



**Penns Grove – Carneys Point
Regional School District
Board of Education
Policy Manual**

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Business & Non-Instructional Operations

Series 3000

Goals & Objectives

Policy 3000/3010

Date Adopted: October 19, 1990

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August 17, 2009

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Fiscal Management

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

- A. To encourage advance 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 pupil expenditure sufficient to provide high quality education.

Internal Controls / Standard Operating Procedures

The Board of Education is committed to financial integrity and directs the Business Administrator 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 NJAC 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 NJAC 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 pupils and staff, to reflect the aspirations of the community, to support environmentally the efforts of the staff to provide a good education and to preserve the community's major investment.

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

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

Long Range Plans

In compliance with law, the Superintendent of Schools, with input from the School Business Administrator, 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 of Schools.

Legal References

- NJSA 2C:30-4 Disbursement of public moneys, incurrance of obligations in excess of appropriation
- 18A:4-14 Uniform system of bookkeeping for school districts
- 18A:17-14.1 Appointment of school business administrator; through 14.3 duties; subcontracting; tenure acquisition
- 18A:17-24.1 Sharing of superintendent, school business administrator; procedure
- 18A:18A-1 et seq. Public School Contracts Law
- 18A:20-1 et seq. Acquisition and Disposition of Property
- 18A:33-1 et seq. Facilities in general
- 18A:39-1 et seq. Transportation to and from schools
- 40:8A-1 et seq. Interlocal Services Act

- NJAC 2:36-1.1 et seq. Child Nutrition Programs
- 6A:9-12.1 et seq. Requirements for administrative certification
- 6A:23-1.1 et seq. Finance and Business Services
- 6A:26-1.1 et seq. Educational Facilities
- 6A:27-1.1 et seq. Student Transportation

Possible Cross References

3100, 3200, 3300, 3400, 3500, 3510, 3530, 3542, 3543, 3570, 3600, 9123/9124

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Budget Planning, Preparation & Adoption

Policy 3100/3110

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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

Since the budget is the legal basis for the establishment of the school tax rate, the annual school budget process is an important means of communication within the school organization and with the residents of the district.

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 of Schools 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 of Schools shall prepare a tentative budget and shall confer with the Assistant Principal, Child Study Team Chairperson, 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.

It shall be the policy of this Board to inform the citizens of the community about the proposed annual school budget and provide citizens with the opportunity to discuss such budget with the Board at a public meeting of the Board. The Board shall hold at least one public meeting on the proposed budget prior to final action and in accordance with the law. Notices of the public hearing shall be made in accordance with the New Jersey Open Public Meetings Act. Legally required public hearing on the proposed budget shall be held after the County Superintendent of Schools has approved the budget. The community shall be notified of and encouraged to attend all Board Meetings at which preliminary budget discussions will be held.

If, as a result of the public hearing, it should be determined that changes in the budget are necessary the changes shall be made before the budget is adopted. The budget should evolve primarily from the schools' current needs, but should also consider the data collected in long-range budget planning. The budget shall provide sufficient resources for curriculum and instruction that are designed and shall be delivered in such a way that all students will have the opportunity to achieve the knowledge and skills defined by the core curriculum content standards, as well as locally defined standards.

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Budget Planning, Preparation & Adoption**

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Policy 3100/3110**

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In preparing budget requests, the responsible administrator shall include the following costs by program area:

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

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

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

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 core curriculum content standards and a thorough and efficient education.

The adoption of the budget shall be made by roll call vote and the resolution adopting the budget shall be incorporated into the official minutes of the meeting of the Board. Once adopted, the proposal represents the position of the Board, and all reasonable means shall be employed by the Board to present and explain that position to all community residents and taxpayers.

The Board shall adopt any such questions by a recorded roll call majority vote of the full Board. Upon Board approval of the tentative school budget, it shall be advertised in accordance with New Jersey State Law and copies shall be made available to the public.

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

The brochure should include:

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

In addition, the district will publish the budget on the district website.

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

Once the budget has been adopted, it shall be supported by all Board Members, regardless of their positions when adopted.

Legal References

- NJSA 18A:7F-1 et seq. Comprehensive Education Improvement and Financing Act of 1996
18A:13-17, -19, -23 Submission of budget; annual regional school election
18A:22-7, -8 through -13 Preparation of budgets
18A:22-8.6 Transportation (budget line item)/hazardous routes
18A:22-14 Fixing appropriations to be made; notice of intent to appeal (Type I districts)
18A:22-25 Borrowing against appropriations on notes (Type I districts)
18A:22-26 through -31 Type II district with board of school estimate; determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation
19:60-1 School elections, adjustments, ballots
- NJAC 6A:8-1.1 et seq. Standards and Assessment
6A:23-8.1 et seq. Annual Budget Development, Review and Approval
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:26-10.1 et seq. Purchase and lease Agreements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
Abbott v. Burke, 149 NJ 195 (1999)
Manual for the Evaluation of Local School Districts (September 2002)
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

3160, 3220/3230, 3326

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Business & Non-Instructional Operations

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Determination of Budget Priorities

Policy 3113

Date Adopted: February 11, 2008

Date Revised:

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The Board of Education can meet only a limited number of educational needs and desires with the finite resources available to it. The laws of the State of New Jersey require that the school system be operated so that expenditures do not exceed revenues. The Superintendent of Schools and Board Secretary/Business Administrator are directed to formulate the annual budget, taking into consideration the following criteria:

- A. At all times, district resources, shall be used to produce the most positive effect on the students' opportunities to gain a sound basic education;
- B. The budget shall be in accord with statutory and regulatory mandates promulgated by the federal government, the state legislature, the State Board of Education, County Superintendent of Schools and the Board of Education;
- C. The budget shall be consistent with contracts between the Board and its employee groups.

In reviewing the proposed budget, the Board will consider priorities to be accomplished during the subsequent year, based upon the needs identified through the district's planning process. Funds and resources shall be provided for their accomplishment in amounts determined by the constraints of the budget.

Legal References

- NJSA 18A:7F-1 et seq. Comprehensive Education Improvement and Financing Act of 1996
18A:11-1 General powers of the Board
18A:13-17, -19, -23 Submission of budget; annual regional school election
18A:22-7, -8 through -13 Preparation of budgets
18A:22-8.6 Transportation (budget line item)/hazardous routes
18A:22-14 Fixing appropriations to be made; notice of intent to appeal (Type I districts)
18A:22-25 Borrowing against appropriations on notes (Type I districts)
18A:22-26 through -31 Type II district with board of school estimate; determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation
18A:22-32, -33 Type II districts without board of school estimate; determination of appropriation
19:60-1 School elections, adjustments, ballots
- NJAC 6A:8-1.1 et seq. Standards and Assessment
6A:23-8.1 et seq. Annual Budget Development, Review and Approval
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:26-10.1 et seq. Purchase and lease Agreements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts

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**Transfers of Funds Between Line Items /
Amendments / Purchases Not Budgeted**

Policy 3160

Date Adopted: October 19, 1990

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Appropriate fiscal controls shall ensure that the Board does not spend more than authorized funds. The Business Administrator/Board Secretary shall keep the Board informed of the district's financial status according to law.

Except in the case of federal funds, the Board designates the Superintendent of Schools to approve transfers among line items and programs as are necessary between meetings of the Board. Transfers approved by the Superintendent of Schools shall be reported to the Board, ratified by a 2/3 vote of the Board, and recorded in the minutes at the next subsequent monthly meeting of the Board.

Funds may not be transferred among the major categories, i.e. current expense, capital outlay and debt service.

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. In such cases, a 2/3 vote of the Board of Education shall be required for approval.

The Board may, by resolution, designate the Superintendent of Schools to approve such transfers as are necessary between meetings of the Board. Transfers approved by the Superintendent of Schools shall be reported to the Board, ratified by a 2/3 vote of the Board of Education and duly recorded in the minutes at the next subsequent monthly meeting of the Board.

Legal References

- NJSA 2C:30-4 Disbursing moneys, incurring obligations in excess of appropriations
18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.
18A:18A-7 Emergency purchases and contracts
18A:22-8.1 Transfer of amounts among line items and program categories
18A:22-8.2 Prohibited transfers
18A:24-48 through -54 Application of proceeds to new purpose;
- NJAC 6A:23-2.1 et seq. Double Entry Bookkeeping & GAAP Accounting in Local School Districts
6A:23-2.2, -2.11 N.J.A.C. 6A:30-1.1 et seq.
Evaluation of the Performance of School Districts
Hawkins-Stafford Elem & Secondary School Improvement Act of 1988 (Pub. L.100-297)
Guidelines for Development of Application--Basic Skills Improvement Plan--New Jersey State Department of Education, revised annually
Guidelines for Development of Program Plan--Bilingual/ESL Education Programs--New Jersey State Department of Education, revised annually
Manual for the Evaluation of Local School Districts (September 2002)
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

3000, 3100/3110, 3320, 9127

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Local Funds

Policy 3210

Date Adopted: October 19, 1990

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The expenditures of this district should be planned in order to coordinate the cash requirements of the municipalities with those of the school system to avoid the need for borrowing by the municipalities and to maximize the interest received by the municipalities on principal investments.

The request for pay-over of operating funds from the municipalities to the Business Administrator/Board Secretary is to be presented to the Board by the Business Administrator//Board Secretary in the form of a schedule and implemented by him/her without further Board authority following the adoption of the annual schedule by the Board.

Legal References

- NJSA** 18A:7F-1 et seq. Comprehensive Improvement and Financing Act of 1996
18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act
18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
18A:38-7.7 through -7.14 Legislative findings and declarations (impact aid)
18A:58-7.1 School lunch program
18A:58-7.2 School lunch program; additional state aid
18A:58-11 Emergency aid
18A:58-11.1 Loss of tuition to district due to establishment of regional district; state aid
18A:58-33.6 through -33.21 Additional State School Building Aid Act of 1970
18A:58-37.1 through -37.7 Textbook Aid to Public and Nonpublic Schools
- NJAC** 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:14-1.1 et seq. Special Education
6A:23-5.1 et seq. State Aid
6A:23-8.1 et seq. Annual Budget Development, Review and Approval
6A:23A-5.3 Accountability Regulations
6A:26-1.1 et seq. Educational Facilities
6A:27-8.1 et seq. State Aid
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

Possible Cross References

3100, 3160, 3570, 3542.31

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State Funds / Federal Funds

Policy 3220/3230

Date Adopted: October 19, 1990

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

When the law requires the development and implementation of administrative procedures for submitting state and federal financial reports, with specified time schedules, the Superintendent of Schools and the Business Administrator/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 of Schools 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.

Drawdown of Federal Grant Funds

The New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the NJDOE Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by this district in submitting reimbursement requests.

Reimbursement requests by the Board Secretary/Business Administrator/designee shall be made for individual titles and awards shall be made using the NJDOE's Electronic Web-Enabled Grant System (EWEG) system.

Reimbursement requests shall be made for individual titles and awards and only one reimbursement request per month may be submitted for an individual title or award. Reimbursement requests may only be for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is made.

The submission of a reimbursement request shall constitute a certification by the Board Secretary/Business Administrator that the district has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month

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in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with the approved grant applications.

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

In order to comply with the requirements of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the No Child Left Behind Act of 2001, *Section 1120A(a)*, 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 free public education in the Local Education Agency (LEA) 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 year.

Equivalence Comparability of Materials and Supplies

To be in compliance with the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the No Child Left Behind Act of 2001, *Section 1120A(c)*, the Board of Education directs the Superintendent of Schools to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured appropriately within the school.

Supplement Not Supplant

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

Parent Participation

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

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Legal References

- NJSA** 18A:7F-1 et seq. Comprehensive Improvement and Financing Act of 1996
18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act
18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
18A:38-7.7 through -7.14 Legislative findings and declarations (impact aid)
18A:58-7.1 School lunch program
18A:58-7.2 School lunch program; additional state aid
18A:58-11 Emergency aid
18A:58-11.1 Loss of tuition to district due to establishment of regional district; state aid for one year
18A:58-33.6 through -33.21 Additional State School Building Aid Act of 1970
18A:58-37.1 through -37.7 Textbook Aid to Public and Nonpublic Schools
18A:59-1 through -3 Federal aid
- NJAC** 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:14-1.1 et seq. Special Education
6A:23-5.1 et seq. State Aid
6A:23-8.1 et seq. Annual Budget Development, Review and Approval
6A:23A-5.3 Accountability Regulations
6A:26-1.1 et seq. Educational Facilities
6A:27-8.1 et seq. State Aid
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services
- Abbott v. Burke, 149 N.J. 145 (1997)
Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (Pub. L. 100-97)
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
Drug-Free Workplace Act of 1988
34 CFR 80 (7-1-05) monitoring districts' use of federal grant funds
Education Department General Administrative Regulations (EDGAR)
34 CFR Part 85, Government-wide Debarment and Suspension (non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)
34 CFR 200.1 et seq.
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible Cross References

3100, 3160, 3570, 3542.31

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Tuition

Policy 3240

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The Board of Education shall charge and assess tuition for attendance in the schools of the district pupils not entitled to receive a free public education in this district and whose enrollment has been approved by the Board.

Tuition rates will be determined and approved annually and will represent the cost per pupil in average daily enrollment in accordance with law. Rates will be published to the sender before the beginning of the school year or before the pupil's attendance commences.

The Board Secretary/Business Administrator shall be responsible for the assessment and collection of tuition. Tuition billing will be made annually in advance of the period for which the billing is made with payment on an approved schedule.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
- 18A:38-3 Attendance in school by nonresidents
- 18A:11-1 Tuition of pupils attending schools in another district
- 18A:46-21 Tuition

Possible Cross References

5117.7, 5118, 6178

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Materials / Services, Fees, Fines & Charges

Policy 3250

Date Adopted: October 19, 1990

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The Board authorizes the imposition of fines for the loss, damage, or defacement of textbooks and other instructional materials.

The Superintendent of Schools shall oversee preparation of a schedule of fines for lost or damaged textbooks and/or equipment.

The Business Administrator shall ensure that funds collected as fees or fines are properly recorded and safeguarded. The Superintendent of Schools shall be responsible for funds donated by the Parent Teacher Association to the school and also those generated by student activities that are deposited in the designated bank.

