of per student expenditure sufficient to provide high quality education.

Internal Controls/Standard Operating Procedures

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

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

Personnel Tracking and Accounting

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

Support Services

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

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

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

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

Long-Range Plans

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

Adopted: October 10, 2002
 Revised: October 25, 2008, September 24, 2009
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 2C:30-4</u>	Disbursement of public moneys, incurrence of obligations in excess of appropriation
	<u>N.J.S.A. 18A:4-14</u>	Uniform system of bookkeeping for school districts
	<u>N.J.S.A. 18A:17-14.1 through -14.3</u>	Appointment of school business administrator; duties; subcontracting; tenure acquisition
	<u>N.J.S.A. 18A:17-24.1</u>	Sharing of superintendent, school business administrator; procedure
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
	<u>N.J.S.A. 18A:20-1 et seq.</u>	Title in board of education
	<u>N.J.S.A. 18A:33-1 et seq.</u>	Facilities in general
	<u>N.J.S.A. 18A:39-1 et seq.</u>	Transportation to and from schools
	<u>N.J.S.A. 40A:65-1 et seq.</u>	<u>Uniform Shared Service and Consolidation Act</u>
	<u>N.J.A.C. 2:36-1.1 et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C. 6A:9B-12.1 et seq.</u>	Requirements for administrative certification
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:9B-12.1, -12.2, -12.3(d), -12.7</u>	
	<u>N.J.A.C. 6A:23A-1.1 et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
	<u>N.J.A.C. 6A:23A-6.5 through 6.13</u>	Segregation of duties; organization structure
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:23A-6.7, -6.8</u>	
	<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
	<u>N.J.A.C. 6A:27-1.1 et seq.</u>	Student Transportation

Possible

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

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3100

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

Policy

BUDGET PLANNING, PREPARATION AND ADOPTION

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

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

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

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

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

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

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

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

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

Budget Adoption and Submission

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

- A. Contracted services;
- B. Health benefits;
- C. Operation and maintenance of plant services;
- D. Utilities and where applicable, an analysis of savings by not using the Alliance for Competitive Energy Services (ACES) or Alliance for Competitive Telecommunications (ACT);
- E. Purchased professional services;
- F. Textbook adoptions;
- G. Equipment purchases;
- H. A detailed list of efforts to improve administrative efficiency and realize other potential or real cost savings;
- I. An accounting and analysis of:
 - 1. Actual salary breakage in the year prior to the prebudget year for replacement of staff that retired or left district employment before or during the year;

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

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

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

Budget Hearing

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

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

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

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

Public Notification of the Budget

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

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

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

hours after the public hearing on the budget.

A. The budget shall be maintained on the district's website, if one exists, with a visible link off the main page, for the entire budget year and revised, as applicable, when changed as follows:

1. Prior to adoption of a separate proposal(s);
2. Upon voter rejection of a separate proposal(s);
3. Upon municipal action on a voter rejected base budget question; and
4. For any subsequent determination on an application for restoration to the Commissioner.

B. The user-friendly budget shall include:

1. All appropriation line items aggregated by item type;
2. The school tax rate;
3. The equalized school tax rate;
4. Revenues by major category;
5. The amount of available surplus;
6. A description of unusual revenues or appropriations, with a description of the circumstances of the revenues and appropriations; and
7. A list of shared services agreements in which the district is participating.

Appropriation of Funds

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

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

Adopted: September 10, 1985
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 Readopted:

Key Words

Budget Planning, Preparation and Adoption; Planning; Budget

<u>Legal References:</u>	<u>N.J.S.A. 18A:7F-43 et seq.</u>	<u>School Funding Reform Act of 2008</u>
	<u>N.J.S.A. 18A:13-17, -19, -23</u>	Submission of budget; annual regional school election
	<u>N.J.S.A. 18A:22-7, -8</u>	Preparation of budgets
	through -8.2 and -9 through -13	
	<u>N.J.S.A. 18A:22-14</u>	Fixing appropriations to be made; notice of intent to appeal (Type I districts)
	<u>N.J.S.A. 18A:22-25</u>	Borrowing against appropriations on notes (Type I districts)
	<u>N.J.S.A. 18A:22-26</u>	Type II district with board of school estimate;
	through -31	determination; certification and raising of notice of intent to appeal amount of appropriation
	<u>N.J.S.A. 18A:22-32, -33</u>	Type II districts without board of school estimate;

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

<u>N.J.S.A.</u> 18A:39-1.5	determination of appropriation
<u>N.J.S.A.</u> 19:60-1	Adoption of policy regarding transportation of students along hazardous routes
<u>N.J.A.C.</u> 6A:8-1.1 <u>et seq.</u>	School elections, adjustments, ballots
<u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>	Standards and Assessment
<u>N.J.A.C.</u> 6A:23A-15.2	Budget Submission, support documentation, website publication
<u>N.J.A.C.</u> 6A:23A-15.3	Per student calculation, notification and caps (charter schools)
<u>N.J.A.C.</u> 6A:23A-22.4	Enrollment counts payments process and aid adjustment (charter schools)
<u>N.J.A.C.</u> 6A:26-10.1 <u>et seq.</u>	Financial requirements (charter schools)
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Purchase and lease Agreements
	Evaluation of the Performance of School Districts

Abbott v. Burke, 149 NJ 195 (1999)

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

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3160

Policy

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

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

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

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

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

Adopted: September 25, 2008
Revised: September 22, 2011
NJSBA Review/Update: June 2022
Readopted:

Key Words

Transfer of Funds, Budget, Budget Amendment

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

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

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

Possible

Cross References: *3000/3010 Concepts and roles in business and noninstructional operations;

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

	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.

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3220/3230

Policy

<input type="checkbox"/>	Monitored
<input checked="" type="checkbox"/>	Mandated
<input checked="" type="checkbox"/>	Other Reasons

STATE FUNDS; FEDERAL FUNDS

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

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

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

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

Maintenance of Effort

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

Equivalence

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

Supplement not Supplant

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

Parent/Guardian Participation

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

Control of Equipment

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

STATE FUNDS; FEDERAL FUNDS (continued)

Special Education Medicaid Initiative (SEMI) Program

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

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

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

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

Reimbursement Requests

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

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

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

Financial Fraud and Theft Prevention

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

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

STATE FUNDS; FEDERAL FUNDS (continued)

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

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

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

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

Adopted:	December 12, 1989
Revised:	September 25, 2008, November 18, 2010, December 21, 2017
NJSBA Review/Update:	June 2022
Readopted:	

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 18A:7F-43 et seq.</u>	<u>School Funding Reform Act of 2008</u>
	<u>N.J.S.A. 18A:7G-1</u> through -44 et al.	Educational Facilities Construction and Financing Act
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:34-1</u>	Textbooks; selection; furnished free with supplies; appropriations
	<u>N.J.S.A. 18A:38-7.7</u> through -7.14	Legislative findings and declarations (regarding impact aid)
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 18A:58-7.1</u>	School lunch program
	<u>N.J.S.A. 18A:58-7.2</u>	School lunch program; additional state aid
	<u>N.J.S.A. 18A:58-11</u>	Emergency aid
	<u>N.J.S.A. 18A:58-11.1</u>	Loss of tuition to district due to establishment of regional district; state aid for one year
	<u>N.J.S.A. 18A:58-33.6</u> through -33.21	Additional State School Building Aid Act of 1970

STATE FUNDS; FEDERAL FUNDS (continued)

<u>N.J.S.A.</u> 18A:58-37.1 through -37.7	Textbook Aid to Public and Nonpublic Schools
<u>N.J.S.A.</u> 18A:59-1 through -3	Federal aid
<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
<u>N.J.A.C.</u> 6A:23A-5.3	Failure to maximize SEMI
<u>N.J.A.C.</u> 6A:23A-8.1	Budget submission, support documentation, website publication
<u>N.J.A.C.</u> 6A:23A-19.1	Emergency aid
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>N.J.A.C.</u> 6A:27-8.1 <u>et seq.</u>	State Transportation Aid
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

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

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

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

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

Drug-Free Workplace Act of 1988

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

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

2 CFR 200 uniform requirements for federal awards

Education Department General Administrative Regulations (EDGAR)

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3250

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

INCOME FROM FEES, FINES, CHARGES

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

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

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

Adopted: October 8, 1985
Revised: September 11, 1990, April 25, 1996, September 25, 2008
NJSBA Review/Update: June 2022
Readopted:

Key Words

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

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

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

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3260/3270

Policy

☐ Monitored
☐ Mandated
☒ Other Reasons

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

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

Real estate property shall be leased or disposed of by sale or otherwise, in accordance with law and Board resolution. Property, the value of which does not exceed the legal limit in any one sale, and property which consists of livestock or is perishable, shall be disposed by the superintendent in such manner as will be in the public interest and benefit the school district.

Property, the value of which exceeds the legal limit in any one sale and is neither livestock nor perishable nor is to be sold to the United States, the State of New Jersey or to any body politic in the state, shall be sold at public sale to the highest bidder in accordance with law.

All bids may be rejected if it is determined by the board that doing so would be in the public's interest. Where the board has rejected all bids, it may be re-advertised for subsequent public sale. If at the second sale all bids are again rejected, the personal property may be sold without additional public notice. In no event shall the negotiated price at a private sale be less than the highest price of any bid that was rejected at the preceding two public sales, and in no event may the terms or conditions of sale be changed or amended.

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

The superintendent shall develop procedures for the disposition of district property which include:

- A. The review of the continued usefulness of all property periodically;
- B. Recommendation for board designation of property for sale, donation or discard;
- C. Rules for the disposition of property that ensure that all sales and donations are conducted in a fair and open manner with the public interest.

Federally Funded Equipment and Property

When equipment and/or property procured with federal grant funds is no longer needed for the original project, or is obsolete or unusable, it shall be disposed of in strict accordance with applicable federal law and regulations.

Adopted: September 25, 2008, February 26, 2009
NJSBA Review/Update: June 2022
Readopted:

Key Words

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

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

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

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3280

Policy

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

GIFTS, GRANTS AND BEQUESTS

Only the Quinton Township Board of Education may accept for the school district any bequest or gift of money, property or goods, except that the superintendent may accept on behalf of the board any such gift of less than \$1,000.00 in value. All gifts shall be given to the school district as a whole, and not to a particular school program. At the discretion of the board, the gift may be used on a particular school project.

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

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

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

Grants

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

Adopted: April 10, 1990
Revised: September 25, 2008
NJSBA Review/Update: June 2022
Readopted:

Key Words

Gifts, Grants, Bequests

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

Possible

Cross References: *1230 School-connected organizations

GIFTS, GRANTS AND BEQUESTS (continued)

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

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

Policy

FUNDS MANAGEMENT/INVESTMENTS

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

Funds of the board may be invested in bonds or other obligations of the United States, bonds of certain federal agencies as specified by law, bonds or obligations of the County, municipality or school district, and public depositories located within the boundaries of the State of New Jersey, provided such depositories secure public funds in accordance with state law. Available school funds shall be legally invested to earn interest. Safety of the principal shall be considered before the high rate of interest return. Only investments deemed safe according to law shall be considered. Interest or other earnings on investments shall be credited to the specific fund as designated by state law. Interest or other earnings on investments shall be credited to the specific fund as designated by state law.

The board requires that the business administrator/board secretary report to the board annually the amount of fund investments, the types and amounts of each investment and the interest earned on each, and the transactions occurring since the last report.

The business administrator/board secretary shall include in the monthly report to the board all cash in all accounts on deposit as well as all investment assets of the board.

Investment of board funds is the responsibility of the business administrator/board secretary, as governed by applicable statutes, provided that no commitment of this board may be put in default.

Funds of the board may be withdrawn from approved public depositories, or negotiable instruments owned by the board may be sold prior to maturity at the discretion of the business administrator/board secretary acting within the law.

The interest earned on such investments shall be combined with the general revenues of the board.

Adopted: September 25, 2008
NJSBA Review/Update: June 2022
Readopted:

Key Words

Surplus Funds, Investment, Depositories

<u>Legal References:</u>	<u>N.J.S.A.</u> 17:9-41	Financial institutions
	<u>N.J.S.A.</u> 17:12B-241	Insured accounts eligible investment for trust and public funds, and savings banks and as security
	<u>N.J.S.A.</u> 18A:7F-43 <u>et seq.</u>	<u>School Funding Reform Act of 2008</u>
	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:17-8	Secretary; collection of tuition and auditing of accounts
	<u>N.J.S.A.</u> 18A:17-34	Receipt and disposition of moneys
	<u>N.J.S.A.</u> 18A:17-35	Records of receipts and payments
	<u>N.J.S.A.</u> 18A:20-37	Purchase of certain types of securities; definitions
	<u>N.J.S.A.</u> 18A:22-8	Contents of budget; program budget system
	<u>N.J.S.A.</u> 18A:24-47	Payment custodian; application
	<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
	<u>N.J.A.C.</u> 6A:23A-16.1 <u>et seq.</u>	Double entry bookkeeping and GAAP accounting in local

FUNDS MANAGEMENT/INVESTMENTS (continued)

N.J.A.C. 6A:23A-8.1 et seq. school districts
 Budget submission, support documentation, website
 publication

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
 *3400 Accounts
 *3450 Money in school buildings
 *3451 Petty cash funds
 *3453 School activity funds
 *3570 District records and reports
 *3571.4 Audit

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

Policy

SECONDARY BOND MARKET – CONTINUING DISCLOSURE AGREEMENT

Access to capital is critical for advancing needed infrastructure projects and meeting cash flow needs. As a condition of providing access to capital in the form of debt, the financial community expects to be kept abreast of key financial information that could impact the value of securities in the secondary market. Legally, the Quinton Township Board of Education has an obligation to provide certain information. The board is obligated under federal law to issue certain information at the time of issuing new debt, and it is frequently contractually obligated to continue providing certain information while their debt remains outstanding.

Should the district have outstanding bonds, bond anticipation notes and/or other securities, or if it anticipates a need to access financial markets in the near future, it shall comply with any and all requirements mandated by the state and/or the Securities Exchange Commission (SEC) regarding any continuing disclosure commitments as may be mandated.

Continuing disclosure requirements are indirectly required pursuant to federal law. The board secretary/business administrator and/or the superintendent are generally required in one or more documents authorizing the issuance of debt (commonly called "Continuing Disclosure Agreements") to annually, or more frequently, publicly disclose certain information. Consequences of failing to live up to requirements will likely include future difficulty accessing credit markets. Consequences for noncompliance may include, among other things:

- A. Enforcement actions being brought by the SEC that will result in more severe penalties otherwise available pursuant to the SEC's Municipalities Continuing Disclosure Cooperation Initiative;
- B. Denial or deferral of applications made to the Local Finance Board for various approvals;
- C. Actions against state licensures in the event of fraudulent attestations of compliance; and/or
- D. Decreased scores on future "Best Practices Questionnaires" (which will contain questions as to past compliance) that could trigger a withholding of a portion of state aid.

The Securities Exchange Commission (SEC) has adopted a program to encourage local issuers to self-identify any past noncompliance and improve timely continuing disclosure in the future. This program, known as the *Municipalities Continuing Disclosure Cooperation Initiative*, essentially establishes lesser enforcement actions provided local issuers self-identify past noncompliance and agree to a plan designed to prevent future noncompliance.

The board of education, through the board secretary/business administrator and the superintendent shall proactively take steps to self-identify its own levels of compliance with Continuing Disclosure Agreements if it has outstanding debt, and to consult with appropriate public finance officials during this process to determine if it is advisable to participate in the SEC's program.

The board will also take steps to improve disclosure closely by reviewing past compliance and, as appropriate, refraining from underwriting or buying new debt unless compliance has been achieved. When anticipating a need to access financial markets, the board of education will conduct a self-assessment of past continuing disclosure compliance and correct any deficiencies if they exist.

As a part of the budget submission process to the executive county superintendent, the superintendent and the board secretary/business administrator are to attest that appropriate steps are being taken to ensure compliance with continuing disclosure requirements.

As part of such self-assessment, the board shall identify any continuing disclosure contractual obligations with

SECONDARY BOND MARKET (continued)

respect to past issuances of debt while it remained (or remains) outstanding. These obligations generally include filing audits, budgets, and certain operating data with various depositories.

Continuing Disclosure Agreements generally specify what information must be filed and where it must be filed. If there are any continuing disclosure requirements, the Board will file the following information through the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) website (www.emma.msrb.org) in addition to any information it previously agreed to provide:

- A. As soon as available: The issuer's Annual Financial Statement -- or a variation thereof where an Annual Financial Statement is not statutorily required; and
- B. As soon as available: The issuer's audited financial statements; and
- C. As soon as available: The issuer's adopted budgets; and
- D. Within 180 days of the end of the fiscal year: Annual operating data, consisting of (if applicable):
 - 1. Debt statistics;
 - 2. Property Tax Information and tax statistics where the issuer relies on property tax collections as a major source of revenue;
 - 3. Other major revenue data and statistics where the issuer relies on revenues other than property tax collections;
 - 4. Capital budget;
 - 5. New construction permits;
- E. Within 10 business days of the occurrence of any material events consisting of the following:
 - 1. Principal and interest payment delinquencies;
 - 2. Non-payment related defaults, if material;
 - 3. Unscheduled draws on debt service reserves reflecting financial difficulties;
 - 4. Unscheduled draws on credit enhancements reflecting financial difficulties;
 - 5. Substitution of credit or liquidity providers, or their failure to perform;
 - 6. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
 - 7. Modifications to rights of security holders, if material;
 - 8. Bond calls, if material, and tender offers;
 - 9. Defeasances;
 - 10. Release, substitution, or sale of property securing repayment of the securities, if material;
 - 11. Rating changes;
 - 12. Bankruptcy, insolvency, receivership or similar event of the obligated person;
 - 13. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
 - 14. Appointment of a successor or additional trustee or the change of name of a trustee, if material; and
 - 15. Any and all additional or other information or documents required by the specific continuing disclosure obligations of such Issuer, for any particular series of Securities outstanding.

The board shall also ensure that past official statements, or similar documents issued with respect to new issuances of debt, have accurately reported past compliance with continuing disclosure requirements.

The board secretary/business administrator is encouraged to seek the assistance of an experienced professional to assist or undertake such self-assessment.

The board secretary/business administrator shall attest that appropriate steps are being taken to ensure

SECONDARY BOND MARKET (continued)

compliance with continuing disclosure requirements.

District auditors are required to treat non-compliance with continuing disclosure requirements as an instance of non-compliance with prevailing laws, statutes, regulations, contracts and agreements that is required to be reported under Government Auditing Standards.

Adopted: January 22, 2015
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

Tuition, Fees, Tuition Rates

Legal References: N.J.S.A. 18A:17-34 Receipt and disposition of money
 N.J.S.A. 18A:20-37 et seq. Investment

Rule 15c2-12 (SEC) Prohibition of Underwriters from purchasing securities
 Section 17(a) (SEC) Securities Act of 1933 – Enforcement
 Section 10(b) (SEC)– Enforcement
 Securities Exchange Act of 1934 – Violations and Compliance
 West Clark Community Schools, AP File No. 3-15391 (7/29/2013)
 City Securities Corp & Randy G Ruhl, AP File No. 3-15390 (7/29/2013)
 Amendments Municipal Securities Disclosure, SEC Act Release No. 34-62184A
 (5/26/2010)
 75FR331100, supra n. 348-362 (6/10/2010)

Possible

Cross References: *290 Investment

*Indicates policy included in the Critical Policy Reference Manual.

Policy

ELECTRONIC SIGNATURES

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records, and the overall context in which records are created, transferred, and signed. The Quinton Township Board of Education adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in this district.

Definitions (N.J.S.A. 12A:12-2)

A. Attribution

An attribution is an electronic record or electronic signature that is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable (N.J.S.A. 12A:12-9)

B. Electronic Signature

An electronic signature is an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

C. Electronic Record

An electronic record is any record created, generated, sent, communicated, received or stored by electronic means.

Applicability

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled in the division; and also to individuals affiliated with the district, whether paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

The superintendent shall consult the board attorney and/or the auditor in any uncertainty concerning the production of use of electronic record or electronic signatures.

Electronic Records

Electronic records created or received by the district shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The district shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the district may be given full force and effect of a paper communication if the following conditions are satisfied:

- A. The communication is an electronic filing or recording and the board agrees to accept or send such communication electronically;
- B. The communication is an electronic filing or recording between the board and another party, each of which has agreed to conduct transactions by electronic means (N.J.S.A. 12A:12-5); and
- C. If a signature is required on the record or communication by any statute, rule, or other applicable law or

ELECTRONIC SIGNATURES (continued)

board policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures

Electronic Signatures

An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or policy that requires records to be signed in non-electronic form. The issuance and/or acceptance of an electronic signature by the board may be permitted in accordance with the provisions of this policy and the New Jersey Uniform Electronic Transactions Act (N.J.S.A. 12A:12-1 et seq.) and the U.S. Electronic Signatures in Global and National Commerce Act (15 U.S.C.A. Sec. 7001 et seq.). If permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

- A. The electronic signature identifies the individual signing the document by his/her name and title;
- B. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
- C. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
- D. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

The board shall maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. This system shall include security procedures whereby the board can:

- A. Verify the attribution of a signature to a specific individual;
- B. Detect changes or errors in the information contained in a record submitted electronically;
- C. Protect and prevent access, alteration, manipulation or use by an unauthorized person; and
- D. Provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

The board shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied (see board policy 3570 District Records and Reports).

The board shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with School Board business. The School Board may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.

Transaction Exceptions

This policy does not apply to a transaction to the extent it is governed by:

- A. A law governing the creation and execution of wills, codicils or testamentary trusts;
- B. The Uniform Commercial Code N.J.S.A. 12A:1-101 other than section captions (N.J.S.A. 12A:1-107) and presumptions (N.J.S.A. 12A:1-206), N.J.S.A. 12A:2 Sales and N.J.S.A. 12A:2A Leases;
- C. A statute, regulation or other rule of law governing adoption, divorce or other matters of family law.

ELECTRONIC SIGNATURES (continued)General Exceptions

This policy does not apply to:

- A. Court orders or notices or official court documents (including briefs, pleadings and other writings) required to be executed in connection with court proceedings;
- B. Any notice of:
 - 1. The cancellation or termination of utility services (including water, heat and power);
 - 2. The default, acceleration, repossession, foreclosure or eviction, or the right to cure, under a credit agreement secured by, or a rental agreement for, a primary residence of an individual;
 - 3. The cancellation or termination of health insurance benefits or life insurance benefits (excluding annuities); or
 - 4. The recall of a product, or material failure of a product, that risks endangering health or safety; or
- C. Any document required to accompany any transportation or handling of hazardous materials, pesticides or other toxic or dangerous materials (N.J.S.A. 12A:12-3).

Adopted: September 25, 2008
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

Attribution, Signature, Electronic Signature, Electronic Record

Legal References: N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2A:38A-1 et seq. Computer System
N.J.S.A. 2C:20-25 Computer Related Theft
N.J.S.A. 12A:1-101 et seq. Uniform commercial code
N.J.S.A. 12A:2-101 Sales
N.J.S.A. 12A:2A-101 et seq. Leases
N.J.S.A. 12A:12-1 et seq. Uniform Electronic Transactions Act
 See particularly:
N.J.S.A. 12A:12-2, -5, -9
N.J.S.A. 18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited
N.J.S.A. 18A:36-39 Notification by school to certain persons using certain electronic devices; fine
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records (Open Public Records Act)
N.J.S.A. 47:3-15 et seq. Destruction of Public Records Law
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1 Definitions
N.J.A.C. 6A:32-7.1 et seq. Student records
U.S. Electronic Signatures in Global and National Commerce Act, 15 U.S.C.A. Sec. 7001 et seq.

Based on a 2015 sample policy from Alexandria City, Virginia

Possible

ELECTRONIC SIGNATURES (continued)

<u>Cross References:</u>	*1000/1010	Concepts and Roles in Community Relations
	*1100	Communication with the Public; and
	*1111	District Publications
	*3000	Concepts and Roles in Business
	*3100	Budget Planning Preparation and Adoption
	*3300	Purchasing
	*3510	Operation and Maintenance of Plant
	*3600	Evaluation of Business and Noninstructional Operations
	*3570	District records and reports
	*5124	Reporting to parents/guardians
	*4131/4131.1	Professional Development
	*6141	Curriculum design and development
	*9322	Public and executive sessions

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3320

Policy

☐ Monitored
☐ Mandated
☒ Other Reasons

PURCHASING PROCEDURES

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

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

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

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

All purchases shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel.

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

Adopted: December 10, 1985
Revised: September 25, 2008
NJSBA Review/Update: June 2022
Readopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:5-31</u>	
	<u>through -35</u>	
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
	<u>N.J.S.A. 18A:19-1 et seq.</u>	Expenditure of Funds; Audit and Payment of Claims
	<u>N.J.S.A. 52:32-44</u>	Business registration for providers of goods and services (definitions)
	<u>N.J.A.C. 6A:7-1.8</u>	Equity in employment and contract practices
	<u>N.J.A.C. 6A:23A-1.2</u>	Definitions
	<u>N.J.A.C. 6A:23A-16.5</u>	Supplies and equipment
	<u>N.J.A.C. 6A:23A-20.4</u>	Ownership and storage of textbooks
	<u>N.J.A.C. 6A:23A-21.1 et seq.</u>	Management of Public School Contracts

PURCHASING PROCEDURES (continued)

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

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

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

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

Possible

Cross References:

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

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

Policy

ENVIRONMENTALLY PREFERABLE PURCHASING (GREEN PURCHASING POLICY)

The Quinton Township Board of Education is committed to educating students to be conscientious stewards of their environment. To reinforce this commitment within the school culture the board shall endeavor to:

- A. Institute practices that reduce waste by increasing product efficiency and effectiveness, and
- B. Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and
- C. Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests (FSC) when and where possible.

Purchasing Objectives

The board shall within the constraints of the district budget and when cost comparative, financially support facility improvements and purchase products or services that:

- A. Conserve natural resources;
- B. Minimize environmental impacts such as pollution and the use of water and energy;
- C. Eliminate or reduce toxics that create hazards to workers and our community;
- D. Support strong recycling markets;
- E. Reduce materials that are routinely land filled or disposed of;
- F. Increase the use and availability of environmentally preferable products that protect the environment;
- G. Identify environmentally preferable products and associated distribution systems;
- H. Contract with manufacturers and vendors whose practices reduce the environmental impacts of their production and distribution systems or services;
- I. Collect and maintain up-to-date information regarding manufacturers, vendors and other sources for locating/ordering environmentally preferable products.

Through consistent and successful application of environmentally responsible purchasing practices, the board shall strive to become a model that encourages other purchasers in the community to adopt similar goals.

Research and Evaluation of Purchasing Options

The school business administrator or his or her designee shall research, evaluate, and implement environmentally responsible purchasing objectives. evaluation and research into purchasing options, to include the following:

- A. Recycled content products (e.g. paper products, playground/recreation equipment, toner/printer cartridges, motor oils and lubricants, furniture, carpets and flooring materials, matting, plastic/composite

GREEN PURCHASING (continued)

lumber/building materials, trash bags, parking stops, ceiling tiles, etc.);

- B. Less harmful and non-toxic materials and processes (e.g. janitorial/cleaning products, pest management chemicals, phosphates, paint, solvents, fuels and lubricants, etc.);
- C. Energy and water efficient products and processes (e.g. solar applications, energy efficient lighting, energy star appliances, water saving devices, vehicles and motorized equipment, etc.);
- D. Natural resource and landscaping management (e.g. integrated pest and vegetation management, drought tolerant/indigence plants and shrubs, recycled mulches and natural composts, etc.);
- E. Renewable products (e.g. FSC certified forests products, renewable energy resources, etc.);
- F. Disposal and pollution reduction (e.g. integrated waste management, duplex copies, retread tires, reusable holiday trees, recycling programs for used ceiling tiles and flooring materials, etc.);
- G. Packaging (e.g. bulk packaging, reusable boxes, recycled packing materials, shipping pallets, etc.);
- H. Green building program (e.g. using recycled products in the construction and renovation, disposal of building materials in an environmentally sensitive manner, designing and renovating for energy and resource conservation).