All charges to pupils shall be kept to a minimum. No pupil shall be caused to suffer embarrassment because of financial inability to participate in any activity or project under control of the district.

The Board, on recommendation of the Superintendent of Schools, shall approve reasonable charges for admission to school-sponsored events.

Legal References

- NJSA 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
- 18A:34-2 Care and keeping of textbooks and accounting
- 18A:37-3 Liability of parents or guardian of minor for damage to property
- 18A:58-37.3 Purchase and loan of textbooks
- NJAC 6A:23-2.14 Student activity funds
- 6A:23-2.15 School store business practice
- 6A:23-6.6 Charge for textbook loss or damage
- Ballato v. Long Branch Board of Education 1990 S.L.D. (August 20)

Possible Cross References

3453, 3517, 5131.5, 6153, 6161.3, 6200

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**Sale & Disposal of Books, Equipment & Supplies /
Sale, Licensing & Rental of Property**

Policy 3260/3270

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Date Revised: May 3, 2004, February 11, 2008

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The Board of Education may authorize the sale, exchange, trade or other disposition of real or personal property of the school district, when it is determined that it is no longer needed 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 of by the Superintendent of Schools 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 having a use for such property.

The Superintendent of Schools or designee 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 in accordance 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 regulation.

**Penns Grove – Carneys Point Regional School District
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**Business & Non-Instructional Operations
Sale & Disposal of Books, Equipment & Supplies /
Sale, Licensing & Rental of Property**

**Series 3000
Policy 3260/3270**

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Textbooks

In accordance with NJSA 18A:34-3, the district will notify the NJ Department of Education regarding any textbooks it intends to discard. It is the responsibility of the Department of Education to create and maintain a statewide textbook database to facilitate the transfer of used textbooks from one district to another.

Although textbooks published 10 years prior to the year the district wishes to discard them will not be entered into this database, the district will take appropriate measure to share or recycle, if applicable or dispose, if necessary those textbooks.

Textbooks published within 10 years may be recycled by the district to students, parents, educational agencies, institutions, others, or by selling them or posted to the database.

The law regarding used textbooks does not apply to those textbooks that are “worn out or useless due to damage or mutilation.” Such textbooks can be disposed of without posting, regardless of publication date.

Legal References

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

Possible Cross References

3220/3230, 3280, 3440, 6171.3, 7110

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Business & Non-Instructional Operations

Series 3000

Gifts, Grants & Bequests

Policy 3280

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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Only the Board of Education may accept, for the school district, any bequest or gift or money, property or goods. 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 which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the Board or the Superintendent of Schools 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, not including scholarships or memorial trust funds. Proposed gifts of equipment must be reviewed and approved for safety in the same manner in which a district-purchased is reviewed.

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

In general, teachers are not empowered to receive gifts on behalf of the schools. Prospective donors should be advised to consult the Superintendent of Schools.

The Board shall not take title to real estate in the event of a gift of same without prior approval as required by law.

A letter of appreciation shall acknowledge all gifts accepted by the Board of Education. Such appreciation shall in no case be considered as a testimonial or endorsement by the school system of a product or enterprise.

Grants

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

A complete budget breakdown must be submitted to the business office prior to drawing moneys from the grant.

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Gifts, Grants & Bequests**

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Legal References

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

NJAC 6A:26-7.4 Approval of land acquisition

Possible Cross References

1230, 3200, 3220/3230, 3453, 5126, 6163.1

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Series 3000

Funds Management / Investing

Policy 3290

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

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When the Board, due to unforeseen contingencies in the current account because of the 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, bond of certain federal agencies as specified by law, bonds or obligations of 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.

The Business Administrator/Board Secretary shall include in the monthly report to the Board revenue of account of the previous month as well as all investment assets of the Board.

The use of student activities funds shall be limited to activities directly related to educational functions sanctioned and authorized by the Board of Education. Organizations such as parent-teacher associations or parent-citizen booster clubs, and groups that conduct events not sponsored by the Board of Education shall be expected to account for funds separately.

No fund raising drives may be conducted except with the express approval of the Board of Education.

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.

Legal References

NJSA 18A:17-34 Receipt and disposition of money
18A:20-37 et seq Investments

Possible Cross References

1314

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Business & Non-Instructional Operations

Series 3000

Depository

Policy 3293

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

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At its annual reorganization meeting or as necessary thereafter, the Board shall select one or more banks or bank and trust companies to serve as the depository or depositories of school funds.

Upon recommendation of the Business Administrator/Board Secretary, the Board may change its designated depositories.

Legal References

NJSA 18A:10-5 Organization meeting of the board
18A:11-1 General mandatory powers and duties

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Business & Non-Instructional Operations

Series 3000

Signatures / Facsimiles

Policy 3293.1

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

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The Board shall name the persons who are authorized to sign checks on its accounts at the annual organization meeting and as becomes necessary during the year.

In order to expedite the signing of warrants issued by the district and to be signed by the official designated by law, signature plates for use in a facsimile signature machine shall be purchased. Such facsimiles shall be used only to sign approved warrants, and the plates shall be kept in safe custody.

The Business Administrator/Board Secretary shall notify the depositories the facsimile signatures will be used.

Legal References

- NJSA 18A:10-5 Organization meeting of the board
- 18A:11-1 General mandatory powers and duties
- 18A:17:31 Treasurer of school moneys
- 18A:19-1 Expenditure of funds

Possible Cross References

3326.1, 9121, 9123, 9125

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

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Series 3000

Expenditures / Expending Authority

Policy 3300

Date Adopted: February 11, 2008

Date Revised: December 12, 2016

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Purchases of goods and contracts for services by the Board of Education shall be within the framework of applicable laws and regulations, and in accordance with good business practices. The Board of Education shall not knowingly enter into contract with any company which does not subscribe to and implement an affirmative action policy.

The Superintendent of Schools shall, within the limits of the detailed annual budget for the year, have power to direct expenditures and purchases duly approved by the Board of Education.

The Superintendent of Schools and Board Secretary/Business Administrator shall be responsible for all phases of purchasing in accordance with law and Board policy; for requisitions, annual supplies bidding, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchase, acceptance, and distribution of supplies.

The Board Secretary/Business Administrator shall have authority to purchase items up to the limit set by motion of the Board of Education

No individual Board Member or administrator or other district employee shall commit the Board of Education to expenditures or liabilities for which the Board has not given prior approval. Nothing is to be ordered by district personnel without an official purchase order.

In the event of emergencies, the Superintendent shall act in the best interests of the Board of Education and inform the Board at the earliest opportunity so it may act at the next regular meeting.

Legal References

NJSA 18A:4-14 Uniform system of bookkeeping
18A:11-1 General mandatory powers and duties
18A:17-9 Secretary; report of appropriations; custodial duties
18A:18A-7 Emergency contracts
18A:19-1 et seq Expenditures
18A:22-8.1 Transfer of funds
18A:22-8.2 Transfers prohibited

NJAC 6A:23 Finance and business services

Possible Cross References

3000, 3100, 3160, 3320, 3326, 3571, 3571.2

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Business & Non-Instructional Operations

Series 3000

Purchasing Procedures

Policy 3320

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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

The duties of purchasing are to be centralized under the Business Administrator/Board Secretary, who shall be familiar with and perform all activities within the limitations prescribed by law, Board policy and legal opinions.

The Board of Education encourages the administration to:

- A. Seek advantages in savings that may accrue to this district through cooperative pricing or joint agreements for the purchase of work, materials or supplies with the governing body of other contracting units within county or adjoining counties;
- B. Evaluate any savings which might result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division or purchase and property; and
- C. Solicit contracts without competitive bidding if price quotations lower than the state contract price are obtained as provided by law.

Nothing may be ordered by any school personnel without the approval of the Superintendent of Schools.

The Business Administrator/Board Secretary shall be responsible for so informing all prospective suppliers of work or materials.

Soliciting Prices/Bids and Quotations

Whenever the amount of the contract requires, by law, submission for bids, the Board of Education shall authorize the Business Administrator/Board Secretary to initiate the bidding procedure. Legal ads shall be placed and all bids shall be opened at the place and time designated in the advertisement.

The Business Administrator/Board Secretary shall:

- A. Analyze and tabulate all bids;
- B. Bring recommendations and all supporting materials before the Board at its next regular meeting.

Quotations shall be solicited when they are required by law. The Business Administrator/Board Secretary shall maintain a file of all quotations.

The Board will make all final decisions, including, when advisable, rejection of all bids. The Board Secretary/Business Administrator shall make every effort to obtain at least two and preferably three bids for each prospective purchase.

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Policy 3320**

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The Board of Education shall not knowingly enter into contract with any company that does not subscribe to and implement an affirmative action policy. The Board of Education shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, religion, sex, ancestry, national origin, age, social or economic status, or non-job-related handicap or disability, either in employment practices or in the provisions of benefits or services to pupils or employees. The district will seek bidders that who comply with the affirmative action requirements of the federal and state governments and the policies of this district.

When emergency situations arise between Board meetings and funds are properly budgeted, the Superintendent of Schools, in consultation with the Board Secretary/Business Administrator and Board President shall be authorized to make such purchases as necessary. The Superintendent of Schools shall be authorized to make such purchases in the Board Secretary/Business Administrator's absence.

Every transaction between a buyer and seller involving the transfer of property shall be by purchase order or formal contract signed by both the Board Secretary/Business Administrator and the Superintendent of Schools.

Specifications governing materials are a joint responsibility of the Superintendent of Schools and the Board Secretary/Business Administrator.

Multiple Year Contract/Bid Cycle

The Business Administrator/Board Secretary may establish a multiple year contract/bid cycle, the purpose of which is to ensure that the district is receiving the most efficient and economical services available. These services consist of, but are not limited to:

- Auditing
- Food Service
- Transportation
- Insurance
- Custodial
- HVAC
- Electrical
- Plumbing
- Landscaping and Grounds
- Trash Removal
- Snow Plowing

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Legal References

- NJSA 10:5-1 et seq. Law Against Discrimination
18A:18A-1 et seq. Public Schools Contracts Law
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims
52:32-44 Business registration for providers of goods and services (definitions)
- NJAC 6A:7-1.8 Equity in employment and contract practices
6A:23-1.2 Definitions
6A:23-2.6 Supplies and equipment
6A:23-6.1et seq. Purchase and Loan of Textbooks
6A:23-7.1et seq. Management of Public School Contracts
6A:27-9.1et seq. Contracting for Transportation Services
6A:30-1.1et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services
- 20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

2224, 3300, 3326, 3327, 3570, 3571

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Series 3000

Incurring Liabilities

Policy 3321

Date Adopted: February 11, 2008

Date Revised:

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The Board has established a careful system of purchasing and accounting to help provide an effective program of education.

Therefore, except as otherwise provided in these policies, no individual Board Member or member of the administration or other district employee shall commit the Board to expenditures for which the Board has not given prior approval.

In the event of emergencies requiring expenditures, the Superintendent of Schools shall act in the best interests of the district and inform the Board at the earliest opportunity so it may act at the next regular meeting.

Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:18A-1 et seq. Public Schools Contracts Law
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims
52:32-44 Business registration for providers of goods and services (definitions)

NJAC 6A:7-1.8 Equity in employment and contract practices
6A:23-1.2 Definitions
6A:23-2.6 Supplies and equipment
6A:23-6.1et seq. Purchase and Loan of Textbooks
6A:23-7.1et seq. Management of Public School Contracts
6A:27-9.1et seq. Contracting for Transportation Services
6A:30-1.1et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the
Equal Employment Opportunities Act of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

2224, 3300, 3326, 3327, 3570, 3571

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Purchase Orders

Policy 3322

Date Adopted: August 18, 2008

Date Revised: August 16, 2010

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The Board of Education establishes the following approval process for any remittance of payment for invoice amounts greater than the approved purchase order issued by the Board

Secretary/Business Administrator:

1. The Board Secretary/Business Administrator shall identify and investigate the reason(s) for any increase to a purchase order.
2. If it is determined that such an increase is warranted, the Board Secretary/Business Administrator shall either approve a revision to the original purchase order with the reason(s) noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order.
3. If it is found that such an increase is not warranted, the purchase order shall be canceled and the goods returned to the appropriate vendor.
4. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The Board Secretary/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 made are properly authorized.

Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:18A-1 et seq. Public Schools Contracts Law
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims
52:32-44 Business registration for providers of goods and services (definitions)

NJAC 6A:7-1.8 Equity in employment and contract practices
6A:23-1.2 Definitions
6A:23-2.6 Supplies and equipment
6A:23-6.1et seq. Purchase and Loan of Textbooks
6A:23-7.1et seq. Management of Public School Contracts
6A:23A-6.10 Financial system and payment approval process
6A:27-9.1et seq. Contracting for Transportation Services
6A:30-1.1et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

2224, 3300, 3326, 3327, 3570, 3571

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Soliciting Prices, Bids & Quotations

Policy 3323

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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All supplies, equipment and services to be procured by the district shall be subject to bidding whenever applicable.

The district's bidding procedures shall provide equal opportunity to each responsible vendor to furnish supplies and equipment and to keep administration, Board and public informed on business matters. Whenever possible, purchases shall be on an aggregate basis and not be intentionally split to avoid requirements for competitive bidding.

Bid specifications shall be prepared by the Business Administrator/Board Secretary. Each bid specification shall indicate the Board's right to reject all bids and to readvertise and to accept reasonable equivalents.

The Business Administrator/Board Secretary is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Board, but shall inform the Board of this action at the meeting next following such action. All bids shall be acknowledged. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.

Upon the placement of a purchase order, the Business Administrator/Board Secretary shall commit the expenditures against a specific budget line item to guard against the creation of liabilities in excess of appropriations.

Quotations shall be solicited when they are required by law.

Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:18A-1 et seq. Public Schools Contracts Law
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims
52:32-44 Business registration for providers of goods and services (definitions)

NJAC 6A:7-1.8 Equity in employment and contract practices
6A:23-1.2 Definitions
6A:23-2.6 Supplies and equipment
6A:23-6.1 et seq. Purchase and Loan of Textbooks
6A:23-7.1 et seq. Management of Public School Contracts
6A:23A-6.10 Financial system and payment approval process
6A:27-9.1 et seq. Contracting for Transportation Services
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

Possible Cross References

2224, 3300, 3326, 3327, 3570, 3571

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Contracts

Policy 3324.1

Date Adopted: February 11, 2008

Date Revised:

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Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board unless the Board chooses to reject all bids, to re-advertise, or to purchase under a state contract.

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.

The Board shall consider the advantages of entering into a contract for more than one year when and as the law permits.

Multiple Year Contract/Bid Cycle

The Business Administrator/Board Secretary may establish a multiple year contract/bid cycle, the purpose of which is to ensure that the district is receiving the most efficient and economical services available. These services consist of, but are not limited to:

- Auditing
- Food Service
- Transportation
- Insurance
- Custodial
- HVAC
- Electrical
- Plumbing
- Landscaping and Grounds
- Trash Removal
- Snow Plowing

Legal References

NJSA 18A:18A-1 et seq. Public Schools Contracts Law
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims
52:32-44 Business registration for providers of goods and services (definitions)

NJAC 6A:7-1.8 Equity in employment and contract practices
6A:23-1.2 Definitions
6A:23-2.6 Supplies and equipment
6A:23-7.1 et seq. Management of Public School Contracts
6A:23A-6.10 Financial system and payment approval process
6A:27-9.1 et seq. Contracting for Transportation Services

Possible Cross References

3320, 3323

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

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Payment for Goods & Services

Policy 3326

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008,
August 16, 2010

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The Board of Education will authorize payment for goods and services.

Before warrants signed by the Board President and Board Secretary/Business Administrator 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 Business Administrator/Board Secretary and approved by 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 reviewed and recommended by the Superintendent of Schools for items previously approved by the Board or provided for in the budget may be approved by the Superintendent of Schools. 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 reviewed and recommended by the Superintendent of Schools and presented for Board approval.

Legal References

NJSA 18A:19-1 Expenditure of funds on warrant only; requisites
18A:19-2 Requirements for payment of claims; audit of claims in general
18A:19-3 Verification of claims
18A:19-4 Audit of claims, etc., by secretary; warrants for payment
18A:19-4.1 Account or demand; audit; approval
18A:19-9 Compensation of teachers, etc., payrolls
18A:22-8.1 Transfer of amounts among line items and program categories

NJAC 6A:23-2.9 Petty cash funds
6A:23A-6.10 Financial system and payment approval process

Possible Cross References

3320, 3451,3453, 4142, 4242

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Business & Non-Instructional Operations

Series 3000

Relations with Vendors

Policy 3327

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008,
March 25, 2013

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

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

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

All vendors, suppliers, contractors and/or any other business organizations that do business with the Board of Education shall be registered with the State of New Jersey and provide proof of that registration to the Business Administrator before the Board may enter into a contract with that business. Proof of registration shall be in the form of a copy of the “State of New Jersey Business Registration Certificate.” The Business Administrator shall keep a copy of the registration certificate on file.

Affirmative Action

The Board of Education directs the Superintendent of Schools and/or the Business Administrator to develop regulations that address the requirement of assurance that vendors satisfy NJAC 6A:7-1.8(b) which states that the “Board of Education shall not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, gender, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to the students or employees” of the district.

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

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Disbarred Vendors

When acquiring goods and services under federally sponsored programs, the 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 district /charter school contracting specialist will check the Federal Excluded Parties List System (EPLS) to ensure that the prospective contractor is not found in the EPLS. Results from the EPLS search shall be made part of the purchase order/contract documentation. Should a prospective vendor be found to be debarred or suspended by the Federal government, the Board Secretary/Business Administrator's office will notify the Superintendent of Schools of this finding and will place a hold on the supplier's registration within the district school financial system.

Legal References

- NJSA 10:5-1 et seq. Law Against Discrimination
- 18A:6-8 Interest of school officers, etc., in sale of textbooks or supplies, royalties
- 18A:11-1 General mandatory powers and duties
- 18A:12-2 Inconsistent interests or office prohibited
- 18A:12-21 et seq. School Ethics Act
- 18A:18A-1 et seq. Public Schools Contracts Law
- 18A:54-20 Powers of board (county vocational schools)
- 52:32-44 Business registration for providers of goods and services

- 6A:7-1.8 Equality in employment and contract practices
- 6A:23A-6.3 Accountability regulations
- 6A:28-1.1 et seq. School Ethics Commission
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-14.1 Review of mandated programs and services

Comprehensive Equity Plan, New Jersey State Department of Education

Possible Cross References

1250, 1313, 1330, 2224, 3320, 4119.21, 4219.21, 9270

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Series 3000

Reimbursement

Policy 3330

Date Adopted: February 11, 2008

Date Revised: December 12, 2016

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Board Members and district employees shall be reimbursed for contracted, approved out-of-pocket or other expenses and mileage upon filling out the proper form and presenting to the Board Secretary/Business Administrator. The Board of Education must approve payments as per its established process.

Under no circumstances will employees, whether certificated or non-certificated, be reimbursed for any expenses unless said employee first obtains a payment voucher from the Board Secretary/Business Administrator or his/her designee. Employees are cautioned that without obtaining said voucher, no reimbursement for expenses shall be made by the Board of Education. Only expenses with prior approval shall be reimbursed.

Nothing is to be ordered independently by school personnel.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:12-4 Compensation of members
18A:12-21 et seq. School Ethics Act

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Series 3000

Direct Deposit of Payroll

Policy 3333

Date Adopted: September 15, 2014

Date Revised:

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In accordance with the provisions of P.L. 2013, C. 38, each employee of the district shall have his/her net pay deposited in a banking institution in a checking account, savings account or share savings account specified by the employee.

Each employee shall notify the Board Secretary / Business Administrator in writing, the name of the employee's specified banking institution, account number and routing number for direct deposit of the employee's net pay funds.

The Board Secretary / Business Administrator shall develop forms as may be necessary and to be used by employees to specify the banking institution's name, the specific account number and routing number for direct deposit of the employee's net pay funds.

The Board of Education shall make available all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable federal law, only on the Internet with restricted access for the employee only.

The Board Secretary / Business Administrator shall develop and initiate necessary policies and procedures to protect the integrity and confidentiality of employee information relative to the provisions of this policy.

The Board of Education may, at its sole discretion grant an exemption from the requirements adopted in accordance with such terms and conditions as the Board of Education may deem necessary.

Legal References

NJSA 18A:16-9 Responsibility of board
18A:19-9 et seq Compensation of teachers; payroll
18A:66-19 Payroll deductions
18A:66-127 Employees agreement to reduce salary for purchase of annuity
18A:66-128 Reduction of salary for obtaining certain benefits
43:3C-9 Payroll deductions
52:18A:107 et seq, Payroll deductions

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Series 3000

Travel Expenses

Policy 3335

Date Adopted: February 11, 2008

Date Revised: August 18, 2008, May 4, 2015,
June 27, 2016

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The Board of Education recognizes that as a part of its responsibility for the financial operation of the school district, all reimbursable expenses incurred by district employees and Board Members may be subject to audit and scrutiny.

All travel by district employees and Board Members shall be educationally necessary and fiscally prudent and all travel and expense reimbursements shall be:

1. Directly related to and within the scope of the employee's and/or Board Member's current responsibilities;
2. For travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and
3. In compliance with NJ State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02, except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable.

Reports Following Travel

Following any authorized and reimbursable travel, all employees are required to submit a report to their immediate supervisors detailing the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district within 10 working days of returning from the event. Board Members shall submit similar reports to the Board President and the Board Secretary/Business Administrator by the next regular Board Meeting.

Approved Types of Travel

1. Staff Training and Seminars – include all regularly scheduled, formal residential or non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility.
2. Conventions and Conferences – are distinct from formal staff training and seminars, although some training may take place at such events. These are general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to an agency or are convened to conduct association business. The primary purpose of employee and/or Board Member attendance at conferences and conventions is the development of new skills and knowledge in a particular field related to the educational program of the school district.

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3. Regular District Business – includes all regular official business travel, including attendance at meetings, conferences and any other gatherings that are not covered by the definitions included above.
4. Retreats – includes meetings with school district employees and Board Members, held away from the normal work environment at which organizational goals and objectives are discussed. School district facilities shall be utilized for this type of event, if available.

Travel Methods

When used in these regulations, the term "transportation" is meant to include all necessary official travel on railroads, airlines, buses, taxicabs, rental cars and other usual means of transportation. The provisions of this section apply to all travel, whether for regular district business or attendance at conventions, conferences, staff training and/or seminars.

Air Travel

Air travel is authorized when it is determined that air transportation is advantageous to the conduct of district business. The most economical air travel must be used, including the use of discounted and special rates. Charges for classes of service other than economy (i.e., Business or First Class) are to be considered privileged and ineligible except when travel in such classes is less expensive than economy, avoids circuitous routings or excessive flight duration and/or would result in overall transportation cost savings.

Rail Travel

When it has been determined to be advantageous to the conduct of district business, the most economical scheduling of rail travel is to be utilized.

Cruises

Participation in a conference, meeting or training even that is presented on a cruise ship is prohibited. Travel on a cruise ship as transportation to an event is also prohibited.

Ground Travel

Necessary taxicab charges are permitted. However, travel to and from airports and downtown areas should be confined to regularly scheduled shuttle service, whenever such service is less costly than taxicab service. If shuttle service between the airport and downtown destinations is not available, taxicabs may be used.

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The district shall not bare the costs for car rentals, limousine services, and/or chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendees' accommodations at the event.

Special Conveyances

The rental or hire of a boat, aircraft or other special conveyance is allowed only when public or regular means of transportation is not available or when such regular means of transportation cannot be used advantageously in the interest of the district. In such cases, prior approval of the Superintendent of Schools is required. A satisfactory explanation must accompany these requests for approval.

Personal Vehicle (Mileage Basis)

Mileage allowance in lieu of all actual expenses of transportation is allowed an employee traveling by his own automobile on official business at the rate authorized by the Board of Education or in an agreement between the Board and the employee's bargaining unit, provided such mode of travel is previously approved by the Superintendent of Schools.

New contracts that specify a mileage reimbursement and that have an effective date of July 1, 2008 or later, must specify that the reimbursement rate shall be that stipulated in the OMB Travel Circular. All district travel reimbursement shall also be in accordance with the rate stipulated in the OMB Travel Circular.

Parking and toll charges are allowed in addition to the mileage allowance.

Routing of Travel

All travel must be by the most direct, economical and usually traveled route. Travel by other routes is allowed when official necessity is satisfactorily established in advance of such travel.

In any case where a person travels by indirect route for personal convenience, the extra expense must be borne by the individual.

Reimbursement for expenses must be based only on charges that do not exceed what would have been incurred by using the most direct, economical and usually traveled route.

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Lodging, Accommodations, Meals and Miscellaneous Expenses

When travel is deemed necessary, district employees and Board Members may be reimbursed for allowable and reasonable expenses for lodging, accommodations, meals and miscellaneous expenses incurred. Annually, the Board of Education will establish reasonable and fiscally responsible rates for lodging, accommodations and meals. Unless approved in advance by the Board or the Superintendent of Schools, no expenses in excess of these rates will be eligible for reimbursement.

Meal Expenses Allowable Limits

In accordance with the provisions of Circular 16-11-OMB, which supersedes Circular 12-14-OMB, the following limits for meal expenses per individual shall not be exceeded:

- Breakfasts \$7.00
- Lunches \$10.00
- Dinners \$15.00

One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement as authorized in Department of the Treasury guidelines, except as otherwise superseded by the following:

1. Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to exceed the federal per diem rates as established in the federal register for the current year;
2. Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates. If the hotel at the site of the convention, conference, seminar, or meeting and the going rate of the hotel is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;
3. Receipts are required for hotel expenses. Meal expenses under the federal per diem allowance limits do not require receipts;
4. In any case in which the total per diem reimbursement is greater than the federal per diem rate, except as stated in number 1 above, the costs will be considered to be excessive and shall not be paid by school district funds;
5. The district shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater costs benefits; and,
6. Payment or reimbursement is approved for the full cost of an official convention meal that the employee and/or Board Member attends when the meal is scheduled as an integral part of the convention or conference proceedin. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement.

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Out-of-state travel events shall be limited to the fewest number of Board Members or affected employees needed to acquire and present the content offered to all Board Members or staff, as applicable, at the conclusion of the event. Where the event is sponsored by a New Jersey-based organization and targeted to employees and/or Board Members of the school district, reimbursement for lodging may be permitted only where the sponsoring organization obtains a waiver pursuant to the provisions of NJAC. 6A:23A-7.11. Where the event is national or regional in scope and targeted to school district employees and/or Board Members from multiple states, reimbursement for lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds fifty (50) miles.

Where a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or where more than five (5) individuals from the district are to attend a travel event out-of-state, the district shall obtain the prior written approval of the Executive County Superintendent. The Executive County Superintendent shall promptly review the request and render a decision within ten (10) working days.

For all employee and Board Member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain the prior written approval of the Executive County Superintendent. Such requests must be supported by detailed justification. The Executive County Superintendent shall promptly review the request and render a decision within ten (10) working days. It is expected that approvals will be rare.

Documentation for Reimbursement of Expenses

In all cases, district employees and Board Members shall complete a voucher for any and all expenses being submitted for reimbursement, along with original, dated receipts for these expenses.

The Board directs the Business Administrator/Board Secretary to review all expenses submitted for reimbursement by district employees and Board Members to ensure that they are reasonable and fully documented according to the provisions of this policy.

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Filing of Documentation

The Board of Education requires that detailed documentation demonstrating compliance with this policy, including travel approvals, reports and receipts for all school district funded expenditures, as appropriate, shall be maintained on file with the Board Secretary/Business Administrator.

Reimbursement

Reimbursement will only be made upon demonstrated compliance with this policy provisions and approval requirements. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event.

No employee of the Board of Education or Board Member shall receive an amount for travel and travel-related expenses in advance of the travel pursuant to NJSA 18A:19-1 et seq.