Board Approval of Purchasing Options

The business administrator and his or her designees shall evaluate the recommendations for presentation to the superintendent. The superintendent shall present the recommendations to the board for approval. In determining which products and services to recommend to the board, the superintendent and the business administrator shall compare costs of materials or services with consideration to the future financial, health and safety benefits that may be accrued through the use of the materials or services recommended.

The business administrator in consultation with the superintendent shall recommend and the board shall approve only those options that are within the means of the district budget and do not incur undue expenses or otherwise impose on district staff or other resources.

Options that may be considered for board approval include:

A. Source Reduction Options

The superintendent may recommend source reduction options that may include:

1. Practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or overall workplace quality.
2. The purchase of remanufactured products such as toner/printer cartridges, retread tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.
3. The purchase of equipment that has high efficiency features, conserves energy or uses less fuel, has the effect of creating safer and healthier conditions in the school environment.
4. Products with expected durability or longevity. This may include but is not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
5. Products that are durable, long lasting, reusable or refillable shall be preferred whenever available and practicable.
6. Contracts with vendors with a commitment to the elimination of excess packaging or to utilize the minimum amount necessary for product protection, to the greatest extent practicable.
7. Products that have reusable, recyclable or compostable packaging.
8. Contracts with vendors that recycle or reuse wooden pallets and other shipping and packaging

GREEN PURCHASING (continued)

materials.

9. Purchases from suppliers of electronic equipment, including but not limited to computers, monitors, printers, fax machines and photocopiers, that take back the equipment for reuse or environmentally safe recycling when equipment is discarded or replaced.
10. Contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally safe recycling when discarded or replaced.
11. The purchase electronics including computers, software, copiers that increase the districts paper reduction.

B. Recycled Content Product Options

The superintendent may recommend the purchase of products with recycled content or contracts with services that promote recycling of materials or use recycled products including:

1. Products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines in the Agency's Comprehensive Procurement Guidelines, such as those for printing paper, photocopy paper, janitorial paper products, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous and non-paper office products, shall contain the highest postconsumer content practicable to the application, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
2. Photocopiers and printers purchased or leased that are compatible with the use of recycled content and remanufactured products.
3. Re-refined lubricating and industrial oil for use in its vehicles and other motorized equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.
4. Recycled, reusable or reground materials for asphalt, concrete, aggregate base or Portland Cement Concrete for road construction projects.
5. Recycled content transportation products, including signs, traffic cones, parking stops, delineators, channelizers and barricades, which shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines.
6. Pre-printed recycled content papers that are produced and intended for distribution shall contain a statement that the paper is recycled content of a minimum of thirty (30%) percent recycled postconsumer content. Whenever feasible, the statement should indicate the percentage of postconsumer recycled content that the paper contains.

C. Energy and Water Savings Options

The superintendent may recommend facility improvements and the purchase of products or services that promote energy efficiency and water conservation including:

1. Energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
2. Replacing inefficient interior lighting with energy-efficient equipment and bulbs.
3. Replacing inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment and bulbs. Exterior lighting shall be minimized when and where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.
4. U.S. EPA Energy Star certified products. When Energy Star labels are not available, energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program may be considered.
5. Water-saving/conservation products. This includes, but is not limited to, high-performance fixtures such as toilets, low-flow faucets and aerators, and upgraded landscape irrigation systems.

D. Green Buildings and LEED IM Ratings

The board may consider building and renovation projects that follow Green Building Practices for design,

GREEN PURCHASING (continued)

construction, and operation, where appropriate and practicable, as described in the LEED IM Rating System. Architects and engineers contracted for building and renovation projects shall, whenever possible, be required to have LEED certified members on their staff assigned to the project.

E. Landscaping and Hardscaping

The board may consider landscaping and hardscaping projects or contracts with service providers that:

1. Employ sustainable landscape management techniques for design, construction and maintenance. These may include, but are not limited to, integrated pest management (IPM), grass recycling, drip irrigation, composting, and the procurement and use of mulch and compost that give preference to those products produced from regionally generated plant debris and/or food and sludge waste programs.
2. Utilize plants that minimize waste and choose species that are appropriate to the microclimate, species that can grow to their natural size in the space allotted to them, and perennials rather than annuals for color variations.
3. Utilize native and drought-tolerant plants that require no or minimal watering once established.
4. Create hardscapes and landscape structures constructed of recycled content materials shall be considered. The *board will make a reasonable effort* to limit the amount of impervious surfaces in the landscape, when and where practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

F. Toxics and Pollution Reducing Options

The board may consider facility improvements, purchasing products or entering into contract agreements with janitorial contractors that:

1. Supply industrial and institutional cleaning products that meet and/or exceed the Green Seal Certification Standards for environmental preferability and performance.
2. Supply vacuum cleaners that meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program — Vacuum Cleaner Criteria, are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. Where possible and as applicable, other janitorial cleaning equipment shall be capable of capturing fine particulates, removing sufficient moisture so as to dry within twenty-four (24) hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.
3. Reduce the district's use of or help the district phase out the use of chlorofluorocarbon, Halon and Freon containing refrigerants, solvents and other products
4. Replace heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems that operate with chlorofluorocarbon, Halon and Freon and other toxic substance with healthier equipment options.
5. Use of surfactants and detergents that are biodegradable and, where practicable, shall not contain phosphates.
6. Use the least toxic pest control methods for compliance with the district's integrated pest management plan (IPM).
7. Use the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde or lead when practicable when purchasing materials such as paint, carpeting, flooring materials, adhesives, furniture, filing cabinetry, ceiling tiles, coving, moldings and casework.
8. Enable the district to reduce or eliminate the use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to photocopier paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever and where possible and that possess a minimum of thirty (30%) percent recycled postconsumer waste content.
9. Eliminate the use halogens, polyvinyl chloride (PVC), lead, phthalates and asbestos such as, but not limited to, office binders, chair/floor mats, casework, moldings, furniture, carpeting, flooring materials, ceiling tiles and medical supplies whenever and where practicable.
10. Contain no lead or mercury whenever possible. For products that contain lead or mercury, preference

GREEN PURCHASING (continued)

shall be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

11. Meet the standards of the Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products, including desktop computers, notebooks and monitors.
12. Offer less-polluting alternatives to diesel such as bio-based fuels, hybrids, electric batteries, and fuel cells, as may be available for the application, especially when replacing district owned vehicles.

G. Forest Conservation and Purchasing Options

When possible, the board shall give preference to purchasing wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council (FSC) certification. The board shall also give preference to purchasing products constructed from previously utilized and/or salvaged wood and wood products whenever practicable and where available shall be considered.

H. Bio-Based Products

The board shall consider purchasing products or contract agreements that provide:

1. Vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever practicable and available.
2. Paper and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged whenever practicable.
3. Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, are encouraged whenever practicable.
4. Compostable plastic products purchased shall meet American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-04. Biodegradable plastics used as coatings on paper and other compostable substrates shall meet ASTM D6868-03 standards.
5. Proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products shall be provided by vendors of such products, upon request. One acceptable proof of compliance for compostable plastic products shall be the certification by the Biodegradable Products Institute (BPI).

Oversight and Evaluation

The business administrator, superintendent and other positions responsible for implementing this policy, shall periodically meet and evaluate the success of this policy's implementation.

Implementation

The business administrator/purchasing agent and other responsible directors/managers shall implement this policy in coordination with other appropriate personnel.

As applicable, successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with New Jersey State Law, vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.

Upon request, the board shall provide the reasons for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

Vendors, contractors and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the board.

Any products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time shall not be considered for purchase.

The board shall purchase products and enter into service agreements or other contracts in strict accordance with policy and law for accountability in business practices. Further the board shall not knowingly purchase any product or enter into any agreement that conflicts with board, state or federal requirements for the health and safety of the students and school community.

Adopted: May 25, 2017
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

Purchasing Procedures, Green Purchasing, Bio-Based, Conservations, Sustainable

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:5-31</u>	
	through -35	
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
	<u>N.J.S.A. 18A:19-1 et seq.</u>	Expenditure of Funds; Audit and Payment of Claims
	<u>N.J.S.A. 52:32-44</u>	Business registration for providers of goods and services (definitions)
	<u>N.J.A.C. 6A:7-1.8</u>	Equity in employment and contract practices
	<u>N.J.A.C. 6A:23A-1.2</u>	Definitions
	<u>N.J.A.C. 6A:23A-16.5</u>	Supplies and equipment
	<u>N.J.A.C. 6A:23A-20.4</u>	Ownership and storage of textbooks
	<u>N.J.A.C. 6A:23A-21.1 et seq.</u>	Management of Public School Contracts
	<u>N.J.A.C. 6A:27-9.1 et seq.</u>	Contracting for Transportation Services
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts

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

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

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

Possible

<u>Cross References:</u>	*2224	Nondiscrimination/affirmative action
	3300	Expenditures/expending authority
	*3320	Purchasing procedures
	*3326	Payment for goods and services
	*3327	Relations with vendors
	*3570	District records and reports
	3571	Financial reports

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

Policy

CONTRACTS

The Quinton Township Board of Education will not enter into any contract with a person, agency, or organization if it has knowledge that the person, agency, or organization discriminates on the basis of race, color, creed, religion, sex, ancestry, national origin, age, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, pregnancy, pregnancy related disability, social or economic status, or non-job-related disability, either in employment practices or in the provision of benefits or services to students or employees.

Contracts shall be awarded to the lowest responsible bidder upon resolution of the board unless the board chooses to reject all bids in accordance with applicable statute, code and case law; to re-advertise; or to purchase under state contract. A responsible bidder shall be one who meets all the qualifications and specifications as mandated in the bid document unless disqualified by the attorney general.

Whenever two or more proposals or bids of equal amounts are the lowest proposals or bids submitted by responsible bidders, the board of education may award the contract to whichever one of the lowest bidders it may determine. In such a case, the award resolution or purchase order documentation shall explain why the vendor selected is the most advantageous.

The board shall consider the advantages of entering into a contract for more than one year when and as the law permits. All multiyear leases and contracts including any two-year or one-year extensions, shall contain a clause making them subject to the availability and appropriation annually of sufficient funds as may be required to meet the extended obligation, or contain an annual cancellation clause. Exceptions include:

- A. Contracts for insurance coverage;
- B. Insurance consultant or administrative services;
- C. Participation or membership in a joint self-insurance fund;
- D. Risk management programs or related services of a school board insurance group;
- E. Participation in an insurance fund established by a county pursuant to N.J.S.A. 40A:10-6;
- F. Contracts for thermal energy authorized by law; and
- G. Contracts for the provision or performance of goods or services to promote energy conservation through the production of class I renewable energy, authorized pursuant to law.

All contracts shall cease to have effect at the end of the contracted period and shall not be extended by any mechanism or provision, unless in conformance with the Public School Contracts Law. A contract may be extended by mutual agreement of the parties to the contract when a board of education has commenced re-bidding prior to the time the contract expires or when the awarding of a contract is pending at the time the contract expires.

The board will consider the advantages of entering into a contract for more than one year as the law permits. The board of education will award the contract or reject all bids within such time as may be specified in the invitation to bid, but in no case more than 60 days, except by consent of the bidder and the board to hold bids for a longer period.

Adopted:

September 25, 2008

CONTRACTS (continued)

File Code: 3324.1

NJSBA Review/Update: June 2022
Readopted:

Key Words

Contracts, Bid, Multiyear Contract, Lowest Responsible Bidder

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
	<u>N.J.S.A. 18A:18A-4.1</u>	Use of competitive contracting by boards of education; purposes
	<u>N.J.S.A. 18A:18A-5</u>	Exceptions to requirement for advertising
	<u>N.J.S.A. 18A:19-1 et seq.</u>	Expenditure of Funds; Audit and Payment of Claims
	<u>N.J.S.A. 18A:18A-36 thru 39</u>	Award of purchases, contracts or agreements
	<u>N.J.S.A. 18A:18A-42</u>	Multiyear contracts
	<u>N.J.S.A. 40A:10-6</u>	Establishment of insurance fund; purposes; Appropriations
	<u>N.J.S.A. 52:32-44</u>	Business registration for providers of goods and services (definitions)
	<u>N.J.A.C. 6A:7-1.8</u>	Equity in employment and contract practices
	<u>N.J.A.C. 6A:23A-1.2</u>	Definitions
	<u>N.J.A.C. 6A:23A-16.5</u>	Supplies and equipment
	<u>N.J.A.C. 6A:23A-21.1 et seq.</u>	Management of public school contracts
	<u>N.J.A.C. 6A:27-9.1 et seq.</u>	Contracting for transportation services
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the performance of school districts

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

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

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

Possible

<u>Cross References:</u>	*3000/3010	Concepts and roles in business and noninstructional operations
	3300	Expenditures/expending authority
	*3320	Purchasing procedures
	*3326	Payment for good and services
	*3327	Relations with vendors
	*3570	District records and reports
	3571	Financial reports

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

Policy

PAYMENT FOR GOODS AND SERVICES

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

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

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

Purchase Orders

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

Financial Systems to Avoid Over-Payments

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

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

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

Adopted: September 25, 2008
Revised: February 25, 2010, September 23, 2010, June 30, 2011
NJSBA Review/Update: June 2022
Readopted:

PAYMENT FOR GOODS AND SERVICES (continued)Key Words

Payment for Goods and Services, Bills

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

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3327

Policy

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

RELATIONS WITH VENDORS

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

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

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

Nondiscrimination

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

Honest and Ethical Relations with Vendors; Pay to Play Restrictions

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

Disbarred Vendors Will Not Be Used

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

Strategies to Avoid Excessive Professional Services Expenditures

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

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

RELATIONS WITH VENDORS (continued)

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

Prudent Use of Legal Services

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

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

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

These procedures require the district to:

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

Adopted:	September 25, 2008
Revised:	April 30, 2009, March 21, 2013, September 28, 2017
NJSBA Review/Update:	June 2022
Readopted:	

Key Words

Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action

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

RELATIONS WITH VENDORS (continued)

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

Comprehensive Equity Plan, New Jersey State Department of Education

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3400

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

ACCOUNTS

Generally Accepted Accounting Principles

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

All activity accounts in the school year shall be administered under the supervision of the business administrator/board secretary.