Conflict of Interest

A Board Member shall recuse himself/herself from voting on travel if the Board Member, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment.

No Board Members shall act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family or undertake any employment or service, whether compensated or not, that may reasonably be expected to prejudice his/her independent judgment in the execution of his/her official duties.

Annual Review

As a part of the annual budget making process, the Board Secretary/Business Administrator shall determine and the Board will approve a maximum expenditure amount allotted for travel and expense reimbursement for district employees and Board Members. In establishing this maximum expenditure amount, the Board Secretary/Business Administrator will take in to consideration that costs vary depending on the location of the off-site event. Following the adoption of the maximum annual expenditure for the district, should it become appropriate, the Board may alter the established maximum expenditure due to unforeseen costs.

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Annually in the prebudget year, the Board of Education shall establish by resolution, a maximum travel expenditure amount for the budget year that the district shall not exceed in that budget year. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.

The Board may, at its discretion, exclude travel expenditures to be supported by federal funds in the maximum travel expenditure amount. If federal funds are excluded from the established maximum travel expenditure amount, the Board of Education shall include in the Board resolution, the total amount of travel supported by federal funds from the prior year, prebudget year and projected for the budget year.

The Board further directs the Board Secretary/ Business Administrator to establish and maintain files detailing compliance with this policy, including but not limited to travel approvals, reports, and receipts for all reimbursed expenses, as appropriate. The Board further directs the Board Secretary/Business Administrator to maintain separate accounting for district travel expenditures as necessary, to ensure compliance with the district's maximum travel expenditure amount. This may include but need not be limited to a separate or offline accounting of such expenditures or expanding the district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board's policy and shall provide auditable information.

Approval for Travel

Travel by district employees shall not be permitted without written approval of the Superintendent of Schools and prior approval by a majority vote of the full membership of the Board of Education.

Travel by Board Members shall not be permitted without prior approval by a majority vote of the full membership of the Board of Education and that travel shall be in compliance with Section 4 of P.L. 1991, c.393 (C.18A:12-24) and Section 5 of P.L. 2001, c.178 (18A:12-24.1).

The Board of Education may, at its discretion, approve at any time prior to an event, travel for multiple months as long as the Board approval, as detailed in the minutes of an official meeting of the Board, itemizes the approval by event, total cost, and number of employees and/or Board Members attending the event. General or blanket pre-approval for travel is not authorized. Approval shall be itemized by event, event total cost, and number of employees and/or Board Members attending the event.

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Any person who approves any travel in violation of this policy shall be required to reimburse the district in an amount equal to three (3) times the cost associated with attending the event.

An employee or Board Member who travels in violation of this policy shall be required to reimburse the district in an amount equal to three (3) times the cost associated with attending the event.

Exclusions

Any travel caused by or subject to contractual provisions, other statutory requirements of federal regulatory requirements or travel that does not otherwise comply with the requirements set forth in this policy, but that is deemed by the Board to be necessary or unavoidable shall be excluded from the requirements of this policy. In such cases, the reason(s) for such exclusion shall be clearly set forth in detailed documentation and approved by the Board of Education.

Legal References

- NJSA 18A:2-1 Power to effectuate action
- 18A:4-23 Supervision of schools; enforcement of rules and 24 Determining efficiency of schools; report to state board
- 18A:11-1 General mandatory powers and duties
- 18A:12-4 Compensation of members
- 18A:12-24 School Ethics Act and 24.1 Code of Ethics

- NJAC 6A:23B-1.1 et. seq. Travel and Related Expense Reimbursement (Non-Abbott Districts)
- 6A:23A-5.9 Out of state and high cost travel

- P.L. 2005, c.132 Appropriations Act
- P.L. 2007, c. 52 District accountability measures
- NJ Department of Treasury NJOMB Circular A-87
- Manual for the Evaluation of Local School Districts
- New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

3300, 3330, 3571, 4131/4131.1, 4233, 4231/4231.1, 4233, 9200, 9250, 9270

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Accounts

Policy 3400

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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The school district shall use a standard accounting system as legal in the State of New Jersey and recommended by the School Auditor.

All activity accounts in the school year are to be administered under the supervision of the Board Secretary/Business Administrator.

The accounting system shall be established according to state guidelines and reviewed by the auditor and include all generally accepted accounting practices considered necessary. These practices provide that all revenues of moneys shall be deposited intact in the bank within 24 hours of receipt.

No payments are to be made from these monies in cash.

Payments are to be made only by check.

Legal References

NJSA 18A:4-14 Uniform system of bookkeeping for school districts
18A:17-8 Secretary; collection of tuition and auditing of accounts
18A:17-35 Records of receipts and payments
18A:22-8 Contents of budget; program budget system
18A:34-2 Care and keeping of textbooks and accounting

NJAC 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts
6A:23-8.1 et seq. Annual Budget Development, Review and Approval

Handbook 2R2 - Financial Accounting for Local and State School Systems
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

3100, 3326, 3450, 3451, 3453, 3570, 3571, 3571.4

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Capital Reserve Account

Policy 3410

Date Adopted: February 11, 2008

Date Revised: March 14, 2011

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The Board of Education has established a Capital Reserve Account (CRA), a copy of which is on file with the County Superintendent of Schools. Funds in the CRA will only be used to implement capital projects in the district's Long Range Facilities Plan (LRFP) required pursuant to New Jersey law and may not be used for current expenses.

The Board may appropriate funds in the district's annual budget to meet the needs of its LRFP not met by State support in accordance with statute. When the district submits the LRFP to the New Jersey State Department of Education, the Board may deposit funds into the CRA at any time by Board resolution. This may be completed through the transfer of excess undesignated, unreserved general fund balance or through the transfer of excess undesignated, unreserved fund balance that is anticipated in the budget certified for taxes. No transfer of undesignated, unreserved fund balance shall be made subject to the provisions of New Jersey State statute. Audited excess undesignated, unreserved general fund balance shall not be deposited into a CRA and shall not be reserved and designated in the subsequent year's budget pursuant to statute.

The amount of money in the CRA shall not exceed the amount needed to implement the capital projects in the district's LRFP not met by State support. If the amount in the CRA exceeds the maximum amount approved, the district must withdraw the excess and reserved and designate it in the subsequent year's budget. As a part of the district's annual audit, the district's independent auditors will, pursuant to the procedures developed by the New Jersey Commissioner of Education, verify the amount in the CRA at any time during the year does not exceed the maximum permitted amount. All excess amounts in the CRA identified in the annual audit shall be reserved and designated in the subsequent year's budget.

Funds may be withdrawn from the CRA and the district may apply to the New Jersey Commissioner of Education for approval to withdraw funds from its CRA as provided by statute. In order to obtain approval to withdraw funds, the district shall comply with all requirements as provided for in statute.

The CRA will be established and held in accordance with the Generally Accepted Accounting Principles (GAAP) and is subject to annual audit.

If the cost to complete an approved school facilities project not funded in whole or in part by school bonds, exceeds the local share less excess costs, those costs up to 10% above the local share less excess costs may be withdrawn from the CRA. Funds withdrawn for the local share of a school facilities project not using school bonds or loan bonds for all or part of the local share which received a grant pursuant to statute must be transferred to the capital projects fund and accounted for separately with the corresponding grant. Any unexpended transferred capital reserve funds remaining after completion of such school facilities projects must be reserved and designated in the subsequent year's budget.

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Policy 3410**

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The CRA will be increased by the earnings attributable to the investment of the account's assets. Anticipated investment income must be included in the original annual general fund budget certified for taxes as miscellaneous income. Investment earnings shall be included in the maximum amount of capital reserve.

A separate account shall be established in the general fund for bookkeeping purposes only in order to account for increases to and withdrawal from the CRA and its balance.

Legal References

NJSA 18A:7G-4 Long-range facilities plan
18A:21-2 et seq Capital Reserve Funds
18A:4-14 Uniform system of bookkeeping for school districts

NJAC 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts

Handbook 2R2 - Financial Accounting for Local and State School Systems
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

3400

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Investments

Policy 3420

Date Adopted: February 11, 2008

Date Revised: August 16, 2010

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The Board of Education directs the prompt investment at interest of any unencumbered funds available for the discretionary use of the Board. Such funds may be invested in:

- A. Bonds or other obligations of the United States;
- B. Bonds of those federal agencies in which such investment is permitted by law;
- C. Bonds or other obligations of a county, municipality, or school district; and,
- D. Public depositories located within the boundaries of the State of New Jersey that secure public funds in accordance with statute.

The Finance Committee is authorized to invest district funds in certificates of deposits whenever they become due before the next regularly scheduled Board of Education meeting.

The Board Secretary/Business Administrator shall report to the Board each month the cash on all accounts on deposit and all investment assets. The Board Secretary/Business Administrator shall report to the Board each month the amount of funds in investments, investment interest earned, and all investment transactions.

Legal References

NJSA 18A:17-34 Receipt and disposition of money
18A:20-37 et seq Investments

Possible Cross References

1314

Board of Education Policy Manual

Business & Non-Instructional Operations Inventories

Series 3000
Policy 3440

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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

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

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.

Legal References

NJSA 18A:11-2 Power to sue and be sued; reports; census of school children
18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.
18A:4-14 Uniform system of bookkeeping for school districts

NJAC 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts

Possible Cross References

3530, 3570

Board of Education Policy Manual

Business & Non-Instructional Operations Money in School Buildings

Series 3000
Policy 3450

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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Money collected by school district employees and by pupil treasurers shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to pupils.

All moneys collected shall be receipted and accounted for and directed without delay to the proper location of deposit by the appropriate administrator.

In no case shall money be left overnight in the schools.

Legal References

NJSA 18A:17-34 Receipt and disposition of moneys
18A:19-13 Petty cash funds
18A:19-14 Funds derived from pupil activities
18A:23-2 Scope of audit

NJAC 6A:23-2.9 Petty cash fund
6A:23-2.14 Student activity funds
6A:23-2.15 School store business practices

Possible Cross References

3250, 3293, 3400, 3451, 3453, 3571, 3571.4, 5136, 6145.4

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Business & Non-Instructional Operations Petty Cash Funds

Series 3000
Policy 3451

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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The Board of Education authorizes the establishment of petty cash funds in accordance with this policy and directs the implementation of appropriate controls to protect the funds from abuse.

The Board will establish petty cash funds and name custodians and amounts annually.

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditure and may not be used to circumvent the regular purchasing procedures of this district. The Board of Education, in consultation with the Board Secretary/Business Administrator shall annually establish a maximum single expenditure amount permitted from any petty cash fund.

Each request for petty cash funds must be in writing and must be signed by the person making the request. Supporting document, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit a request the Board Secretary/Business Administrator for replenishment when the moneys available in the fund have declined to 50% or less than the authorized amount of the fund. The Board Secretary/Business Administrator shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each petty cash fund will report to the Board on amounts disbursed from the fund not less than once per year.

Legal References

NJSA 18A:19-13 Petty cash funds
18A:23-2 Scope of audit

NJAC 6A:23-2.9 Petty cash fund

Possible Cross References

3320, 3326, 3571, 3571.3

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Athletic Fund

Policy 3452

Date Adopted: February 11, 2008

Date Revised:

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The Board of Education directs the establishment of an athletic fund for the financial administration of an interscholastic athletic program and game officials. Moneys may be collected and disbursed only for the interscholastic athletic program duly approved by the Board of Education.

The Athletic Director shall be responsible for the administration of the athletic fund.

The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will include income and expenses separately for each approved athletic program.

All gate receipts must be turned in to the Athletic Director within 24 hours of collection and must be deposited on the day they are received.

Within four weeks of the conclusion of each athletic program, the Athletic Director shall submit a complete inventory of all equipment and supplies to the Board Secretary/Business Administrator.

Legal References

NJSA 18A:19-13 Petty cash funds
18A:19-14 Funds derived from pupil activities
18A:23-2 Scope of audit

NJAC 6A:23-2.1et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts

Possible Cross References

3280, 3450, 3571, 3571.4, 5136

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School Activity Funds

Series 3000
Policy 3453

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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

The pupil activity funds for each school shall be kept in separate accounts, supervised by the building Principal. Separate and complete records shall be maintained for each pupil organization. All receipts from pupil fundraising 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 pupil activity accounts is prohibited.

An account shall be submitted monthly to the Business Administrator/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.

Reserves may be carried over from year to year as necessary for the beginning of the following year's operation.

Moneys raised by student organizations must be expended for the benefit of students. The Superintendent of Schools or designee shall be responsible for developing guidelines for the accounting of student activities funds within each school.

All moneys accumulated in the account of a specific class or activity will, upon the graduation of that class or the discontinuance of the activity, revert to the student activity fund.

Legal References

NJSA 18A:19-13 Petty cash funds
18A:19-14 Funds derived from pupil activities
18A:23-2 Scope of audit

NJAC 6A:23-2.1et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts

Possible Cross References

3280, 3450, 3571, 3571.4, 5136

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Business & Non-Instructional Operations Operation & Maintenance of Plant

Series 3000
Policy 3510

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008,
August 17, 2009

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The Superintendent of Schools and Business Administrator/Board Secretary shall develop a multi-year comprehensive maintenance plan for Board approval, to be updated annually.

The Superintendent of Schools shall develop and enforce detailed regulations for safe and sanitary maintenance of the buildings and grounds. The regulations shall also include procedures for encouraging students, parent organizations and the community to participate in the beautification of school grounds.