Adopted: September 25, 2008

NJSBA Review/Update: June 2022

Readopted:

Key Words

Bookkeeping, Accounting, Generally Accepted Accounting Principles

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

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

Possible

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

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

Policy

ESTABLISHMENT OF RESERVE ACCOUNTS

Capital Reserve

The Quinton Township Board of Education may, at any time, establish by board resolution a capital reserve account, pursuant to law (N.J.S.A. 18A:21-2 and 3, and 18A:7G-31). The account shall be established in such form as shall be prescribed by the commissioner, a true copy of which shall be filed with the department. The account shall include the earnings attributable to the investment of the assets of the account.

- A. The accounts shall be established and held in accordance with the Generally Accepted Accounting Principles (GAAP) and shall:
 - 1. Be subject to an annual audit;
 - 2. Used to finance long-range facilities plan;
 - 3. Not exceed the amount of funds required to implement the long-range facilities plans.
- B. The board may appropriate funds in the district's annual budget for the establishment of the capital reserve to supplement the funds in the account as required to meet the needs of the long-range facilities plan.
- C. The board may, by resolution:
 - 1. Transfer funds from the capital reserve account to the appropriate line item account for the funding of capital projects as contained in the district's long-range facilities plan; and
 - 2. Transfer funds from the capital reserve account to the debt service account for the purpose of offsetting principal and interest payments for bonded projects which are included in the district's long-range facilities plan.
- D. The board is prohibited from using the funds in such capital reserve account for current expenses, and shall only use such funds:
 - 1. To implement capital projects in the school district's long-range facilities plan (see board policy 7110 Long Range-Facilities Plan, N.J.S.A. 18A:7G-4(a), and N.J.A.C. 6A:26-2); and
 - 2. To augment a capital project funded in whole or part by bond proceeds only when:
 - a. The original referendum question separately listed the amount and portion of local share (or portion of total costs of a project receiving debt service aid) to be funded by capital reserve; or
 - b. Voter approval was received to augment the original approved question by special appropriation in a type I school district, by separate question at a special election or through the appropriate line-items and supporting documentation in the base budget at the annual school election.

Other Reserve Accounts

The board of education may through the adoption of a board resolution establish the following reserve accounts:

A. Definitions

"Debt service" means and includes payments of principal and interest upon school bonds issued to finance the acquisition of school sites and the purchase or construction of school facilities, additions to school facilities, or the reconstruction, remodeling, alteration, modernization, renovation or repair of school facilities, including furnishings, equipment, architect fees and the costs of issuance of such obligations

RESERVE ACCOUNTS (continued)

and shall include payments of principal and interest upon school bonds heretofore issued to fund or refund such obligations, and upon municipal bonds and other obligations which the commissioner approves as having been issued for such purposes.

B. Current expense emergency reserve account:

1. The funds in the reserve shall be used to finance unanticipated general fund current expense costs required for thorough and efficient education. For the purpose of the emergency reserve account, "unanticipated" shall mean reasonably unforeseeable and shall not include additional costs caused by poor planning or error;
2. The account shall not exceed \$ 250,000 or one percent of the school district's general fund budget as certified for taxes up to a maximum of \$ 1,000,000, whichever is greater;
3. A district board of education may appropriate funds to establish or supplement the reserve in the school district's annual budget or through a transfer by board resolution of any unanticipated revenue and/or unexpended line-item appropriation amounts anticipated at year end. Any such transfer resolution shall be adopted by the board no earlier than June 1 and no later than June 30 of the respective school year;
4. Withdrawals from the reserve shall require the approval of the Commissioner unless the withdrawal is necessary to meet an increase in total health care costs in excess of four percent, for which the district did not receive an automatic adjustment for health care costs pursuant to N.J.A.C. 6A:23A-11.4, regarding calculating the adjustment for health care costs. Total health care costs include medical insurance and prescription drug insurance costs.

C. Debt service reserve account in the debt service fund for proceeds from the sale of school district property. For the purposes of the debt service reserve account "property" shall mean land, buildings and other property that was incidental to the sale of land or a building. The following rules shall apply:

1. The funds in the reserve shall be used by the district first to reduce the outstanding principal amount at the earliest call date or to annually reduce the debt service principal payments;
2. The funds in the reserve may be used for any outstanding debt obligation or debt obligations of the district;
3. The reserve shall be liquidated within the lesser of five years from its inception or the remaining term on the obligations;
4. Any remaining balance shall be used for tax relief.

D. Tuition adjustment reserve account in the general fund for up to 10 percent of the estimated tuition cost in the contract year for an anticipated tuition adjustment in the third year following the contract year. In such case, the district board of education shall:

1. Establish the tuition adjustment reserve account at June 30 by board resolution;
2. Make full appropriation of the reserve for the tuition adjustment in the third year following the contract year;
3. Exclude from the cap calculation the budgeted fund balance and appropriation of the tuition adjustment reserve in the third year following the contract year for such tuition adjustments; and
4. Transfer to the general fund, by board resolution, any interest earned on the investments in a tuition adjustment reserve account on an annual basis. Such transfer may be made on a more frequent basis at the discretion of the district board of education.

Adopted: September 25, 2008
 Revised: February 24, 2011
 NJSBA Review/Update: May 2022
 Readopted:

Key Words

Reserve Account, Debt Service, Tuition Adjustment, Capital Reserve

RESERVE ACCOUNTS (continued)

Legal References	<u>N.J.S.A. 18A:7F-7(b)</u>	Appropriation by school district of undesignated fund balance; amounts allowable
	<u>N.J.S.A. 18A:7G-3</u>	Definitions relative to construction, financing of public school facilities
	<u>N.J.S.A. 18A:7G-4</u>	Long-range facilities plans
	<u>N.J.S.A. 18A:7G-31</u>	Capital reserve accounts
	<u>N.J.S.A. 18A:21-2</u>	Authorization; establishment of a capital reserve account
	<u>N.J.S.A. 18A:21-3</u>	Credits to capital reserve accounts
	<u>N.J.S.A. 18A:22-8.2</u>	Prohibited transfers
	<u>N.J.S.A. 18A:23-1</u>	Audit when and how made
	<u>N.J.A.C. 6A:23A-8.5</u>	Designation of general fund balances
	<u>N.J.A.C. 6A:23A-14.4</u>	Establishment of other reserve accounts
	<u>N.J.A.C. 6A:26-2.1 et seq.</u>	Educational facilities
	See Particularly:	
	<u>N.J.A.C. 6A:26-3.7, -3.12, -4.2, -4.4</u>	

Possible

<u>Cross References:</u>	*3100	Budget planning, preparation and adoption
	*3160	Transfer of funds between line items/amendments/purchases not budgeted
	*3220/3230	State funds; federal funds
	*3571.1	Audit
	*7110	Long-range facilities plan

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3440

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

INVENTORIES

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

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

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

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

Adopted: December 10, 1985

Revised: September 25, 2008

NJSBA Review/Update: June 2022

Readopted:

Key Words

Inventory, District Records and Reports

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

N.J.A.C. 6A:23A-22.14 Standard operating procedures for business

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3450

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

MONEY IN SCHOOL BUILDINGS

All funds from athletic events or other activities of student organizations collected by Quinton Township School District employees and by student 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 school except in the school safe provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

Adopted: September 25, 2008

NJSBA Review/Update: June 2022

Readopted:

Key Words

Money in School Buildings, Student Organizations, Athletic Funds

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

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3451

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

PETTY CASH FUNDS

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

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

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

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

Adopted: October 8, 1985
Revised: March 11, 1993, September 25, 2008
NJSBA Review/Update: June 2022
Readopted:

Key Words

Petty Cash

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

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3453

<input type="checkbox"/>	Monitored
<input checked="" type="checkbox"/>	Mandated
<input checked="" type="checkbox"/>	Other Reasons

Policy

SCHOOL ACTIVITY FUNDS

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

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

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

Borrowing from the student activity accounts is prohibited.

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

Adopted: December 10, 1985
Revised: April 10, 1990, September 25, 2008, April 30, 2009
NJSBA Review/Update: June 2022
Readopted:

Key Words

School Activity Funds, Athletic Funds, Class Funds

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

Possible

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

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

Policy

CONSERVATION SUSTAINABILITY AND GREEN INITIATIVES

Introduction

The Quinton Township Board of Education recognizes that responsible environmental stewardship is an integral part of its mission in ensuring that schools are well run. The board supports conservation and sustainable planning, operations and maintenance, and shall endeavor to implement *green initiatives in all day-to-day district operations. *Sustainability is defined as meeting the needs of the present while not compromising the future. The board recognizes that sustainability through the adoption of green initiatives in all day-to-day district operations will only succeed with the cooperation and support of the board, the students, the parents/guardians and the community. The district shall endeavor to engage all members of the school community in the conservation and green initiatives of the district.

The board directs the superintendent or his or her designee(s) and other key stakeholders to contribute and oversee the district's programs for conservation and green initiatives including but not limited to energy efficient practices, recycling, sustainable programs and business practices within the district, environmental assessments, green construction within school facilities, and education and training programs for students, staff and the community.

The board shall consider sustainability goals and objectives as part of strategic planning process. Sustainability goals and objectives shall be reviewed and adjusted as part of the regular strategic planning process.

The district shall endeavor to implement a 3E approach to sustainability:

- A. **Economy** – actions to reduce operating cost, save money and redirect saving towards school improvement.
- B. **Education** – actions to train district staff members and engage students in the academics of the district's sustainability initiatives to increase student's connections to an Integrative Science, Technology, Engineering, Mathematics (*iSTEM) process thereby increasing student achievement.
- C. **Environment** – actions to create healthy and safe places for students and staff to learn, work and play.

Target Areas/Goals

A sustainable environmental future means that the board will assess, devise and implement initiatives focused on achieving the following goals:

- A. Implementing strategies that improve conservation of resources by managing and minimizing waste, reducing the amount of waste generated and maximizing district recycling efforts. This may include paper, plastic, glass, metal, textile and electronics recycling, paperless management and classroom procedures, and investigating and implementing plans for composting, storm water runoff reuse, and school gardens;
- B. Promoting energy management to reduce energy consumption and costs, expand the scope of school and district energy audits, and maximize the use of renewable energy resources. This may include energy efficient lighting and light bulbs, sun and daylight management, solar panel technology, well timed and controlled air conditioning devices, and geothermal wells and heat;

CONSERVATION, SUSTAINABILITY AND GREEN INITIATIVES (continued)

- C. Promoting environmentally sustainable business practices including EPP (environmentally preferred purchasing) of products and shared services agreements that improve efficiency and reduce cost and waste all areas in school operations;
- D. Requiring that new construction use more sustainable and recycled options. This may include green building materials and practices in all construction, reducing the use of volatile organic compounds (VOCs) and replacing them with healthier options, and utilized regional resources;
- E. Implementing health and wellness strategies to improve personal fitness and healthy living such as initiatives to create toxin free indoor air quality, low emission and fuel consuming transportation options, safe management of chemical use and disposal, physical activity in the educational program, heat acclimation procedures for school athletics and healthy nutrition;
- F. Articulating the school sustainability, energy conservation and waste reduction programs and health and wellness initiatives in the implementation of the New Jersey Student Learning Standards, and extracurricular activities;
- G. Deploying teaching strategies through an Integrative Science, Technology, Engineering, Art and Mathematics (iSTEAM) approach throughout the curriculum to encourage problem-solving on how to improve conservation, sustainability and green initiatives;
- H. Prioritizing the recruitment, hiring and selection of qualified individuals with educational backgrounds and work experience related to sustainability, conservation and green initiatives;
- I. Providing staff training and development related to behavior modification that will impact all areas of the board conservation, sustainability and green initiatives as necessary and appropriate;
- J. Promoting environmentally responsible and sustainable business practices in collaboration with the local municipality that improves operations and maintenance in areas such as, but not limited to, energy conservation and management, renewable energy, waste management, water conservation, green purchasing and indoor air quality measures.

Energy

The building principal may designate staff to develop and implement a resource conservation and management plan consistent with the district's educational goals incorporating energy, water and/or resource conservation strategies. The plan may include:

- A. Assessments to determine energy and water use. Monitoring and reporting on use of energy, HVAC and water will be incorporated in normal operations, linked to other efforts to increase awareness of opportunities to reduce energy use and water use, such as using rain barrels for school gardens;
- B. The application of best practices for resource management that encourage efficient use of electricity, natural gas, gasoline, water, full utilization of materials prior to disposal, limited use of disposable materials, non-biodegradable products and promote recycling efforts;
- C. Procedures to maintain energy usage and energy costs at the lowest level that is reasonably achievable and consistent with an efficient learning environment in schools;
- D. Assessment and application of best practices in resource conservation technology for monitoring and operating district buildings;
- E. Resource conservation technologies and alternative energy sources such as solar panels incorporated in all new construction or remodeling projects;
- F. Assessment to determine if joint efforts can be coordinated to include the school and the municipality in conservation and renewable energy projects;

CONSERVATION, SUSTAINABILITY AND GREEN INITIATIVES (continued)

G. Participation in LEED (Leadership in Energy and Environmental Design) and use of LEED standards.

The resource conservation and management plan shall also include procedures for the director of facilities to administer the plan to maintain resource conservation, efficient buildings and provide training and recognition for students, custodians, teachers, principals and others as appropriate to ensure conservation accountability.

The effectiveness of the district's resource conservation and management plan will be continually revised as needed to reflect conservation innovations and shall include recognition for student and staff special efforts toward the goal of resource conservation.

Environmentally Sustainable Business Practices

The district will establish business procedures that give a premium to environmentally sustainable practices. The district staff may be designated to implement and oversee the following strategies where feasible:

- A. The reduction of the waste of energy, water, paper, food and other resources by maintaining a resource conservation management program;
- B. The efficient use of resources, recycling waste, and the reduction of the demand for materials and resources like paper, energy and water;
- C. Purchasing practices based on long-term environmental and operating costs that include whenever possible environmentally sustainable product purchases, such as "green cleaning" products;
- D. The purchase of products that are durable, reusable, made of recycled materials and non-toxic;
- E. The reduction of air pollution through strict enforcement of "idling" regulations and the purchase and operation of school vehicles that have low level emissions;
- F. Business partners to develop and support conservation and sustainability programs and initiatives;
- G. The purchase of green cleaning supplies;
- H. Implement an integrated pest management program that includes the following practices (see board policy 3510 Operation and Maintenance of Plant):
 - 1. Reduce and eliminate where feasible, the use of chemical pesticides;
 - 2. Seek practical alternatives to the use of pesticides;
 - 3. Report annually on practices.

Community Engagement

The board will communicate its sustainability efforts to the community including that healthier schools have lower operating expenses. The board will invite community involvement and participation.

Implementation

The superintendent will oversee, to an extent that is reasonable and appropriate:

- A. Staff and students receive the necessary notification of and training on new procedures that are implemented for the district's conservation, sustainability, and green initiatives;
- B. The district and the local municipality coordinate and include educational programs opportunities for all community members;

CONSERVATION, SUSTAINABILITY AND GREEN INITIATIVES (continued)

- C. The district's staff development program includes opportunities for staff development and training in teaching strategies aligned with the district's conservation, sustainability, and green initiatives, including STEM;
- D. The districts teaching staff member and principal evaluation criteria include the development of measurable goals that align with the articulation of the district's conservation, sustainability, and green initiatives in the educational program;
- E. The school business plan, technology plan, facilities plan and curriculum align with and support the resource conservation and management plan,

The superintendent shall report regularly to the board at a regular public meeting on the implementation and effectiveness of all district conservation and green initiatives.

Adopted: May 25, 2017
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

Sustainability, Conservation, Green Policy, Green Initiative, Environment, Environmental, Recycling, Solar

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*1330	Use of facilities
	*2130	Evaluation of principals
	*3100	Budget planning and preparation
	*3320	Purchasing procedures
	3508	School gardens
	*3510	Operation and maintenance of plant
	*3516	Safety
	*3542.1	Wellness and nutrition
	*4112.4/4212.4	Health
	*4115	Supervision
	*4116	Evaluation of teaching staff members
	*4131/4131.1	Staff training and development
	*4215	Supervision
	*4216	Evaluation
	*4231/4231.1	Staff training and development
	*5141	Student health
	*5142	Student safety
	*6010	Goals and objectives in instruction
	*6114	Emergency and disaster preparedness
	6142.15	STEM (Science, Technology, Engineering & Math)
	*7110	Long-range facilities plan

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

*Green – Anything environmentally friendly

*Sustainability - Sustainability is based on a simple principle: Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic and other requirements of present and future generations.

*ISTEM - An interdisciplinary or Trans-disciplinary and applied approach that is delivered through a project or problem based learning and focused on real-world problem solving.

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3510

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

Policy

OPERATION AND MAINTENANCE OF PLANT

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

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

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

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

Safe Drinking Water

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

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

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

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

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

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the board and the superintendent shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty,

OPERATION AND MAINTENANCE OF PLANT (continued)

and staff to pesticides. The Quinton Township School district shall develop and maintain an IPM plan as part of the school's policy.

Integrated Pest Management Procedures in Schools

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

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

Development of IPM plans

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

IPM Coordinator

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

Education/Training

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

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

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

Record Keeping

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

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

Notification/Posting

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

OPERATION AND MAINTENANCE OF PLANT (continued)Re-entry

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

Pesticide applicators

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

Evaluation

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

Adopted: September 10, 1985
 Revised: September 11, 1990, September 25, 2008, April 30, 2009
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

Legal References: N.J.S.A. 13:1F-19
 through -33
N.J.S.A. 18A:17-49
 through -52
N.J.S.A. 18A:18A-1 et seq.
N.J.S.A. 18A:18A-37
N.J.S.A. 18A:22-8
N.J.S.A. 34:5A-1 et seq.
N.J.S.A. 34:6A-25 et seq.

N.J.S.A. 58:12A-1 et seq.
N.J.A.C. 5:23-1 et seq.
N.J.A.C. 6A:23A-1 et seq.
See Particularly:
N.J.A.C. 6A:23A-6.9

N.J.A.C. 6A:26-12.1 et seq.
See particularly:
N.J.A.C. 6A:26-12.2(a)1, 2
N.J.A.C. 6A:26-12.4
N.J.A.C. 6A:30-1.1 et seq.
N.J.A.C. 7:10-1 et seq.
N.J.A.C. 7:30-13.1 et seq.

20 U.S.C.A. 4071 et. seq. Equal Access Act

School Integrated Pest Management Act

Buildings and grounds supervisors to be certified
 Public schools contracts law
 Award of purchases, contracts, agreements
 Contents of budget; format
Worker and Community Right to Know Act
New Jersey Public Employees Occupational Safety and Health Act
Safe Drinking Water Act
 The uniform construction code
 Fiscal accountability, efficiency and budgeting procedures
 Facilities maintenance and repair schedule and accounting
 Operation and Maintenance of Facilities

 Safe drinking water
 Evaluation of the Performance of School Districts
 Safe Drinking Water Act
 Integrated Pest Management

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

OPERATION AND MAINTENANCE OF PLANT (continued)**Possible**

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

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

Policy

GREEN AND HEALTHY SCHOOL CLEANING

Green and Healthy Schools Cleaning Policy

The superintendent or his or her designee shall develop, implement, and monitor a Green and Healthy Cleaning (GHC) plan designed to optimize conditions for learning and minimize human exposure to hazardous chemicals, allergens, irritants, and pollutants. It is therefore the policy of the Quinton Township School District to incorporate Green and Healthy Cleaning procedures for all school buildings.

In general for the purpose of this policy "green" shall indicate practices and products that are non-toxic, biodegradable, measurably energy efficient, improve healthy environmental factors, and/or are recyclable.

Green Clean Plan

The superintendent or his or her designee(s) shall oversee the development, implementation and review of the district comprehensive GHC plan. The plan at a minimum shall include:

- A. Provisions for the implementation of green cleaning practices;
- B. Procedures that prioritizes the purchase of:
 - 1. Certified green cleaning products;
 - 2. Energy efficient equipment;
 - 3. Recycled materials; and
 - 4. Equipment that includes high efficiency filters that improve air quality and other healthful environmental changes;
- C. Business practices for the evaluation of cost-competitive green options;
- D. Provisions for staff training and development necessary for the implementation of the GHC plan.

Cleaning Practices

The maintenance supervisor/director shall establish rules for the frequency, technique or time of cleaning for effective performance and reduced health and environmental impact.

Cleaning products, equipment and techniques may be based on the standards of the following:

- A. The US Green Building Council's Leadership in Energy & Environmental Design-Existing Buildings criteria;
- B. ASTM's E-1971 Standard Guide on Stewardship for Cleaning Commercial and Institutional Buildings;
- C. Green Seal's GS-42 Environmental Standard for Commercial and Institutional Cleaning Services.

Purchase of Cleaning Products and Equipment

The district maintenance director shall consult with the business administrator regarding the purchase of less toxic cleaners and the purchase of equipment that reduces the need to use harsh, conventional chemicals.

GREEN AND HEALTHY SCHOOL CLEANING (continued)

The business administrator or his or her designee shall work in consultation with other appropriately trained staff members in the selection and purchase of products and equipment that have the most limited impact on the health and performance of students, staff, and the people performing the cleaning. Additionally, cleaning products and equipment that improve the lifespan of building materials and furnishings while preserving the environment as a whole shall be prioritized. Purchases shall be within the district budget and be cost-competitive.

The business administrator may develop purchasing strategies that use products and equipment that meet the following standards:

- A. Green Seal's GS-37 environmental standard for industrial and institutional cleaners,
- B. EcoLogo's CCD-146 standard for Hard Surface Cleaners,
- C. Carpet and Rug Institute's Green Label Program for vacuum cleaners and
- D. US EPA's Comprehensive Procurement Guidelines for janitorial paper products and plastic trash bags.

(See board policy 3320.1 Green Purchasing)

Training

Custodians shall be trained in the hazards, use, proper dilution, safety, maintenance and disposal of cleaning chemicals, dispensing equipment, and packaging.

The maintenance director or his or her designee shall develop and review training schedules with the staff.

The school nurse shall be consulted regarding any special health concerns such as student allergies in the development of the classroom and cafeteria schedules and cleaning practices.

Storage Procedures

The maintenance director shall ensure the safe handling, storage, and disposal of cleaning products and other hazardous chemicals.

Education

When feasible within the scheduled school day staff and students may be provided educational programming that compliments the building green initiatives. Whenever possible this shall be articulated in existing training and educational curriculums and incorporated in the existing science, mathematics, and language programs as appropriate. The director of curriculum shall be consulted in the planning and implementation of educational and training opportunities that shall be offered in the district.

Adopted: May 25, 2017
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

Green, Sustainability, Cleaning, Cleaning Products

Legal References: N.J.S.A. 13:1F-19
 through -33
N.J.S.A. 18A:17-49
 through -52
N.J.S.A. 18A:18A-1 et seq.
N.J.S.A. 18A:18A-37

"School Integrated Pest Management Act"

Buildings and grounds supervisors to be certified
 Public schools contracts law
 Award of purchases, contracts or agreements

GREEN AND HEALTHY SCHOOL CLEANING (continued)

<u>N.J.S.A.</u> 18A:22-8	Contents of budget; format
<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> 5:23-1 <u>et seq.</u>	The uniform construction code
<u>N.J.A.C.</u> 6A:23A-6.9	Facilities maintenance and repair schedule and accounting
<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	Operation and Maintenance of Facilities
<u>N.J.A.C.</u> 7:30-13.1 <u>et seq.</u>	Integrated Pest Management

20 U.S.C.A. 4071 et. seq. Equal Access Act

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

This sample policy is adapted from a sample developed by the Healthy Schools Campaign:

http://www.healthyschoolscampaign.org/programs/gcs/guide2/media/documents-forms/policy_draft_9_29_05.doc

Possible

<u>Cross References:</u>	
*1410	Local units
*2240	Research, evaluation and planning
*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
*3320	Purchasing procedures
3320.1	Green purchasing
*3510	Operation and maintenance of plant
*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.

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3514

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

EQUIPMENT

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

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

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

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

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

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

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

Adopted: September 25, 2008

NJSBA Review/Update: June 2022

Readopted:

Key Words

Loaning District Equipment

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

Possible

Cross References: *1330 Use of school facilities
*1410 Local units
*3250 Income from fees, fines, charges
*3510 Operation and maintenance of plant
*3516 Safety
3530 Insurance management
4143 Extra pay for extra work
*4147/4247 Employee safety
4243 Overtime pay
*5142 Student safety

EQUIPMENT (continued)

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

SMOKING PROHIBITION

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

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

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

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

Adopted: November 14, 1989
Revised: January 15, 1991, September 25, 2008, September 25, 2014,
September 26, 2019
NJSBA Review/Update: June 2022
Readopted:

Key Words

Smoking, Smoking Prohibition

Legal References: N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act
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
N.J.A.C. 8:6-7.2 Smoking prohibited in school buildings and on school grounds
N.J.A.C. 8:6-9.1 Enforcement against individuals
N.J.A.C. 8:6-9.2 Enforcement against person having control of an indoor public place

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

Possible

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

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

Policy

TELEPHONES, PERSONAL ELECTRONIC DEVICES/PERSONAL CELL PHONES

Telephones

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

In the interest of economy, it is desirable to plan school business in such a way that all calls can be kept to a minimum. Whenever possible, email or mail, rather than long distance telephone calls, should be used.

A record of all toll calls shall be kept so that we may have an accurate accounting when it becomes necessary to check the monthly bill.

Except in emergency, neither teachers nor students will be called to the telephone during class time. Messages will be delivered at a later time.

Staff

The Quinton Township Board of Education recognizes a school teaching staff member may need to make personal communications during their workday when such communications are regarding an urgent situation that cannot be foreseen or taken care of before the staff member reports to work and/or after the staff member's workday has concluded.

In the event the staff member must make a personal call during their work day, and the call is of such a nature that it cannot be made before the staff member's workday begins or after the workday has concluded, the school staff member may make a personal call using their personal electronic communication device during the staff member's duty free lunch or break periods and/or preparation periods for teaching staff. Personal calls shall be made outside the presence of students either in an area inside or outside the school building designated by the staff member's building principal or immediate supervisor.

A personal call by a school staff member on their personal electronic communication device shall not be made while the staff member is performing assigned school district responsibilities.

In the event the staff member has an emergency requiring immediate attention that requires the use of their personal electronic communication device, the staff member shall inform their building principal or immediate supervisor before or immediately after using the personal electronic communication device.

Students

Students may bring a cell phone to school. Students shall not display, use, activate, or permit cell phones to be activated in any school building during the instructional day, without the expressed permission of the classroom teacher for educational purposes and on the way to or from school. Students are not permitted to activate and/or use cell phones or electronic devices at any school-sponsored activity (on or off school property), or while on route to or from any school function (such as field trips) in a district school bus.

Students are required to place their cell phones in their lockers or desks immediately upon entering school and not remove them until dismissal. Cell phones must be turned off.