In addition, the Superintendent of Schools shall develop and implement a maintenance program that shall include:

- A. A regular summer program of facilities repair and conditioning;
- B. Critical spare parts inventory where necessary;
- C. A long-range program of building maintenance

Work Order System

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

- A. The Superintendent of Schools or designee shall establish in the standard operating procedures for business functions the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the District Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
- B. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff:
 1. The name of the person making the request;
 2. The date of the request;
 3. The appropriate approval(s) as established by Standard Operating Procedure (SOP);
 4. The date of approval(s);
 5. The location of work requested;
 6. The priority level (for example, urgent, high, average, low);
 7. The scheduled date(s) of service;
 8. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
 9. A description of the work requested;
 10. A projection of the materials and supplies needed for the work;
 11. The estimated man hours needed to complete task;

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12. The name of the work order assigner; and
 13. The name of the employee(s) working on the order.
- C. The work order system shall include the following close-out information for each request for work:
1. The actual hours worked by date for each assigned staff member;
 2. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 3. The aggregate cost of labor by regular, over-time and total;
 4. The actual materials and supplies needed to complete the work order;
 5. Actual cost of materials and supplies; and
 6. The name of the employee responsible for attesting that the job was completed satisfactorily.
- D. Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under NJSA 18A:18A-37.
- E. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with NJSA 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians.
- F. The Business Administrator, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1st of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Legal References

- NJSA 13:1F-19 through -33 "School Integrated Pest Management Act"
18A:17-49 thru -52 Buildings & grounds supervisors to be certified educational facilities mgrs
18A:22-8 Contents of budget; program budgeting system
34:5A-1 et seq. Worker and Community Right to Know Act
34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act
- NJAC 5:23 Barrier free subcode of the uniform construction code
6A:26-12.1 et seq. Operation and Maintenance of Facilities
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-12.1 Reporting requirements
7:30-13.1 et seq. Integrated Pest Management

Possible Cross References

3000/3010, 3516, 7110, 9130

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**Business & Non-Instructional Operations
Equipment**

**Series 3000
Policy 3514**

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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

The Superintendent of Schools shall oversee the maintenance of all district educational and non-educational equipment in safe working condition. No employee or pupil shall use equipment that is found in an unsafe condition. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

The administration shall develop procedures for providing routine maintenance by outside contractors for specialized or complicated equipment as necessary and for utilizing local maintenance employees whenever feasible and economical for maintenance and repair of furniture and less specialized equipment.

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 of Schools. 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 or expense that may arise during or be caused in any way by such use of district equipment.

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

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
- 18A:20-34 Use of schoolhouse and grounds for various purposes
- 18A:54-20 Powers of board (county vocational schools)

- NJAC 6A:26-12.2 Policies and procedures for school facility operation

Possible Cross References

1330, 1410, 3250, 3510, 3516, 4143, 4147, 4243, 4247, 5142

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**Use of District-Owned Electronic
Equipment by Staff Members**

Policy 3514.5

Date Adopted: February 2, 2015

Date Revised:

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At its discretion, the Board of Education may provide electronic devices to staff members for the express purpose of enhancing productivity and improving operational efficiency. The purpose of this policy is to establish general guidelines for the issuance and utilization of district-owned electronic technology devices provided to staff members. For the purposes of this policy, "electronic device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the district may provide to staff members to be used for the express purpose of enhancing the district-related responsibilities.

An electronic device provided by the school district to a staff member may or may not include pre-loaded software. Staff members shall not download additional software onto the electronic technology device or tamper with software loaded on it. They shall not copy or upload any such software to any other device, whether district-owned or personal.

Only authorized staff members may load or download software onto a district-owned and provided device. Specific staff members will be designated to administer and implement the issuance of district-owned devices to staff members.

Staff members, who have been designated to administer and implement the issuance of technology devices to staff members shall:

- A. Maintain direct oversight of the inventory of devices, service contracts, agreements, and internal controls for all school district provided electronic technology devices provided to staff members; and
- B. Ensure compliance with regulatory policies and procedures as applicable.

In the event the Board of Education provides any electronic technology device to a staff member, the staff member shall be required to sign an agreement with the Board of Education requiring the staff member to comply with certain provisions, including, but not limited to:

- A. A device provided to a staff member shall be used for the sole and express purpose of conducting official district business;
- B. Use of all such devices is subject to the district's acceptable use of technology policies and any other Board policies regarding appropriate and acceptable conduct by a staff member;

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- C. All such devices are considered the property of the Board of Education and shall be returned upon termination of employment with the district or immediately upon request by the Superintendent of Schools/designee;
- D. Technology devices provided by the district to staff members may include the district's software image and pre-loaded software for specific tasks. The installation of other software images or software on such devices may only be done by school district-authorized individuals;
- E. Staff members who are provided such devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such devices. These appropriate measures and precautions for district- provided devices to staff members shall include, but are not limited to, the following:
- Keeping the device in a locked and secured environment when not being used;
 - Not leaving the device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - Keeping food and drinks away from all such devices and work areas;
 - Prohibiting the use of any such device by any other person except as authorized by the Superintendent of Schools/designee;
 - Not leaving the device unattended at any time in an unsecured locations, such as an unlocked empty classroom or office; and,
 - Keeping the device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.

Should the staff member have reason to believe the device may have been stolen, he/she must:

- A. Immediately report the incident to his/her immediate supervisor;
- B. File an official police report documenting the theft; and
- C. Provide a copy of the police report to his/her immediate supervisor.

If a staff member fails to adhere to these procedures, the staff member will be held legally and financially responsible for the replacement of such device. A staff member may be financially responsible for the loss or damage of such devices;

Staff members must contact the district-designated individuals in the event the device is not functioning properly or for repairs and/or required maintenance;

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The Board of Education is under no legal, financial, or other obligation to provide a replacement device to any employee whose device is lost, stolen, or damaged.

Any device provided to a staff member is and shall remain the property of the Board of Education. As such, the staff member shall have no expectation of privacy in the use of such device. The technology device may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the technology device

Any violation of Board of Education policies or procedures including, but not limited to, district-provided devices to staff members; acceptable use of computer networks, computers, and resources; and/or inappropriate staff conduct may result in appropriate disciplinary action.

A copy of this policy shall be attached to the agreement that shall be signed by any staff member who receives an electronic technology device in accordance with the provisions of this policy.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:20-34 Use of schoolhouse and grounds for various purposes
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:26-12.2 Policies and procedures for school facility operation

Possible Cross References

1330, 1410, 3250, 3510, 3516, 4143, 4147, 4243, 4247, 5142, 6142.10

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Smoking

Policy 3515

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008, August 11, 2014

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The Board of Education recognizes the medical danger associated with the use of tobacco and is cognizant of its statutory duty pursuant to NJSA 26:3D-15 regarding smoking in school facilities. Additionally, the Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all buildings and school grounds belonging to the District and in all school vehicles.

Definition of Smoking, Tobacco Products & Tobacco Use

For the purposes of this policy, “tobacco product” is defined to include but not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers, or electronic smoking device or similar product or device or any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products). “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco or similar products.

Prohibition of Smoking by Pupils

- A. Pupils are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises.
- B. Pupils are not permitted to possess tobacco products or smoking paraphernalia while on school property.
- C. Pupils who are found exhaling smoke or possessing tobacco products or smoking paraphernalia shall be subject to school discipline codes approved by the Board of Education.

Prohibition of Smoking for Persons Other Than Pupils

- A. No person is permitted to smoke at any time in any building, on any school property or any school vehicle owned by the Board of Education.
- B. Sanctions for violations

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1. First offense:
Issuance of a verbal warning, documented in writing, if address of the offender is known. For employees the warning will include a suggestion to participate in a smoking cessation program.
2. Second offense:
Issuance of a written warning if the offender's address is known. For employees this written warning will be placed in the personnel file.
3. Third or more offenses:
Written complaint to the local Board of Health and/or municipal court/prosecutor. If the offender is an employee of the complainant, the documentation will be placed in the personnel file.

Employees who fail to comply with NJSA. 26:3D-15 and this policy are subject to standard employee discipline procedures, in addition to the sanctions noted in B(1-3) above.

The Superintendent of Schools and/or designee, is authorized to report violations, in accordance with the law to the County Board of Health and/or local municipal court/prosecutor.

Signs and Reminders

- A. Appropriate "No Smoking in This Building" signs will be posted at every entrance to each building and in appropriate other locations on the school grounds and in vehicles owned by the Board of Education.
- B. At the beginning of activities that involve large numbers of visitors (e.g. athletic events, concerts, awards, ceremonies) an announcement will be made which state that smoking is prohibited in this building or on these grounds.

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Legal References

NJSA 26:3D-55 et seq. New Jersey Smoke-Free Air Act
30:5B-5.3 Smoking in child care centers prohibited

NJAC 6A:16-1.3 Definitions
6A:16-3.1(a)7 Establishment of comprehensive alcohol, tobacco and other drug abuse programs
6A:26-1.2 Definitions
6A:26-12.2(a)4 Policies and procedures for school facility operation

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

Possible Cross References

1250, 1330, 4119.23, 4219.23, 5131.6

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District Telephones / Cellular Phones

Policy 3515.1

Date Adopted: February 11, 2008

Date Revised:

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District telephones, including cellular phones 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, letters, rather than long distance telephone calls, should be used.

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

Students are not to use the school telephone, except with the approval of his/her teacher or an administrator.

Other regulations and procedures may be administered through the Superintendent of Schools.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

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Safety

Policy 3516

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008, February 16, 2010

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The Board of Education recognizes that the safety of its students and employees on school property or when engaged in school-authorized functions is a fundamental responsibility. Staff members and students are encouraged to exercise proper care and precautions in using any apparatus and/or equipment.

In order to provide a safe environment for education, the Superintendent shall oversee development of procedures for ensuring that all school buildings will be kept safe, clean, attractive, and in good repair. Such procedures shall include, but not be limited to:

- Student safety in school;
- Care of injured students;
- Vehicle safety programs;
- Labeling and storage of hazardous substances;
- Plant safety; emergency procedures;
- Asbestos;
- Student traffic safety in transit to and from school.

In addition, pupils shall be provided with safety instruction in accordance with law.

The Superintendent of Schools and Business Administrator/Board Secretary shall be responsible for the promulgation of such rules to all personnel concerned.

Procedures will be developed for the maintenance of all equipment used in courses conducted by the schools within the district, as well as all equipment used by support personnel, such as vehicles, cafeteria and lunchroom equipment, and any tools necessary to the maintenance of district property.

An eye protection program will be established and implemented in accordance with law that will provide adequate eye protection to students or anyone else exposed to any hazardous materials or potentially dangerous equipment.

Each Principal will be responsible for the supervision of the safety program for his/her school and for explaining the rules and procedures to staff and students annually.

These procedures shall comply with applicable New Jersey law.

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Use & Storage of Hazardous Substances

The Board of Education shall not allow the use of any hazardous substances in or on any of the buildings or grounds of this district when children are present, except in emergencies.

For the purposes of this policy, "hazardous substance" means any substance, or substance in a mixture, included on the hazardous substance list developed by the Department of Health and Senior Services pursuant to the "Worker and Community Right to Know Act," P.L.1983, c.315 (C.34:5A-1 et seq.).

In accordance with NJSA 34:5A-10.1, "hazardous substance" shall not include:

1. Any article containing a hazardous substance if the hazardous substance is present in a solid form which does not pose any acute or chronic health hazard to any person exposed to it;
2. Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of 500 pounds or more in a container in a public school building;
3. Any hazardous substance which is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services pursuant to P.L.1983, c.315 (C.34:5A-1 et seq.), for that special health hazardous substance when present in a mixture;
4. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use;
5. Any fuel in a motor vehicle;
6. Tobacco or tobacco products;
7. Wood or wood products;
8. Foods, drugs, or cosmetics;
9. Hazardous substances which are an integral part of a building's structure or furnishings;
10. Products which are personal property and are intended for personal use; and,
11. Any substance used in the routine maintenance of a school building or its grounds, any substance used in a classroom science laboratory, any substance used in a school occupational training facility, including laboratories and shops, and any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center, including any substance used in the heating or cooling of the school.

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The Superintendent of Schools shall inform the Board of Education when hazardous substances may be used when children are present, and the Board of Education shall determine if an emergency situation exists and such use is warranted.

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

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

1. Notice of any construction or other activities involving hazardous substances will be posted on the bulletin board of their children's school;
2. Hazardous substances may be stored at the school at various times throughout the year;
3. 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 administration 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:

1. A description of the soil contamination and the conditions under which a student or staff member may be exposed to the contamination;
2. 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;

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3. 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:

1. Written notice sent home with the student and provided to the staff member;
2. Telephone call;
3. Direct contact;
4. 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.

Implementation

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

Legal References

- NJSA 18A:6-2 Instruction in accident and fire prevention
18A:11-1 General mandatory powers and duties
18A:17-42 et seq. Public School Safety Law
18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases
18A:41-1 et seq. Fire Drills and Fire Protection
18A:54-20 Powers of board (county vocational schools)
34:5A-1 et seq. Worker and Community Right to Know Act
- NJAC 5:23 Barrier free subcode of the uniform construction code
6A:16-1.4 District policies and procedures
6A:19-10.1 et seq. Safety and Health Standards
6A:26-1.1 et seq. Educational Facilities
6A:26-12.1 et seq
6A:27-12.2 Accident reporting
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-12.1 Reporting requirements
- Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

5141.1, 5142, 5142.1

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First Aid

Policy 3516.3

Date Adopted: February 11, 2008

Date Revised:

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In cases of injury to, or sudden illness of, a student, school employee or visitor, the responsibility of the Board and its personnel lies in giving emergency care and first aid until medical help can be obtained if necessary.

The Board directs the Superintendent of Schools to develop procedures for the proper handling and reporting of such emergencies and to disseminate them to all personnel.

Legal References

- NJSA 18A:6-2 Instruction in accident and fire prevention
- 18A:16-6 Indemnification of employees
- 18A:11-1 General mandatory powers and duties
- 18A:17-42 et seq. Public School Safety Law
- 18A:40-12.5 Emergency administration of epinephrine
- 18A:40-7 Nebulizer required
- 18A:54-20 Powers of board (county vocational schools)

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Vandalism

Policy 3516.5

Date Adopted: February 11, 2008

Date Revised:

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Vandalism

Wanton destruction of school property or equipment or unauthorized removal of same shall be reported at once to the appropriate administrator, who will report incidents of illegal entry, theft of school property, vandalism, or damage to school property from other causes, by phone to the Superintendent of Schools and Business Administrator/Board Secretary as soon as discovered.

Every resident of the district, all staff members, pupils, and the police department are asked by the Board to cooperate in reporting any incidents of vandalism of property belonging to this Board and the names of the person or persons believed to be responsible.