Use of cell phones during school hours is strictly prohibited, unless under the direction and supervision of a classroom teacher for educational purposes. Cell phones are not to be seen during the instructional day in any other instances. The instructional day includes, but is not limited to, lunch break, class changes, and any other structured or non-structured instructional activity that occurs during the normal school day. Students are

PERSONAL ELECTRONIC DEVICES (continued)

responsible to ensure that their cell phones are in silent mode or turned off and out of sight.

At school activities held outside the instructional day, student cell phones may be activated and used at the end of the activity to notify parents/guardians of the need for transportation. Cell phones are not to be used during after-school activities, unless authorized by the activity advisor.

Because of the threat to privacy and the integrity of individual students and staff members and the educational program, the use of a camera function or other recording function of a cell phone and other electronic devices is strictly prohibited on school premises or at school activities. The use of cell phones and other electronic devices is prohibited in restrooms, locker rooms and shower facilities.

Failure to comply with this policy will subject students to sanctions as described in the code of student conduct. In all cases of violation of this policy, the cell phone shall be confiscated by the administration and must be picked up by the parent/guardian.

In no case will the school district be responsible for the loss, theft or damage of a student's cell phone.

Permitted Use

The board acknowledges the beneficial aspects of electronic devices, including but not limited to e-readers, i-Pads®, laptop computers, Kindles®, Nooks®, smartphones, i-Pods®, etc., that are capable of accessing the Internet using wireless networks.

Such student-owned devices may be brought to school and used by students for educational purposes only. The following provisions for such possession and use must be adhered to:

- A. Devices may not be used for audio or video recording. Video and/or audio recording by the student is strictly forbidden;
- B. Permission for such possession and use is granted by the student's teacher;
- C. Teachers retain the prerogative to limit and/or prohibit the use of these devices;
- D. These devices may not be used when the class is being taught by a substitute teacher;
- E. Use of such devices may take place only in classrooms, under the supervision of classroom teachers;
- F. Use in hallways, bathrooms, the café/All Purpose Room and on the playground is strictly prohibited;
- G. Students using such devices shall conform to the provisions of policies 6142.10 Internet Safety and Technology, Acceptable Use of Internet and 5131.1 Harassment, Intimidation and Bullying and all other applicable policies and regulations, including the district code of student conduct.

Loss, damage, theft etc., of such devices shall not be the responsibility of the Board of Education or its employees.

A parent/guardian must complete a permission form that will be maintained in the permanent record folder before a student may bring such a device to school.

Misuse of these devices may result in their confiscation. Parent/guardian notification as well as any appropriate sanction assessed by the administration may follow.

Electronic devices necessary to maintain the medical health of the student are exempt from this policy. If a student requires the use of a medically required electronic device, it is expected that the student's physician will provide a written description of the device as well as its intended purpose.

Policy Implementation

PERSONAL ELECTRONIC DEVICES (continued)

Any staff member having knowledge or reasonable suspicion of the unauthorized possession or use of an electronic device/cell phone/pager (beeper) by a student should promptly report this information to the principal or his/her designee.

Any student who violates this policy will be subject to disciplinary action which may include, but is not limited to, parental/guardian notification, confiscation and privilege denial.

Emergency Use

Cell phone and other electronic communication devices may be used at any time in the event of an emergency. An emergency is defined as any event in which there is imminent danger of bodily injury or loss of life or damage to property.

Adopted: September 25, 2008
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

Cell Phones, Text Messaging, E-Mail

Legal References: N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
 N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.
 N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Possible

Cross References: 4117.50/4217.50 Standards for staff discipline
 4119.2/4219.2 Responsibilities
 *4119.21/4219.21 Conflict of interest
 *4119.22/4219.22 Conduct and dress
 *4119.23/4219.23 Employee substance abuse
 *4138/4238 Nonschool employment
 *4138.2 Private tutoring

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3516

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

Policy

SAFETY

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

Use and Storage of Hazardous Substances

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

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

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

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

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

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

Soil Contamination on School Property

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

The notice shall include:

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

SAFETY (continued)

- C. A description and timetable of the steps that have been taken and will be taken to remediate the soil contamination.

The notice may be provided by:

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

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

Safe Drinking Water

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

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

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

The board shall test all drinking water outlets within six years following the initial testing and every six years thereafter. Sampling shall be prioritized in buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead. The water outlets in these buildings and facilities shall be sampled first in accordance with the sampling plan. In addition, sampling for lead shall be conducted after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.

SAFETY (continued)

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

Drinking Water Sample Analysis

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

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

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

Water Sample Analysis Results: Notifications

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

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

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

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

Implementation

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

SAFETY (continued)

Adopted: September 10, 1985
 Revised: September 25, 2008, February 25, 2010
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

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

Resources

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

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

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-2	Instruction in accident and fire prevention
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-42 <u>et seq.</u>	Public School Safety Law
	<u>N.J.S.A.</u> 18A:40-12.1, -12.2	Protective eye devices required for teachers, students and visitors in certain cases
	<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire Drills and Fire Protection
	See particularly:	
	<u>N.J.S.A.</u> 18A:41-5	
	<u>N.J.S.A.</u> 18A:42-1	Safety patrol by students
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	<u>Worker and Community Right to Know Act</u>
	See particularly:	
	<u>N.J.S.A.</u> 34:5A -10.1 through -10.5	
	<u>N.J.S.A.</u> 34:6A-25 <u>et seq.</u>	<u>New Jersey Public Employees Occupational Safety and Health Act</u>
	<u>N.J.S.A.</u> 58:10B-24.6 <u>et seq.</u>	Hazardous discharge site remediation
	<u>N.J.S.A.</u> 58:12A-1 <u>et seq.</u>	<u>Safe Drinking Water Act</u>
	<u>N.J.A.C.</u> 5:23-1 <u>et seq.</u>	The uniform construction code
	<u>N.J.A.C.</u> 6A:16-5.1	School safety and security plans
	<u>N.J.A.C.</u> 6A:19-6.1 <u>et seq.</u>	Safety and Health Standards
	<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
	See particularly:	
	<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	
	<u>N.J.A.C.</u> 6A:26-12.4	Safe drinking water
	<u>N.J.A.C.</u> 6A:27-12.2	Accident reporting
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 7:10-1 <u>et seq.</u>	Safe Drinking Water Act

International Building Code 2015, New Jersey Edition; First Printing: September 2015;

SAFETY (continued)

ISBN: 978-1-60983-156-1; Copyright 2015, International Code Council, Inc.

Possible

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

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

Policy

SECURITY

Security

The security of the Quinton Township School District buildings and grounds for protecting the safety of the students, staff and the school community is essential for creating an environment where student achievement can be fostered.

Security means all buildings shall be locked when not in use, and safe practices shall be employed in the use of electrical, plumbing, and heating equipment for protection from fire hazards and faulty equipment. The board requires close cooperation with local police and fire departments and with building inspectors.

An adequate key control system shall be established to control access to school buildings. Funds and valuable records shall be kept in a safe place and securely locked. The superintendent shall oversee the development of procedures to provide for the security of the students, the staff, and of school facilities and property.

Doors

All exterior doors shall be closed and secured at all times, with the exception of during arrival and dismissal times. Front doors to the school may be opened by an administrator or a staff member on duty to do so.

Adopted: February 26, 2009
NJSBA Review/Update: June 2022
Readopted:

Key Words

Security, Electronic Surveillance, Surveillance, Video Camera

Legal

References: N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:41-9	Access to school surveillance equipment by law enforcement authorities
N.J.A.C. 6A:16-5.1	School safety and security plans
N.J.A.C. 6A:26-1.1 et seq.	Facilities

Possible

Cross References: *1330	Use of school facilities
*1410	Local units
*3510	Operation and maintenance of plant
*3516	Safety
*4112.6/4212.6	Personnel records
*4147/4247	Employee safety
*5125	Student records
*5131	Conduct and discipline
*5131.1	Harassment, intimidation and bullying
*6114	Emergencies and disaster preparedness
*7110	Long-Range Facilities Planning

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

Policy

INSURANCE MANAGEMENT

Board Member Indemnification

Board members shall be indemnified in accordance with law (see N.J.S.A. 18A:12-20) whenever a civil, administrative, criminal or quasi-criminal action or other legal proceeding is brought against a board member for any act or omission arising out of and in the course of the performance of his/her duties as board member. In the case of a criminal or quasi-criminal action which results in a final disposition in favor of the board member, the board will defray all costs of defending the action, including reasonable counsel fees and expenses, together with costs of appeal, and will save harmless and protect the board member from any financial loss resulting from the action.

Indemnification for exemplary or punitive damages is not required and will be governed by the standards and procedures set forth in law (see N.J.S.A. 59:10-4). The law provides that the board may arrange appropriate insurance for the indemnification of officers and employees for exemplary or punitive damages resulting from the employee's civil violation of State or federal law if in the opinion of the board the acts committed by the employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

Employee Indemnification

A. Civil Matter

Whenever any civil or administrative action or other legal proceeding has been or shall be brought against an employee of this district, including any student teacher or person assigned to other professional pre-teaching field experience for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching or other assignment to professional field experience, the board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting there from.

This indemnification includes student teachers or persons assigned to other professional pre-teaching field experience. The indemnification shall be for any act or omission arising out of and in the course of the performance of the duties of their office, position, employment or other assignment, except that no employee shall be entitled to be held harmless or have his defense costs defrayed in a disciplinary proceeding instituted against him by the board or when the employee is appealing an action taken by the board.

The board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

B. Criminal Matter

In order to be indemnified for costs and expenses incurred in a criminal or quasi-criminal matter, an employee must meet a higher standard than that which is established for civil and administrative matters. Accordingly, should any criminal or quasi-criminal action be instituted against the employee for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of the employee, the board of education shall reimburse him/her for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals. No employee shall be entitled to be held harmless or have his/her defense cost defrayed as a result of a criminal or quasi-criminal complaint filed against the employee by or on behalf of the board of education. The employee must be able to prove that the criminal matter ended in a favorable disposition, and that

INSURANCE MANAGEMENT (continued)

the employee was acting in the course of performing his/her own duties.

Property Insurance

The board will ensure that the district has adequate insurance to cover the loss or damage of school property due to theft, water damage, glass breakage, fire damage, smoke, windstorm, vandalism and any other cause the board deems appropriate. In contracting for insurance coverage the board shall be guided by the desirability of distributing the insurance coverage of the district through one insurance broker only.

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

The board insurance broker shall annually:

- A. Review the insurance program of the district, consider alternatives, and report recommendations to the board;
- B. Recommend specific insurance placement and prepare specifications for same;
- C. Assist the board in the establishment and maintenance of property valuation and insurance records;
- D. Review plans and specifications of all new facilities with the rating bureau in order to eliminate unnecessary penalty charges;
- E. Provide annual safety and fire inspections;
- F. Process all claims;
- G. Recommend such measures as may reduce the cost of insurance premiums including assumption of risk, loss prevention, transfer of risk and self-insurance.

All insurance records shall be on file in the office of the board.

Adopted: September 25, 2008
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

Insurance, Liability, Property Insurance, School Board Insurance Group

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:12-20	Indemnity of board members against cost of defense
	<u>N.J.S.A.</u> 18A:16-6 through -6.1	Indemnity of officers and employees against action, proceeding; exceptions
	<u>N.J.S.A.</u> 18A:18A-42	Duration of certain contracts
	<u>N.J.S.A.</u> 18A:18A-43	Supervision of school building repairs
	<u>N.J.S.A.</u> 18A:18B-1 <u>et seq.</u>	Self-insurance
	<u>N.J.S.A.</u> 18A:20-25	Insurance of property
	<u>N.J.S.A.</u> 50:10-4	Local public entities; authority to indemnify
	<u>N.J.A.C.</u> 6A:23A-16.4	Minimum bond requirements for treasurer of school moneys

Possible

<u>Cross References:</u>	*1330	Use of school facilities
	*3510	Operation and maintenance of plant
	*4147/4247	Employee safety
	*5141.1	Accidents

INSURANCE MANAGEMENT (continued)

*5142	Student safety
*6114	Emergencies and disaster preparedness
*9270	Conflict of interest
*9271	Code of ethics

*Indicates policy is included in the Critical Policy Reference Manual

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3541.1

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

Policy

TRANSPORTATION ROUTES AND SERVICES

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

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

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

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

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

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

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

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

Waiver of Eligible Transportation Services

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

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

Courtesy Transportation Along Hazardous Routes

TRANSPORTATION ROUTES AND SERVICES (continued)

The Quinton Township Board of Education is concerned with the safety of students who walk to and from school along roadways determined to be hazardous routes. The superintendent shall work in conjunction with municipal officials to determine the criteria necessary for the classification of a hazardous route and shall maintain a list of all hazardous routes in the district. The superintendent shall develop rules and regulations to supply courtesy transportation for students who must walk to and from school along routes designated by the Quinton Township School District to be hazardous routes. The criteria used to determine hazardous routes may include but shall not be limited to the following:

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

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

Adopted: September 10, 1985
 Revised: October 13, 1994, August 19, 1999, March 16, 2006,
 September 25, 2008, May 26, 2016
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

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

<u>Legal References:</u> <u>N.J.S.A.</u> 18A:7F-57 <u>N.J.S.A.</u> 18A:36A-13 <u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.S.A.</u> 18A:39-1.2 through -1.9 <u>N.J.S.A.</u> 18A:39-1c <u>N.J.S.A.</u> 18A:46-19.6 <u>N.J.S.A.</u> 18A:46-23 <u>N.J.S.A.</u> 39:3-10.9 <u>et al.</u>	Calculation of state aid for transportation Transportation services (charter schools) Transportation To and From Schools Parents right to waive eligible transportation rights Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost Transportation of students; special classes; handicapped children; state aid <u>New Jersey Commercial Drivers License Act</u>
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TRANSPORTATION ROUTES AND SERVICES (continued)

<u>N.J.S.A.</u> 39:3-27	Free registration of certain vehicles; transfer to other motor vehicles
<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:27-1.1(b), -2.1, -3.1, -5.1, -6.2, -6.3, -6.4, -9.2(e), -11.1, -13.3	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

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

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

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

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3541.31

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

Policy

PRIVATELY OWNED VEHICLES

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

Transportation by Volunteer Drivers

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

Qualifications shall include:

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

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

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

Transportation of Students by District Employees as Part of Assigned Duties

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

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

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

NOTE: EMPLOYEES WHO USE DISTRICT-OWNED VEHICLES MUST CONFORM TO A, B AND C. THE DISTRICT IS RESPONSIBLE FOR MAINTENANCE OF THE VEHICLE AND ADEQUATE INSURANCE. A DISTRICT IS NOT OBLIGATED TO NEGOTIATE OVER ACTUAL ASSIGNMENTS. IT MUST BARGAIN

PRIVATELY OWNED VEHICLES (continued)

UPON DEMAND OVER COMPENSATION RELATED TO SUCH ASSIGNMENTS.

Adopted: October 8, 1985
Revised: September 25, 2008
NJSBA Review/Update: June 2022
Readopted:

Key Words

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

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

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3541.31

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

Regulation

PRIVATELY OWNED VEHICLES

Board of education members, the school administrators, teachers, and other employees who routinely or by special assignment use their personal vehicles for any school purpose shall be held harmless from any liability that may be incurred because of such transportation, while working within the scope of employment, except that the school district shall not be liable to reimburse the employee for any additional premiums due to his/her vehicle's insurance, that results from an accident that occurs during such transportation.

Cost of damage to a board member's, administrator's, teacher's or employee's vehicle resulting from an accident or vandalism while he/she is performing designated school missions, shall be defrayed within the limits of the board's insurance policy coverage.

The board specifically forbids any employee to transport students for school purposes without prior authorization of the superintendent or his or her designee.

Employees shall not be authorized or expected to transport students in their personal automobiles unless:

- A. All possibility of parent/guardian or their authorized substitute picking up child is exhausted;
- B. The parent/guardian has been contacted;
- B. The emergency contact list has been contacted.

Employees shall only transport a student when explicitly authorized by the superintendent to use a private vehicle for school purposes when:

- A. The employee has the written permission of the superintendent or his or her designee:
 - 1. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose and whether it includes transportation of students;
 - 2. For all special trips involving students, including Field Trips, a special permit must be obtained in advance for the specific trip;
- B. Employees have their own basic insurance and are authorized to use their cars for school business purposes. Employees shall share in their insurance information with the board of education;
- C. The employee has acknowledged that the district shall assume no responsibility for liability in case of accident unless the employee has the authorization described above;
- F. Guidelines for transportation of ill, injured or detained pupils from school to home are followed.

Volunteer Driver Pool

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

The form shall include spaces for:

PRIVATELY OWNED VEHICLES (regulation continued)

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

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

Forms are to be returned to the homeroom teacher and forwarded to the school business administrator and/or superintendent to be sorted and collated.

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

Form will include:

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

Forms will be returned to school business administrator and/or superintendent to be sorted and collated.

Transportation of Students by District Personnel as Part of Assigned Duties

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

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

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

Approval of Activities; Supervision of Students at Activities

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

PRIVATELY OWNED VEHICLES (regulation continued)

All volunteers must be from the school business administrator's and superintendent's master list.

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

C. Supervision of students at activity:

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

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

Selection of Volunteer Drivers and Assignment of Students

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

In assigning students to volunteer drivers, the school business administrator and superintendent will take into account:

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

Safety in Pickup, Transit and Drop-off

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

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

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

PRIVATELY OWNED VEHICLES (regulation continued)

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

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

Reimbursement

All tolls for highways, bridges, tunnels, etc., will be reimbursable on presentation of a receipt. Parking charges are reimbursable on presentation of either the lot ticket or a voucher, if a meter was used. The district will not reimburse for mileage on volunteer trips.

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

NJSBA Review/Update: October 2022

Adopted:

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3541.32

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

Policy

DISTRICT OWNED VEHICLES

For efficiency of operations, the Quinton Township Board of Education directs the superintendent to oversee school district vehicles and to develop regulations to govern vehicle tracking, maintenance, accounting, assignment and usage.

Vehicle Tracking, Maintenance, and Accounting

The school district will maintain records of the following information:

A. Vehicle inventory control record including:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Person assigned or pool if not individually assigned;
7. Driver license number of person assigned and expiration date;
8. Insurer and policy number of person assigned; and
9. Usage category such as regular business, maintenance, security or student transportation.

B. Driving record of operators of district vehicles including:

1. Name of driver;
2. Driver license number and expiration date;
3. Insurer and policy number of person assigned;
4. Motor vehicle code violations;
5. Incidents of improper or non-business usage;
6. Accidents; and
7. Other relevant information.

C. Record of maintenance, repair and body work for each district vehicle including:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Usage category such as regular business, maintenance, security or student transportation;
7. Manufacturer's routine maintenance schedule;
8. Category of work performed (routine maintenance, repair or body work);
9. Purchase order number;
10. Date work was performed;
11. Detailed description of work performed;
12. Mileage on date work was performed; and
13. Cost of work performed.

District Vehicle Assignment and Use

DISTRICT OWNED VEHICLES (continued)

- A. District vehicles will be assigned in accordance with OMB Circular 08-16-ADM or any superseding circulars;
- B. The board upon the recommendation of the superintendent may authorize, by an affirmative vote of the board's full membership, the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the district for pool use according to the following classifications:
 - 1. Vehicles may be assigned permanently and individually to the superintendent, school business administrator, head of facilities services, head of security services or other supervisory employees who, based on their job duties, may be called upon on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting; and
 - 2. A unit may be permanently assigned one or more district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.
- C. Board members or employees may be temporarily assigned a district vehicle for travel events;
- D. The superintendent shall ensure that an employee, such as the school business administrator, insurance or risk management staff member, head of facilities or other appropriate employee is assigned the functions of district vehicle coordinator;
- E. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points;
- F. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken;
- G. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the superintendent and the authorization of an affirmative majority vote of the full board;
- H. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased or leased by the district. If a vehicle is assigned to the superintendent, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs;
- I. The district vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted;
- J. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims;
- K. No physical alterations shall be made to a vehicle without prior board approval;
- L. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey;
- M. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service;
- N. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents;

DISTRICT OWNED VEHICLES (continued)

- O. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles;
- P. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims;
- Q. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible;
- R. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:
 - 1. Frequent violation of traffic laws;
 - 2. Flagrant violation of the traffic laws;
 - 3. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
 - 4. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
 - 5. Violation of these rules or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
 - 6. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
 - 7. Use of a district vehicle by an unauthorized individual while assigned to an employee;
 - 8. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities; and
 - 9. Use of radar detectors in district vehicles.
- S. The board shall apply progressive, uniform, and mandatory disciplinary actions to violations of these requirements.

Adopted: September 25, 2008
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:39-22	School buses; use by senior citizens, handicapped, and children and adults in certain municipal programs
	<u>N.J.S.A.</u> 18A:39-22.1	Use of school buses owned, leased or contracted by school district for transportation of certain handicapped adults
	<u>N.J.A.C.</u> 6A:27-7.2	Capacity
	<u>N.J.A.C.</u> 6A:27-7.8	Use of school buses other than to and from school and school related activities
	<u>N.J.A.C.</u> 6A:23A-6.11	Vehicle tracking, maintenance and accounting
	<u>N.J.A.C.</u> 6A:23A-6.12	District vehicle assignment and use

Possible

DISTRICT OWNED VEHICLES (continued)

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3541.33

Policy

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

TRANSPORTATION SAFETY

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

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

Bus Drivers

All students attending the school shall be transported in buses provided by licensed contractors or the district itself. The amount of the minimum acceptable certificate of insurance shall be reviewed annually by the board and revised as necessary on the recommendation of the superintendent.

The superintendent shall develop regulations to implement this policy, including, but limited to:

- A. Determination of routes to provide the shortest trip for each student consistent with economy;
- B. Determination of stops to give students the shortest walk to the bus stop. There shall be no less than three-tenths of a mile between stops.

Accidents

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

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

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

Training for Interacting with Students with Special Needs

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

TRANSPORTATION SAFETY (continued)

specific disabilities.

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

The board requires that a school bus driver or school bus aide file a certification with the board that the individual has completed the training program within five business days of its completion. The board shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the New Jersey Department of Education.

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

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

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the student riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. Students who do not require busing shall participate in a drill as necessary before a field trip. All students shall receive evacuation instruction at least once within the school year.

Vehicles and Equipment

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

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

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

Surveillance

To maintain the safe and secure conditions for all pupils transported on school-owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posited in the school vehicle stating that:

"Video and/or audio monitoring devices are used on school-owned and contracted vehicles and his vehicle may be monitored at any time"

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parents/guardians and all transportation personnel each year in staff, pupil and/or parent handbooks (see board policy and regulation 3517 Security).

TRANSPORTATION SAFETY (continued)Bus Drivers

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

Adopted: September 25, 2008
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

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

Legal References: N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-2 Authority over students
N.J.S.A. 18A:39-1 et seq. Transportation of students remote from school
See particularly:
N.J.S.A. 18A:39-17, -18, -19.1, -20
N.J.S.A. 18A:39-19.2 Training program for school bus drivers, bus aides
 through N.J.S.A. 18A:39-19.4 relative to students with special needs
N.J.S.A. 18A:39-26 School Bus Safety Act
N.J.S.A. 18A:39-27 Bus Driver Presence Required
N.J.S.A. 18A:39-28 Inspection of School Bus for Students
N.J.S.A. 39:3-10.9 et seq. New Jersey Commercial Driver License Act
N.J.S.A. 39:3B-1.1 et seq. School Buses, Equipment and Regulations
See particularly:
N.J.S.A. 39:3B-10
 through -12
N.J.A.C. 6A:27-1.1 et seq. Student Transportation
See particularly:
N.J.A.C. 6A:27-11.1, -11.2, -11.3, -11.4, -12.2, -13.3
 34 CFR Part 85.100 et seq., Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)
 49 U.S.C. § 31306 et seq.- Omnibus Transportation Employee Testing Act of 1991
 49 C.F.R. Part 40.1 et seq. - Procedures for Transportation Workplace Drug Testing Programs
 49 C.F.R. Part 382.101 - Controlled Substance and Alcohol Use and Testing
 49 C.F.R. Part 391.1 et seq. - Qualification of drivers

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

TRANSPORTATION SAFETY (continued)

Education

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

Possible

<u>Cross References:</u>	*3516	Safety
	3517	Security
	*3541.1	Transportation routes and services
	*4211	Recruitment, selection and hiring
	*4119.23/4219.23	Employee substance abuse
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	*5131	Conduct/discipline
	*1531.1	Harassment, intimidation and bullying
	*5142	Student safety

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

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

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

Policy

BUS IDLING

The contribution of engine exhaust emissions to the air quality and associated health impact of people, particularly children in the Quinton Township Public School is an issue that the Quinton Township Board of Education recognizes and wishes to positively impact. Therefore the board of education adopts this "NO IDLE" Policy which will be enforced on all school properties and on school owned or contracted vehicles. This policy seeks to reduce student and driver exposure to diesel and automotive exhaust by limiting unnecessary idling of school buses and other vehicles. All aspects of this policy will conform to requirements found in N.J.S.A. 7:27-14.2.

This policy applies to any school buses while being operated for the purpose of transporting the school district's students at public expense.

- A. When a school bus or other drivers arrive at loading or unloading areas to drop off or pick up passengers, they should be at idle for no more than three minutes or turn off their buses/vehicles as soon as possible to eliminate idling time and reduce harmful emissions. The school bus/vehicle should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as:
 - 1. Extreme weather conditions;
 - 2. Idling in traffic;
 - 3. Use of lift equipment during loading or unloading of children with one or more disabilities;
 - 4. Use of a heater or an air conditioner of a bus during loading, unloading or transport of children with exceptional needs;
 - 5. Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations;
 - 6. In any of the above cases, if equipment can be run from the battery then the drivers should refrain from idling, unless there is a significant concern of draining the battery.
- B. At school bus parking areas, the idling time during early morning warm-up is limited to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather;
- C. Buses should not idle for more than the state allows while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds;
- D. No bus should be allowed to idle without the driver being in close proximity to the bus;
- E. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down if idling time exceeds state recommendations;
- F. All service delivery vehicles shall turn off the engines while making deliveries to school buildings;
- G. Staff are directed to revise bus schedules so that school bus idling can be minimized;
- H. In colder weather, schools will provide a space for bus drivers who arrive early to wait inside the school if they so desire;
- I. Drivers of private vehicles parked on school grounds are requested to observe the idling rules;
- J. Student handbooks will contain a notice concerning this policy and the district will arrange postings outside the building in prominent areas to notify all drivers of the restrictions on idling on school grounds.

BUS IDLING (continued)

Adopted: May 25, 2017
NJSBA Review/Update: June 2022
Readopted:

Key Words

Bus Idling, No Idle, School Bus, Private Vehicle Idling

Legal References: N.J.S.A. 18A:11-1 General and mandatory duties of the board
N.J.A.C. 7:27-14.2 et seq. Control and prohibition of air pollution from diesel-fueled motor vehicles

Cross References: *3541.1 Transportation routes and services
*3541.33 Transportation Safety

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

Policy

FOOD SERVICE

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

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

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

Adopted: September 25, 2008
NJSBA Review/Update: June 2022
Readopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

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

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3542.1

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

Policy

WELLNESS AND NUTRITION

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

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

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

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

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

WELLNESS AND NUTRITION (continued)

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

Committee Review

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

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

Annual Assessment

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

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

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

Physical Activity

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

- A. Health education will complement and reinforce physical education. Students may be taught self-management skills that promote and help maintain a physically active lifestyle and reduce time spent on sedentary activities, such as watching television;
- B. As initiated and determined by the teacher, opportunities for physical activity may be incorporated into subject area lessons;
- C. Classroom teachers will make an effort to provide short physical activity breaks between lessons or classes, as appropriate;

WELLNESS AND NUTRITION (continued)

- D. The daily schedule shall allow for periods of physical activity before or after meal periods and minimum of 20 minutes for recess daily; and
- E. The code of student conduct shall prohibit withholding recess or other periods of physical activity as a consequence or a disciplinary option.