The Business Administrator/Board Secretary shall then forward the bill for the cost of such damage or damages to the responsible party or parties and to their parents if they are minors, requiring payment of the amount. If the vandalism is committed by a pupil or pupils enrolled in the district's school, the violators shall be subject to the Student Code of Conduct.

The Business Administrator/Board Secretary shall devise procedures to keep building and equipment secure and district pupils and personnel safe from intruders. Such procedures may include employment of school law enforcement officers as permitted by statute.

All necessary steps shall be taken and police cooperation and action shall be sought to protect school property from theft and vandalism.

Theft, willful damage to school property, and unlawful entry into the school building are criminal acts, punishable by law.

Legal References

- NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
- 2A:53A - 15 Liability of parent /guardian for willful destruction of property
- 18A:25-2 Authority over pupils
- 18A:37-1 et seq. Discipline of Pupils
- NJAC 6A:14-2.8 Discipline/suspension/expulsion
- 6A:16-1.1 et seq. Programs to Support Student Development
- H.A. v. Warren Hills Regional School District, 1976 S.L.D. 336
- Commissioners' Decisions indexed under "Pupils - Punishment of" in Index to N.J. School Law Decisions
- No Child Left Behind Act of 2001, Pub. L. 107-110
- 20 U.S.C.A. 6301 et seq.
- A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)
- Manual for the Evaluation of Local School Districts
- New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1410, 3250, 5114, 5131.5

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Management of Life-Threatening Food Allergies

Policy 3516.6

Date Adopted: November 17, 2008

Date Revised: August 27, 2012

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The Board of Education strives to provide a safe environment to all pupils, employees, and visitors who have allergic/anaphylactic reactions to various food items that may be found in the school.

The purpose of this policy is to minimize the risk of exposure of pupils with severe allergies to potentially life-threatening allergens without depriving the pupil with severe allergies of normal peer interactions or placing unreasonable restrictions on the activities of other pupils while in school.

The Board of Education directs the Superintendent of Schools or his/her designee to develop a system of identifying pupils with life threatening allergies that will prepare the school personnel to deal with occurring life-threatening reactions, despite precautions taken.. The Board of Education also believes that staff members involved with pupils should be instructed as to the potentially severe, life-threatening nature and proper treatment of the specific allergic condition.

An allergy action plan and identification sheet shall be developed with the pupil's name, specific allergy, warning signs of reactions and emergency treatments.

The Board of Education acknowledges that it is difficult, if not impossible, to completely avoid all allergy causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Board of Education does not support a ban on any particular allergen. This policy has been promulgated in an effort minimize the risk of exposure of pupils with severe allergies to potentially life-threatening allergens.

For the purposes of this policy the following definitions shall apply:

- A. Allergen means a substance that provokes an allergic response and includes bee or wasp venom, certain food and latex and other chemicals.
- B. Injector means a syringe and needle that contain a pre-measured dose of epinephrine or adrenaline and includes epi-pens and other preloaded auto-injectors.
- C. Severe allergy means a severe allergic reaction or anaphylactic response to an allergen, which, if left untreated can lead to sudden death.
- D. Life-threatening means an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat potential anaphylactic reaction.

Responsibility of Parents/Guardians

Parents/guardians must:

- A. Advise the Principal and School Nurse about the pupil's sever allergy;
- B. Provide and keep emergency contact information current;

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- C. Assist the Principal and School Nurse by asking the pupil's physician to provide a doctor's order;
- D. Provide the School Nurse with a case containing at least one unexpired injector or other medication as prescribed by a physician and, if the pupil is approved for self-administration of medication, that the pupil has a case or medication readily available, while at school, on field trips or at other school events and activities,
- E. Check expiration dates of medication and injectors and replace them as necessary; and,
- F. Provide medically-approved snacks and/or lunches for the pupil.

Responsibility of Pupils with Severe Allergies

Pupils with severe allergies must:

- A. Not exchange and/or eat food items provided by others;
- B. Wash their hands before eating;
- C. Learn to recognize symptoms of a severe allergic reaction;
- D. Promptly inform a teacher or staff member as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a severe allergic reaction appear; and,
- E. If the pupil is approved for the self-administration of medication, keep an injector or medication available at all times.

Responsibility of the School Nurse

The School Nurse is responsible for planning the coordination and management of pupils who have life-threatening allergies.

The School Nurse must:

- A. Advise the parents/guardians of the pupil with severe allergies of this policy;
- B. Consult with and advise the parents/guardians of the pupils with severe allergies and the school community of school-specific procedures regarding severe allergies, and administration of medication at school,
- C. Request and ensure that the parents/guardians and primary physician sign the authorization to administer medication;
- D. Advise all staff members of pupils who have potentially life-threatening allergies as soon as possible; and,

The School Nurse is encouraged to involve the pupil's parents/guardians in all phases of planning. The School Nurse must ensure that a Severe Allergy Alert Form is developed for each pupil with severe allergies in cooperation with the parents/guardians, the pupil's physician and where the School Nurse deems it necessary, other staff or consultant.

The Principal/designee will ensure that appropriate medication is taken on all field trips.

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Educating the School Community

The Superintendent of Schools must ensure:

- A. That all specifically selected teaching and non-teaching staff and lunchroom supervisors receive annual training on a regular basis, in the recognition of a severe allergic reaction, if applicable;
- B. That lunchroom staff are aware of the procedure and receive annual training in the recognition of a severe allergic reaction and the use of injectors and the emergency plan, if applicable; and,

With the consent of the parent/guardian, the Principal and the teacher must ensure that the pupil's classmates are provided with information on severe allergies. Intimidation and bullying will not be tolerated.

Responsibility of Teachers

Teachers of pupils with severe allergies must:

- A. Assist the School Nurse to facilitate communication with other parent/guardians instructing them to avoid allergenic foods and substances for classroom events; and,
- B. Leave information about pupils with severe allergies in an organized, prominent and accessible format for substitute teachers.

Responsibility of Teachers and Lunchroom Supervisors

The teacher and the lunchroom supervisor of a pupil with severe allergies must:

- A. Know the School's emergency response protocol;
- B. Encourage pupils not to share or trade food items; and,
- C. Encourage the pupil with severe food allergies to eat only what he/she bring from home.

Emergency Response Protocol

The Principal must ensure that:

- A. An emergency response protocol is developed for the school, including collection and storage of injectors, education of all parties, procedures to be followed, location of the medications, field trip and lunchroom procedures.
- B. Any injectors provided by parents/guardians and which are not in the pupil's possession are appropriately stored in a secured area of the School Nurse's office; and,
- C. He/she is aware of the location of and has access to the injectors.

Annual Training of Staff

All staff members shall be trained annually in the use of an epi-pen and the emergency administration of epinephrine.

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Legal References:

42 USC 12183(b) Americans with Disabilities Act
1973 Vocational Rehabilitation Act, Section 504
20 USC 1413 Individuals with Disabilities Education Act
20 USC 1232g Family Education Rights and Privacy Act
FCS Instruction 783-2, Revision 2

Possible Cross References:

5141.21, 6153

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Property Records

Policy 3518

Date Adopted: February 11, 2008

Date Revised:

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The Board of Education shall maintain an accurate and complete inventory of all buildings, fixed equipment and contents, and the valuation thereof in order to offer proof of loss in the event of an insurance claim. Every five years the Board shall contract an outside independent appraisal agency to conduct a reappraisal of all school property.

Property shall be inventoried by physical count annually to coincide with the re-issuance of policies. Valuations shall be placed thereon in conformity with insurance requirements. Property records shall also be updated by reference to purchase orders and withdrawals. Consumable supplies shall be maintained on a continuous inventory basis.

Portable capital equipment of \$2,000 unit value or more shall be inventoried annually and any loss reported to the Board.

Legal References

- NJSA 18A:4-14 Uniform system of bookkeeping for school districts
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
18A:17-28(e) Duties of business manager
18A:17-35 Records of receipts and payments
18A:17-36 Accounting; monthly and annual reports
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
47:3-15 et seq. Destruction of Public Records Law
- NJAC 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts
6A:27-7.9 Vehicle records
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
15:3-2.1 et. seq. Records Retention

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Insurance & Indemnification

Policy 3530

Date Adopted: December 5, 2011

Date Revised:

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Liability Insurance

The Board of Education recognizes the risk it faces in the ordinary course of conducting a school program and chooses to insure itself against certain liabilities as a result of said risks.

The Board of Education shall in accordance with law insure its employees against injury or death resulting in the course of their employment and chooses also to insure:

- A. Members of the Board of Education, officers, and employees of the district against liability for damages for death, injury to person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment;
- B. Its students in beauty culture, health occupations, and culinary services for professional liability;
- C. Against any major liability arising from the use of a motor vehicle by an employee or student of the district in the performance of district business; and,
- D. Children in the preschool program from any injury or death occurring during their time at school or in transit to or from school.

The Board of Education shall provide appropriate insurance for the indemnification of officers and employees, including student teachers, from damages, losses, and expenses from civil suit brought against such persons on grounds arising out of and in the course of their employment or position with this Board of Education as authorized by this policy.

Property Insurance

The Board of Education recognizes its responsibility under law to keep all insurable property of this school district, real and personal, insured against loss or damage by fire and has adopted as policy the extension of that coverage to windstorms, explosions, smoke, vandalism, boiler, burglary and water damage, as well.

In accordance with the above, the Board of Education shall secure the proper and necessary insurance through an agent of its choice or by direct negotiation with an insurance company or companies if it does not use the service of an agent.

Indemnification of Legal Expenses Incurred by School Board Members

The Board of Education shall indemnify Board Members whenever a civil administrative, criminal or quasi-criminal action or other legal proceeding has been or shall be brought against him/her for any act or omission arising out of and in the course of the performance of his/her duties as a member of a Board of Education. In the case of a criminal or quasi-criminal action when such action results in final disposition in favor of the Board Member, the Board of Education shall defray all costs of defending such action, including reasonable counsel fees and expenses, together

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with the costs of appeal, if any, and shall save harmless and protect such persons from any financial loss resulting there from. Indemnification for exemplary or punitive damages shall not be mandated and shall be governed by this policy.

Indemnification & School Employees / Board Members

Indemnification in 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 of Education shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with the costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting there from. However, no employee shall be entitled to be held harmless or have his/her defense cost defrayed in a disciplinary proceeding instituted against him/her by the Board of Education or when the employee is appealing an action taken by the Board of Education; and

In the case of a civil matter, there is no requirement that the individual seeking indemnification be successful in the litigation. The test which must be satisfied in determining whether the Board of Education must indemnify an employee, is whether the employee's act or omission, which is the subject of the litigation, arises out of and in the course of the performance of his/her duties. The employee shall not be indemnified for costs and expenses incurred in a disciplinary proceeding which generally takes the form of an administrative proceeding.

Indemnification & Criminal Matters

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

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Indemnification for Exemplary or Punitive Damages

Any request by a member of the Board or an employee for indemnification for exemplary or punitive damages resulting from a civil violation of a State or Federal law will be handled in accordance with N.J.S.A. 59:10-4 or any other applicable law or regulation.

The Board of Education may arrange for and maintain appropriate insurance to cover all damages, losses and expenses as authorized by this policy.

Legal References

NJSA 18A:12-20 Indemnification of members of boards of education against cost of defense
18A:16-6.1 Indemnity of officers and employees in certain criminal, quasi-criminal actions
18A:18A-42(c) Multiyear contracts
18A;20-25 Insurance of property
59:10-4 Local public entities; authority to indemnify

Possible Cross References

1330, 3510, 5141.1, 5142, 6114

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Liability Insurance

Policy 3532

Date Adopted: February 11, 2008

Date Revised:

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The Board recognizes the risks it faces in the ordinary course of conducting a school program and chooses to insure itself against certain liabilities as a result of said risks.

The Board shall, in accordance with law, insure its employees against injury or death resulting in the course of their employment and chooses also to:

- A. Insure members of the Board, officers, and employees of the district against personal liability for damages for death, injury to person, or damage or loss of property, caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his office or employment;
- B. Insure against any major liability arising from the use of a motor vehicle by an employee or student of the district in the performance of district business.

Legal References

NJSA 18A:12-20 Indemnification of board members
18A:16-6 Indemnity of officers and employees
18A:20-25 through -33 Insurance

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Property Insurance

Policy 3532.2

Date Adopted: February 11, 2008

Date Revised:

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The Board recognizes its responsibility under law to keep all insurable property of this school district, real and personal, insured for its replacement value against loss or damage by fire and has adopted as policy the extension of that coverage to theft, water damage, glass breakage, explosion, boiler damage, smoke, windstorm and vandalism.

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 may appoint annually an insurance advisor who may be the agent of record and who shall:

- 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. Provide annually safety and fire inspections;
- E. Process all claims; and,
- F. Recommend such measures as may reduce the cost of insurance premiums including assumption of risk, loss prevention, and transfer of risk

Legal References

NJSA 18A:12-20 Indemnification of board members
18A:16-6 Indemnity of officers and employees
18A:20-25 through -33 Insurance

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Employee Indemnification & Bonding

Policy 3532.3

Date Adopted: February 11, 2008

Date Revised:

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The Board of Education recognizes that officers and employees of this district are exposed to certain risks in the course of the performance of their duties and will provide insurance coverage against losses that may be incurred by such risks.

The Board shall insure employees of the school district against injury and death arising out of or in the course of their employment, in accordance with law.

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any student teacher/intern, or person assigned to other professional pre-teaching field experience, for damages, losses and costs incurred as a result of a civil or administrative action or other legal proceeding brought against any such persons for any acts or omissions arising out of and in the course of their employment, student teaching, or other assignment to profession field experience with this Board. This indemnification will include all costs of defending such action, including reasonable legal fees and expenses, together with costs of appeal, if any, and will hold harmless and protect such person from any financial loss resulting from such action.

No employee will be held harmless or have his/her defense costs defrayed in a disciplinary proceeding instituted against him/her by the Board. Indemnification for exemplary or punitive damages is not required and will be governed by the standards and procedures set forth in statute.

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

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any student teacher/intern, or person assigned to other professional pre-teaching field experience, for the costs of defense against any criminal or quasi-criminal action for any such act or omission when such prosecution is dismissed or results in a final disposition favorable to the officer or employee. This indemnification will include all costs of defending such proceeding, including reasonable legal fees and expenses of the original hearing or trial and all appeals.