Recordkeeping Requirements

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

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

Marketing

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

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

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

General Requirements

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

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

This policy does not apply to: medically authorized special needs diets pursuant to federal regulations; school nurses using food or beverages during the course of providing health care to individual students; or special needs students whose Individualized Education Program (IEP) indicates their use for behavior modification.

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

WELLNESS AND NUTRITION (continued)

The superintendent will specifically address the issue of biosecurity for the school food service by means of a Biosecurity Management Plan. The Plan:

- A. Establishes lunch program policies and procedures that minimize the risk of intentional contamination of food and reduces the risk of illness or death in the school community;
- B. Assigns key personnel to specific roles and duties pertaining to the Plan;
- C. Establishes procedures aimed at preventing threats and incidents of product tampering and food contamination;
- D. Includes appropriate response actions to be taken should an incident occur; and
- E. Provides documentation of actions planned and/or taken.

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

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

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

Adopted: June 22, 2006
 Revised: September 25, 2008, December 18, 2014, April 30, 2015,
 May 24, 2018
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

<p><u>Legal References:</u> <u>N.J.S.A.</u> 18A:11-1 <u>N.J.S.A.</u> 18A:18A-4.1 f.,h. <u>N.J.S.A.</u> 18A:18A-5 <u>See particularly:</u> <u>N.J.S.A.</u> 18A:18A-5a(6) <u>N.J.S.A.</u> 18A:18A-6 <u>N.J.S.A.</u> 18A:33-3 through -5 <u>N.J.S.A.</u> 18A:33-9 through -14 <u>See particularly:</u> <u>N.J.S.A.</u> 18A:33-10 <u>N.J.S.A.</u> 18A:33-15 through -19</p>	<p>General mandatory powers and duties Use of competitive contracting in lieu of public bidding; boards of education Exceptions to requirement for advertising Standards for purchase of fresh milk; penalties; rules and regulations Cafeterias for students Findings, declarations relative to school breakfast programs <u>Improved Nutrition and Activity Act (IMPACT Act)</u></p>
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WELLNESS AND NUTRITION (continued)

<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 18A:58-7.1	
through -7.2	School lunch program
<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
See particularly:	
<u>N.J.A.C.</u> 2:36-1.7	Local school nutrition policy
<u>N.J.A.C.</u> 6A:16-5.1(b)	School safety plans
<u>N.J.A.C.</u> 6A:23A-1 <u>et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
See particularly:	
<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
Sec. 204 at the <u>Federal Child Nutrition and WIC Reauthorization Act of 2004</u> (P.L. 108-265)	
42 <u>U.S.C.</u> 1751 <u>et seq.</u>	<u>Richard B. Russell National School Lunch Act</u>
42 <u>U.S.C.</u> 1771 <u>et seq.</u>	<u>Child Nutrition Act of 1966</u>
7 <u>CFR</u> Part 210 and 220	Healthy, Hunger-Free Kids Act of 2010
7 <u>CFR</u> Part 210	Medically authorized special needs diets

Possible

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

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

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

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

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

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

		<p>nutritive sweeteners or fats are exempt from the total fat standard.</p> <ul style="list-style-type: none"> Seafood with no added fat is exempt from the total fat standard. <p>Combination products are not exempt and must meet all the nutrient standards.</p> <ul style="list-style-type: none"> Reduced fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard. Nuts and seeds and nut/seed butters are exempt from the saturated fat standard. Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard. <p>Combination products are not exempt and must meet all the nutrient standards</p>
Saturated Fat	Acceptable food items must have < 10% calories from saturated fat as served.	
Trans Fats	Zero grams of trans fat as served (≤ 0.5 g per portion).	
Sugar	Acceptable food items must have $\leq 35\%$ of weight from total sugar as served.	<ul style="list-style-type: none"> Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard. Dried whole fruits, or pieces, with nutritive sweeteners that are required for processing and/or palatability purposes (i.e. cranberries, tart cherries, or blueberries) are exempt from the sugar standard. <p>Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard</p>
Sodium	Snack items and side dishes sold a la carte: ≤ 230 mg sodium per item as served. Effective July 1, 2016 snack items and side dishes sold a la carte must be: ≤ 200 mg sodium per	

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

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

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

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

FILE CODE: 3542.2

☒ **Mandated**

☐ **Monitored**

☒ **Other Reasons**

Policy

SCHOOL MEAL PROGRAM ARREARS

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

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

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

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

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

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

Procedures for Charging Lunch

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

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

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

SCHOOL MEAL PROGRAM ARREARS (continued)

No district staff member shall:

- A. Publicly identify or stigmatize a student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill that is in arrears, for example, by requiring that the student sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal;
- B. Require a student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill that is in arrears to do chores or other work to pay for the school breakfast or school lunch; or
- C. Require a student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or a school lunch or because money is owed for previously provided meals.
- D. Prohibit an unsubsidized student, or a sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
- E. Require the parent or guardian of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

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

- A. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt at the beginning of the school year, to contact the student's parent or guardian and have the parent or guardian fill out a school meals application; and
- B. The principal, or a person designated by the principal shall contact the parent or guardian of the unsubsidized student to offer assistance with respect to the completion of the school meals application, to determine if there are other issues in the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch, and to offer any other appropriate assistance.

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

An unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination as to whether the student is eligible for and can be certified to receive, free or reduced price meals.

SCHOOL MEAL PROGRAM ARREARS (continued)Payment of Charges

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

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

Implementation

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

- A. Information on the National School Lunch Program and the federal School Breakfast Program including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families ;
- B. An application to apply for the school lunch and school breakfast programs and instructions for completing the application;

The school meals information and application provided to parents and guardians shall:

- A. Be communicated in a language that the parent or guardian understands;
- B. Specify the limited purposes for which collected personal data may be used, as provided by subsection c. of this section; and
- C. Are submitted to the parent or guardian either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents and guardians electronically.

A school meals application that is completed by a parent or guardian shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:

- A. Determine whether a student identified in the application is eligible for free or reduced price school meals;
- B. Determine whether the school or school district is required to establish a breakfast after the bell program, or to participate as a sponsor or site in the federal Summer Meals Service Program;
- C. Ensure that the school receives appropriate reimbursement, from the state and federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
- D. Facilitate school aid determinations under the "School Funding Reform Act of 2008,"

SCHOOL MEAL PROGRAM ARREARS (continued)

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

Nothing in this policy shall be construed to require a school district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student's school breakfast or school lunch bill is in arrears.

The policy shall be reviewed regularly and updated as necessary.

Adopted: September 25, 2008
 Revised: October 25, 2012, June 22, 2017, August 22, 2019
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

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

Healthy, Hunger-Free Kids Act of 2010 (Section 143), P.L. 111-296; December 13, 2010.

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

SP 17-2014, January 22, 2014 *Discretionary Elimination of Reduced Price Charges in the School Meal Program*
 SP 46-2016, July 8, 2016. *Unpaid Meal Charges: Local Meal Charge Policies*
 SP 46-2016, July 8, 2016 *Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments*
 SP 23-2017, March 23, 2017. *Unpaid Meal Charges: Guidance and Q&A*

SCHOOL MEAL PROGRAM ARREARS (continued)**Possible**

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

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

Policy

PROCUREMENT PROCEDURES FOR CHILD NUTRITION PROGRAMS

The Quinton Township School District intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

In accordance with the provisions of 18A:18A-1 et seq NJ Public School Contract Law, 21 CFR Part 200, 318, CFR Part 3019.42 and the policies dealing with purchasing of this district, all procurements must ensure that there is open and free competition and adhere to the most restrictive federal/state/local requirements.

This district seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

Adopted: September 28, 2017
NJSBA Review/Update: June 2022
Readopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:18A-4.1 f.,h.	Use of competitive contracting in lieu of public bidding; boards of education
	<u>N.J.S.A.</u> 18A:18A-5	Exceptions to requirement for advertising
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:18A-5a(6)	
	<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A.</u> 18A:33-3 through -5	Cafeterias for pupils
	<u>N.J.S.A.</u> 18A:33-9 through -14	Findings, declarations relative to school breakfast programs

PROCUREMENT FOR CHILD NUTRITION PROGRAMS (continued)See particularly:N.J.S.A. 18A:33-10N.J.S.A. 18A:33-15

through -19

N.J.S.A. 18A:54-20N.J.S.A. 18A:58-7.1

through -7.2

N.J.A.C. 2:36-1.1 et seq.See particularly:N.J.A.C. 2:36-1.7N.J.A.C. 6A:16-5.1(b)N.J.A.C. 6A:23A-1 et seq.See particularly:N.J.A.C. 6A:23A-16.5N.J.A.C. 6A:30-1.1 et seq.Improved Nutrition and Activity Act (IMPACT Act)

Powers of board (county vocational schools)

School lunch program

Child Nutrition Programs

Local school nutrition policy

School safety plans

Fiscal accountability, efficiency and budgeting procedures

Supplies and equipment

Evaluation of the Performance of School Districts

Form 326 Procurement Procedures for School Food Authorities, New Jersey
Department of Agriculture

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 Act42 U.S.C. 1771 et seq.Child Nutrition Act of 19667 CFR Part 210 and 220

Healthy, Hunger-Free Kids Act of 2010

7 CFR Part 210

Medically authorized special needs diets

Possible**Cross References:**

*1200	Participation by the public
*1220	Ad hoc advisory committees
*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
*3220/3230	State funds; federal funds
*3320	Purchasing procedures
*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.

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3542.31

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

Policy

FREE OR REDUCED-PRICE LUNCHES/MILK

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

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

Breakfast After the Bell

If seventy percent or more of the students enrolled in any school within the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a "Breakfast After the Bell" program for that school in accordance with N.J.S.A. 18A:33-11.3

A school within the district may request a one-year waiver from their requirements to provide "Breakfast After the Bell" under certain circumstances set forth N.J.S.A. 18A:33-12.

Adopted: October 8, 1985
Revised: September 25, 2008, October 23, 2014
NJSBA Review/Update: June 2022
Readopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 18A:33-3</u>	Cafeterias for students
	<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</u>	
	through -7.2	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

<u>Cross References:</u>	*2224	Affirmative action/nondiscrimination
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3220/3230	State funds; federal funds
	*3450	Money in school buildings

*3510	Operation and maintenance of plant
*3542	Food Service
*3542.1	Wellness and nutrition
*3542.44	Purchasing
*4222	Noninstructional aides
9123	Appointment of board secretary
9124	Appointment of business official

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3542.44

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

Policy

PURCHASING

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

The business administrator/board secretary is authorized to purchase not more than \$500 worth of food supplies in any month for the cafeterias or food preparation classes without soliciting quotations. Such purchases must be documented according to law.

Adopted: October 8, 1985
Revised: September 25, 2008
NJSBA Review/Update: June 2022
Readopted:

Key Words

Food Purchases, Purchasing Procedures

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

Possible

Cross References: *3320 Purchasing procedures
3571 Financial reports

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3570

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

DISTRICT RECORDS AND REPORTS

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

The district plans to preserve these records by:

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

Availability to the Public

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

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

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

Records Exempted from Public Access

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

DISTRICT RECORDS AND REPORTS (continued)

records custodian will keep confidential and edit out information in records that disclose social security numbers, credit card information and drivers' license numbers.

Record Retention

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

Partial Record Retention Schedule

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

DISTRICT RECORDS AND REPORTS (continued)

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

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

Implementation

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

Adopted: September 10, 1985, April 2, 2009
 Revised: September 25, 2008, June 30, 2011
 NJSBA Review/Update: June 2022
 Readopted:

Key Words

District Records and Reports, Public Access, Records, Reports

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

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

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

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

See particularly:

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

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

through -12

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

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

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

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

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

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

See particularly:

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

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

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

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

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

N.J.A.C. 6A:27-7.9

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

N.J.A.C. 6A:32-7.1 et seq.

Open Public Meetings Act

Uniform system of bookkeeping for school districts

Reports by local school district, commissioner; interim review

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

Secretary to give notices and keep minutes, etc.

Duties of business manager

Records of receipts and payments

Accounting; monthly and annual reports

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

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

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

Destruction of Public Records Law

Child Nutrition Programs

Incident reporting of violence, vandalism and substance abuse

Prescribed system of double-entry bookkeeping and GAAP accounting

Vehicle records

Evaluation of the Performance of School Districts

Student Records

DISTRICT RECORDS AND REPORTS (continued)

See particularly:

N.J.A.C. 6A:32-7.1(g), -7.8

N.J.A.C. 15:3-2.1 et. seq. Records Retention

Annual Data Collection Plan, New Jersey State Department of Education

Records Retention Schedule, New Jersey State Department of Education

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

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

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

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

Possible

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

*Indicates policy is included in the Critical Policy Reference Manual

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3571.4
☐ Monitored
☐ Mandated
☒ Other Reasons

Policy

AUDIT

An audit of the accounts of the Quinton Township 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: September 10, 1985
Revised: September 25, 2008
NJSBA Review/Update: June 2022
Readopted:

Key Words

Audit, Auditor

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:23A-1 <u>et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
	<u>N.J.A.C.</u> 6A:23A-1.2	Definitions
	<u>N.J.A.C.</u> 6A:23A-16.2	Principles and directives for accounting and reporting
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Possible

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

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 3600
☒ Monitored
☐ Mandated
☒ Other Reasons

Policy

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

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

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

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

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

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

Adopted: September 24, 2009
NJSBA Review/Update: June 2022
Readopted:

Key Words

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

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

Possible

Cross References:

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

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