No employee will be held harmless or have his/her defense costs defrayed as a result of a criminal or quasi-criminal complaint filed against the employee by or on behalf of the Board.

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

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The Board may insure against any major liability arising from the use of a motor vehicle by an employee or pupils of the district in the performance of district business.

The Board may, in accordance with law, enter into a joint contract for the purchase of liability insurance.

Bonding

Employees of the district who are responsible for the safekeeping of district moneys shall be bonded. The Board will determine annually the employees who are to be bonded. The Board shall bear the cost of bonding each employee required to be bonded by this policy or by statute.

Legal References

NJSA 18A:12-20 Indemnification of board members
18A:16-6 Indemnity of officers and employees

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Unsafe Conditions

Policy 3540.3

Date Adopted: February 11, 2008

Date Revised:

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It shall be the policy of the Board of Education that no transportation service shall be provided to any public or private schools to which resident students attend on such days as it is deemed unsafe to operate the district school due to inclement weather, unsafe road conditions, or other circumstances. It shall be the duty of the Superintendent of Schools to determine when these conditions exist.

Legal References

NJSA 18A:25-2 Authority over pupils - bus driver
18A:39-1 et seq. Transportation to and from schools

Policies and Procedure Manual for Pupil Transportation NJ State Department of Education
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

3516, 3541.1, 5142

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Transportation Routes & Services

Policy 3541.1

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008,
October 20, 2008

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

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

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

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

The Board may charge parents/guardians for transporting pupils who live within statutory limits. The charge shall include, but not be limited to the cost of fuel, driver salaries and insurance.

Courtesy transportation is permitted up to and including Grade 5.

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

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.

Courtesy Transportation Along Hazardous Routes

The 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 of Schools 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 of Schools shall develop rules and regulations to supply courtesy transportation for students who must walk to and from school along routes designated by the Penns Grove-Carneys Point Regional School District to be hazardous routes. The criteria used to determine hazardous routes may include, but shall not be limited to, the following:

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- 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.

Bus Stops Other than Designated Bus Stops

A designated bus stop shall be determined for each student requiring transportation to and from school. This designated bus stop shall be for both picking up students in the morning and returning them to the care of their parents/legal guardians in the afternoon.

In order to ensure the safety of all students, the Board of Education requires that all students shall be returned to the same designated bus stop following the school day. No changes will be made to the designated bus stop without the express permission of the Superintendent of Schools or his/her designee. Drop offs to babysitters, babysitting agencies, or babysitting providers will not be permitted.

The Board of Education requires that the parent/guardian notify the school in advance of any changes in residency locations so that the district may make the necessary arrangements for pupil transportation. Parents/guardians shall provide the district with acceptable documentation for such changes.

Legal References

- NJSA 18A:7F-25 Transportation aid
- 18A:22-8.6 Transportation (budget line item)
- 18A:39-1 et seq. Transportation To and From Schools
- 18A:46-19.6 Transportation to location
- 18A:46-23 Transportation of pupils; special classes; handicapped children; state aid
- NJAC 6A:27-1.1 et seq. Student Transportation
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- Parents for Student Safety, Inc., v. Morris Bd. of Ed., 1986 S.L.D. (February 5), St. Bd. rev'g 1984 S.L.D. (August 24), aff'd App. Div., unreported decision (docket no. A-3257- 85-T7, decided February 17, 1987) certif. den. 108 N.J. 180 (1987)
- Wayne Board of Education v. Kraft et al., 139 NJ 597 (1995)
- Policies and Procedure Manual for Pupil Transportation NJ State Department of Education
- New Jersey Quality Single Accountability Continuum (NJQSAC)

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Transportation Aides

Policy 3541.2

Date Adopted: February 11, 2008

Date Revised:

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Placement of aides on the transportation vehicles will be considered if circumstances warrant.

Legal References

NJAC 6A:27-1.1 et seq. Student Transportation
6A:27-12.1 et seq Drivers and Aides

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Nonschool Use of District Vehicles

Policy 3541.3

Date Adopted: February 20, 1996

Date Revised: May 3, 2004, February 11, 2008

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The Board of Education has made the buildings and grounds of the district's public schools available for nonprofit use, provided that in the opinion of the Superintendent of Schools such use would not conflict with, impede or negatively affect the operation of any school-related activities. The Board will also make school-owned vehicles available to transport groups of qualified senior or disabled citizens to civic, social, cultural, educational, recreational, nutritional and health programs and activities within the district, or in the immediately surrounding districts.

"Qualified" senior citizens are persons over 60 residing in the area served by this school district and their spouses of less than 60 if they are accompanying them.

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

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

The Board shall approve the use of buses for all non-school purposes.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:39-22 School buses, use by senior citizens

6A:27-7.2 Student transportation

6A:27-7.8 Use of school buses other than to and from school

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Student Transportation in Private Vehicles

Policy 3541.31

Date Adopted: May 3, 2004

Date Revised: February 11, 2008

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In recommending arrangements for pupil transportation to and from school-related activities, the Superintendent of Schools shall consider the type of activity, the total number of pupils 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 Business Administrator and Superintendent of Schools may supplement the transportation recourses of the district by identifying qualified school personnel and parents/guardians who are willing to provide transportation for district pupils to and from school-related activities.

Qualifications shall include:

- A. A valid New Jersey (or other state) 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 state inspection sticker; and a private passenger vehicle with a seat belt for each passenger; and
- C. Evidence of at least statutorily required insurance coverage.

The Business Administrator and Superintendent of Schools shall develop and the Board shall adopt detailed regulations to ensure that:

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

Transportation of Pupils by District Employees as Part of Assigned Duties

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

- A. Have a current New Jersey (or other state) 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 state inspection sticker; and a private passenger vehicle with a seat belt for each passenger; and
- C. Conform to all safety practices set forth in the regulations of this policy.

Implementation of this policy shall be in conformity with applicable negotiated contract.

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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.

Employees are not authorized or expected to transport students in their personal automobiles unless explicitly authorized by the Superintendent of Schools/designee.

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 upon demand over compensation related to such assignments.

Procedures

When a staff member submits a Field Trip Request and is providing private transportation for students, the following procedures and forms will be required with the Field Trip Request form.

- Private transportation is only provided by a district employee.
- Vehicle recommended occupancy should not be exceeded.
- Attach to the Field Trip Request Form a copy of the valid driver's license, valid insurance card, and current vehicle registration card of the district employee driver.
- Collect appropriate permission slips from guardians of students being transported in a privately owned vehicle by staff member. These forms should be collected from the students by the district staff driver and given to the principal and filed.

If a district staff member transports students in a private vehicle outside school sponsored activities, they risk extreme liability and possible criminal charges, and the school district is held harmless from any liability in the event of an accident.

Legal References

- NJSA 18A:16-6 Indemnity of officers and employees against civil actions
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
- NJAC 6A:27-7.6 Transportation to and from related school activities
6A:27-7.7 Parent transporting his or her own child or children

Possible Cross References

5020, 6131.1, 6145, 6145.1, 6145.2, 6153

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Educationally Disabled Transportation

Policy 3541.32

Date Adopted: February 11, 2008

Date Revised:

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The transportation of educationally disabled students shall be the responsibility of the school district. Bus routes shall be developed in cooperation with the receiving district.

The Superintendent of Schools shall annually formulate and promulgate to all staff members and students and their parents rules and regulations to govern the safety of the children on the buses and at points of embarkations and debarkation. Rules for the acceptable conduct of pupil passengers will be created and disseminated and the bus drivers will be instructed to report infractions of those rules to the appropriate administrator.

Vehicles used to transport educationally disabled children shall comply with the requirements of statute and the rules of the State Board of Education. Bus drivers shall observe the procedures established therein.

Legal References

NJSA 18A:25-2 Authority over pupils - bus driver
18A:39-1 et seq. Transportation to and from schools
18A:39-22.1 School bus used to transport developmental disabilities client permitted
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

NJAC 6A:27-5.1 Special needs students transportation
6A:27-7.6 Transportation to and from related school activities
6A:27-7.7 Parent transporting his or her own child or children

Possible Cross References

3516, 5142

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Transportation Safety

Policy 3541.33

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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

- A. Pupil conduct on buses;
- B. Inservice education for bus drivers to include:
 - 1. Management of pupils;
 - 2. Safe driving practices; recognition of hazards;
 - 3. Special concerns in transporting handicapped pupils;
 - 4. Emergency procedures on the road; accident report.

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.

Drills

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

Vehicles and Equipment

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

All district-owned or contracted vehicles used to transport children shall conform with state standards for such vehicles.

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Bus Drivers

Drivers of all Type I and Type II school vehicles used to transport district pupils must be licensed by the State of New Jersey as bus drivers. They must comply with any state requirements on physical condition, criminal history clearance, etc. Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle

Legal References

NJSA 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
18A:25-2 Authority over pupils
18A:39-1 et seq. Transportation To and From Schools
39:3-10.9 et seq New Jersey Commercial Driver License Act
39:3B-1.1 et seq. School Buses, Equipment and Regulations

NJAC 6A:27-1.1 et seq. Student Transportation

34 CFR Part 85.100 et seq., Government-wide Debarment and Suspension (non-procurement) and Government-wide 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 Pupil Transportation, N.J. State Department of Education

Possible Cross References

3516, 5142

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Monitoring Devices on School Vehicles

Policy 3541.36

Date Adopted: February 11, 2008

Date Revised:

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The Board of Education recognizes that safe and secure conditions for all pupils transported in school-owned or contracted school vehicles is paramount. Pupils transported in a school-owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

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 This 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.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

20 USCA 1231g

30 CFR 300.571 Part 99, 300.572, 300.5773

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Use of District Vehicles

Policy 3541.37

Date Adopted: August 18, 2008

Date Revised:

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The Board of Education, upon the recommendation of the Superintendent of Schools may authorize, at its discretion, 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 organization for pool use according to the following classifications:

1. Vehicles may be assigned permanently and individually to the Superintendent, Board Secretary/Business Administrator 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.
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.
3. Board Members or employees may be temporarily assigned a district vehicle for travel events.
4. The Board of Education directs that the Board Secretary/Business Administrator or his/her designee is assigned the functions of district vehicle coordinator.
5. 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.
6. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
7. 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.
8. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in Internal Revenue Service 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.
9. The district vehicle shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.
10. 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.
11. No physical alterations shall be made to a vehicle without prior Board approval.
12. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey.

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13. 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.
14. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
15. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles.
16. 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.
17. 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.
18. 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.
 - Frequent violation of traffic laws,
 - Flagrant violation of the traffic laws.
 - Operation of a vehicle which the police or insurance company determined was the cause of an accident.
 - Use of a vehicle for unauthorized use whether personal use, business use, or commuting.
 - 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.
 - Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes.
 - Use of a district vehicle by an unauthorized individual while assigned to an employee.
 - Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities.
 - Use of radar detectors in district vehicles.

The Board shall establish a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary.

Legal References

NJAC 6A:23A-6.12 Vehicle assignment and use

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District Vehicle Tracking, Maintenance & Accounting

Policy 3541.38

Date Adopted: August 18, 20008

Date Revised:

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The Board of Education directs the Board Secretary/Business Administrator to develop a system for the management, control and regulatory supervision of school district vehicles including, but not limited to, the following:

1. Vehicle inventory control record including:
 - Vehicle make, model and year,
 - Vehicle identification numbers (VIN),
 - Original purchase price,
 - Date purchased,
 - License plate number,
 - Person assigned or pool if not individually assigned,
 - Driver license number of person assigned and expiration date,
 - Insurer and policy number of person assigned, and
 - Usage category such as regular business, maintenance, security or pupil transportation.
2. Driving record of operators of district vehicles including:
 - Name of driver,
 - Driver license number and expiration date,
 - Insurer and policy number of person assigned,
 - Motor vehicle code violations,
 - Incidents of improper or non-business usage,
 - Accidents, and
 - Other relevant information.
3. Record of maintenance, repair and body work for each district vehicle including:
 - Vehicle make, model and year,
 - Vehicle identification numbers (VIN),
 - Original purchase price,
 - Date purchased,
 - License plate number,
 - Usage category such as regular business, maintenance, security or pupil transportation,
 - Manufacturer's routine maintenance schedule,
 - Category of work performed (routine maintenance, repair or body work),
 - Purchase order number,
 - Date work was performed,
 - Detailed description of work performed,
 - Mileage on date work was performed, and
 - Cost of work performed.

Legal References

NJAC 6A:23A-6.11 Vehicle tracking, maintenance and accounting
6A:23A-6.12 District vehicle assignment and use

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Food Service

Policy 3542

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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The Board of Education within its financial means, endeavors to provide a nutritious food service program in a manner that allows the food service facilities and programs to be used to provide a nourishing lunch to all school children.

The Superintendent of Schools shall ensure that pupils and parents are informed concerning good nutrition practices in an effort to promote better nutrition in food service operations.

In planning menus for the food service operations, the different nutritional needs and problems of various groups should be considered, and information about nutritional and calorie content of foods offered should be both posted and distributed with school menus.

The School Lunch Program shall:

- A. Operate on a nonprofit basis, with prices to be approved by the Board as necessary;
- B. 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;
- C. Charge school personnel a price in accordance with state school nutrition guidelines;
- D. Restrict the sale of federally defined “junk foods” in schools that operate the National School Lunch Program from the beginning of the school day until the end of the last lunch period.

The sale of all foodstuffs in the school must be approved by the Board of Education. Nutritious snacks, such as fresh fruit, fruit juice, nuts, seeds, yogurt, cheese, raisins and skim milk, shall be made available where possible. The sale of foods of low nutritional value (candy and other “junk foods”) for fund raising projects must be approved by the Superintendent of Schools.

The Business Administrator/Board Secretary has overall responsibility 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.

Legal References

- NJSA 18A:18A-5 Exceptions to requirement for advertising
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations
18A:33-3 through -5 Cafeterias for pupils
18A:58-7.1 through -7.2 School lunch program
- NJAC 2:36-1.1 et seq. Child Nutrition Programs
6A:23-2.6 Supplies and equipment
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-12.1 Reporting requirements
6A:32-14.1 Review of mandated programs and services
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

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Wellness & Nutrition

Policy 3542.1

Date Adopted: Aug. 21, 2006

Date Revised: Feb. 11, 2008, Oct. 6, 2014, Aug. 15, 2016

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The 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.

Therefore, the Board of Education is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity, and will ensure that:

- A. All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- B. Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans, the Healthy, Hunger-Free Kids Act of 2010* and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs.
- C. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- D. Meal periods shall be scheduled at appropriate times (Lunches will be served between 10:00 AM and 2 PM).
- E. All food preparation areas shall have had regular health inspections and received satisfactory approvals.
- F. To the maximum extent practicable, all schools in the district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program including- after-school snacks, Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program).
- G. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
- H. 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.

Goals for the Promotion for Nutrition Within the District

The following activities will be coordinated within district:

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- Age-appropriate materials will be posted where food and beverages are served to students encouraging the value of good nutrition;
- During the school year, the lunch program will have promotional days where at least one (1) new nutritional alternative menu item will be featured as part of the menu pattern meal component;
- Staff members will promote this nutritional alternative during meals with appropriate hand-outs regarding any nutritional menu item alternative(s);
- The Superintendent of Schools/designee will encourage serving food products that meet the nutritional standards of the Healthy, Hunger-Free Kids Act of 2010 when used as an incentive or reward for student accomplishments, club or activity within the school;
- Designated staff members will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, to promote nutrition awareness;
- Food service staff will place the healthier food items in the service line where students are more likely to choose them;
- Parents/guardians will be provided the nutritional standards of the the Healthy, Hunger-Free Kids Act of 2010;
- Parents/guardians will be encouraged to pack lunches and snacks that meet the nutritional standards as specified in the Healthy, Hunger-Free Kids Act of 2010;

The Superintendent of Schools/designee shall develop procedures and regulations process for measuring the effectiveness for the implementation of this policy. He/she shall also designate personnel with the responsibility for ensuring the school is complying with the policy. In addition, the Superintendent of Schools shall designate a district administrator to oversee and ensure that the district complies with the provisions of this policy and that the policy is implemented correctly for each are beverages are offered, including vending machines and the school store(s), if applicable.

Nutritional Education

The Superintendent of Schools/designee will ensure that there will be at least one presentation per school year promoting good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.

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The Superintendent of Schools/designee will post the nutritional guidelines of the Healthy, Hunger-Free Kids Act of 2010 where food and beverages are served.

The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items.

Physical Activity

In the elementary grades of the district:

- All students shall receive health/physical education under the supervision of a properly certified teaching staff member;
- The Superintendent of Schools/designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities;
- Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment;
- The Superintendent of Schools will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day. He/she shall also coordinate special events highlighting physical activity, that may include field days, walk-a-thons, and activity tournaments or competitions;
- The Superintendent of Schools/designee may involve parents, community members, and students in the planning of these events

In the middle school grades of the district:

- All students shall receive health/physical education under the supervision of a properly certified teaching staff member;
- Middle school students may be offered opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members;
- After-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose may be provided by the Board. This may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

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In the secondary school grades of the district:

- All students shall receive health/physical education under the supervision of a properly certified teaching staff member;
- High school students may be offered opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members;
- After-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose may be provided by the Board. This may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

Other School-Based Activities

The district will establish a Wellness Committee comprised of the Superintendent of Schools/designee, a health/physical education teacher, the school nurse, at least two (2) parents/guardians, at least two (2) students, and at least one (1) food service staff member.

The Superintendent of Schools/designee will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.

The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools/designee and will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by the Wellness Committee.

The Superintendent of Schools/designee will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.

Annual Progress Report

The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Superintendent of Schools/designee and Wellness Committee in an Annual School Progress Report provided to the Superintendent of Schools/designee by June 30th of each school year.

The Annual Progress Report shall present the extent to which the district is in compliance with this policy, any recommended changes to this policy, and an action plan for the following school year to achieve the school's annual goals and objectives.

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Guidelines for All Foods and Beverages

The Board of Education requires that the district to comply with the federal school meal nutrition standards and the smart snacks in accordance with the requirements specified in the Healthy, Hunger-Free Kids Act of 2010. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The food requirements for any food sold in schools must meet a range of calorie and nutrient requirements as outlined in the Healthy, Hunger-Free Kids Act of 2010

The school district will comply with the Healthy, Hunger-Free Kids Act of 2010 beverage requirements and beverage portion requirements for elementary, middle and high school students. Potable water shall be made available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.

On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the Healthy, Hunger-Free Kids Act of 2010. These nutrition standards do not apply to non-school hours, weekends, and off-campus fundraising events.

The Superintendent of Schools shall be responsible to providing support for staff members so they have the skills and knowledge to implement the provisions of this policy.

The Board of Education will support the implementation of nutrition education throughout the school day and during after school programs, in order to promote a consistent message to parents/guardians and students.

Healthy Snack Guidelines

The following additional nutrient requirements shall also apply:

1. Calorie Limits – Snack Items \leq 200 calories; Entrée Items \leq 350 calories
 2. Sodium Limits - Snack Items \leq 230 mg.*; Entrée Items \leq 480 mg.
 3. Fat Limits - Snack Items \leq 35% of calories; Entrée Items \leq 10% of calories;
Trans fat: zero grams
 4. Sugar Limit - \leq 35% of weight from total sugars in foods
- * On July 1, 2016, snack items must contain \leq 200 mg. sodium per item.

Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold. This helps control the amount of calories, fat, sugar and sodium added to foods

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This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using Foods of Minimal Nutritional Value (FMNV) during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

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

Notification

At a minimum, a copy of this policy shall be posted in the cafeteria(s), school store(s) and provided to the parent group(s) of the school district.

Parents/guardians shall be provided information supporting the provisions of this policy and promoting healthy choice awareness.

All staff members shall be provided with a copy of this policy annually or following any revision to it.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
- 18A:18A-4.1 f.,h. Use of competitive contracting in lieu of public bidding; boards of education
- 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations
- 18A:33-3 through -5 Cafeterias for pupils
- 18A:33-9 through -14 Findings, declarations relative to school breakfast programs
- 18A:58-7.1 through -7.2 School lunch program
- NJAC 2:36-1.1 et seq. Child Nutrition Programs
- 6A:16-5.1(b) School safety plans
- 6A:23-2.6 Supplies and equipment
- 6A:32-12.1 Reporting requirements
- 6A:32--14.1 Review of mandated programs and services
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- Healthy, Hunger-Free Kids Act of 2010
- Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 42 U.S.C. 1751 et seq. Richard B. Russell National School Lunch Act
- 42 U.S.C. 1771 et seq. Child Nutrition Act of 1966
- 7 C.F.R. Part 210 Medically authorized special needs diets
- 7 C.F.R. Part 210.10 Foods of minimum nutritional value
- Manual for the Evaluation of Local School Districts
- New Jersey Quality Single Accountability Continuum (NJQSAC)

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Free or Reduced-Price Lunches / Breakfasts / Milk

Policy 3542.31

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008, June 27, 2016

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It is the policy of the Board of Education that this school district participates in any federal or state subsidized food program for the benefit of eligible pupils.

Eligibility shall be as determined by the guidelines of the subsidizing agency. The Board requires that all regulations of the subsidizing agency be observed, especially those that preserve the privacy of eligible pupils.

The Board hereby adopts, as its own, the free and reduced-price policy developed by the Bureau of Child Nutrition programs pursuant to federal regulations.

Offer Versus Serve

In order to reduce plate waste and food costs relating to reimbursable meals, the district will participate in the Offer Versus Serve program, as described in this policy.

Food service staff members shall be trained annually in the provisions of this policy.

Lunch Offer Versus Serve

Students receiving reimbursable lunches may decline a certain number of food components in the meal.

A school lunch eligible for federal reimbursement shall offer five (5) food components in the appropriate amounts per grade grouping:

- Fruit;
- Vegetable;
- Milk;
- Grain; and,
- Meat/Meat Alternate.

Students may decline two (2) of the five (5) required food components, but must select at least ½ cup of either fruit (or fruit combination) or a ½ cup of vegetable (or vegetable combination) or ½ cup of a fruit/vegetable combination.

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After selecting the ½ cup of fruit or vegetable requirement, students must select at least two (2) additional full components in the full amounts (per age/grade grouping) required amount to count toward the reimbursable Offer Versus Serve meal.

The student's decision to accept all five (5) food components or to decline two (2) food components shall not affect the price charged for the meal. The lunch is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a-la-carte prices will be charged.

School staff shall not make exceptions to this policy, such as requiring every student to take a particular food component. It is the student's choice to select any three (3), four (4) or all five (5) components of the reimbursable meal.

Breakfast Offer Versus Serve

Students receiving reimbursable breakfasts may decline a certain number of food components in the meal.

A school breakfast eligible for federal reimbursement shall offer four (4) food items from the three (3) food components in the appropriate amounts per grade grouping:

- Fruit or vegetable or juice;
- Milk;
- Grains, including optional Meat/Meat Alternate

Students may decline one (1) of the four (4) items offered.

The student's decision to accept all four (4) food items or to decline one (1) food item shall not affect the price charged for the meal. The breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a-la-carte prices will be charged.

School staff, including food service staff, shall not make exceptions to this policy, such as requiring every student to take a particular food component. It is the student's choice to select any three (3) or all four (4) components of the reimbursable meal.

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Legal References

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

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Biosecurity Management Plan

Policy 3542.40

Date Adopted: February 11, 2008

Date Revised:

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The Board of Education recognizes its responsibility to protect the health of the pupils, staff, and visitors to this school district as well as providing a safe school environment and secure foodservice program. Therefore, the Board hereby directs the establishment of a Biosecurity Management Plan designed to keep school meals free from intentional contamination and enable the administration and foodservice personnel to respond to threats or incidents of bioterrorism.

The Biosecurity Management Plan:

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

Implementation of the Biosecurity Management Plan shall be the responsibility of the food service director with the oversight of the Superintendent of Schools/designee.

Legal References

NJAC 2:36-1.13 Biosecurity for School Food Service

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Food Service - Purchasing

Policy 3542.44

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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The Board of Education authorizes and directs the Board Secretary/Business Administrator or his/her 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.

Legal References

NJSA 18A:18A-5(a)6 Exceptions to requirements for advertising
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations

NJAC 6A:23-2.6 Supplies and equipment

Possible Cross References

3542, 3542.31, 5131

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Business & Non-Instructional Operations

Series 3000

Meals on Credit / Charged Meals

Policy 3542.46

Date Adopted: February 11, 2008

Date Revised: October 19, 2009, March 6, 2017

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While the Board of Education understands that there may be occasions when students fail to bring the required meal money to school, the cafeteria personnel are not empowered to extend unlimited credit to students.

The district shall allow a period of ten (10) school days for the parent/guardian to pay the amount due. If the parent/guardian does not make full payment by the end of the ten (10) school days, a notice will be sent to the parents/guardians stating that the student will not be served beginning five (5) school days from the date of the second notice, unless payment is made in full.

Beginning five (5) school days from the date of the second notice, the district may deny the student a regular meal.

Students may receive an alternate meal during the period that regular meals have been suspended. This alternative meal shall provide adequate nutritional benefits to the student and will be prepared in consideration of any food allergies the student may have.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Possible Cross References

3542, 3542.31, 5131

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Business & Non-Instructional Operations

Series 3000

Meals on Credit / Charged Meals

Regulation 3542.46

While the Board of Education understands that there may be occasions when students fail to bring the required meal money to school, the cafeteria personnel are not empowered to extend unlimited credit to students.

In accordance with the provisions of state law, if any money is owed for a student's school meals, the Principal/designee shall contact the student's parent/guardian and provide notice of the debt before discontinuing meal service.

The Principal/designee shall allow a period of ten (10) school days for the parent/guardian to pay the amount due.

If the parent/guardian does not make full payment by the end of the ten (10) school days, a notice will be sent to the parents/guardians stating that the student will not be served a school meal beginning five (5) school days from the date of the second notice, unless payment is made in full.

Students may receive an alternate meal during the period that regular meals have been suspended. This alternative meal shall provide adequate nutritional benefits to the student and will be prepared in consideration of any food allergies the student may have.

Provided the Principal/designee has sent the required letters to parents/guardians, as noted above, after three (3) meal charges, students will not be permitted to participate in the school breakfast program until meal charges are paid in full.

Any and all payments submitted by parents/guardians to cover charged meals shall be accounted for by the designated employee.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Possible Cross References

3542, 3542.31, 5131

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Copyrighted Materials

Policy 3543.11

Date Adopted: February 11, 2008

Date Revised:

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It is the intent of the Board of Education to adhere to the provisions of the current copyright laws and Congressional guidelines.

The Board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials and fosters an attitude of disrespect for law which is in conflict with the educational goals of this school system.

The Board of Education directs that district employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights", and other relative federal legislative and guidelines related to the duplication, retention, and use of copyrighted materials.

The Board further directs that:

- A. Unlawful copies of copyrighted materials may not be produced on district owned equipment.
- B. Unlawful copies of copyrighted materials may not be used with district owned equipment, within district owned facilities, or at district-sponsored functions.
- C. The legal and/or insurance protection of the district will not be extended to employees who unlawfully copy and use copyrighted materials.

Employees who make copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide to their supervisor, upon request, the justification under The Copyright Act of 1976, as amended, is codified at 17 U.S.C. Sec.101 et seq. Section 107 or 110 of United States Code 17 for copies that have been made or used.

Employees who use copyrighted materials that do not fall within fair use or public display guidelines will be able to substantiate that the materials meet one of the following tests:

- A. The materials have been purchased from an authorized vendor by the individual employee or the Board of Education and a record of the purchase exists.
- B. The materials are copies covered by licensing agreement between the copyright owner and the Board of Education or the individual employee.
- C. Materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase of licensing and a valid agreement exists that allows for such use.

Although there continues to be controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to operate legally.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
The Copyright Act of 1976, as amended and codified as 17 U.S.C. Sec.101 et seq.
Section 107 or 110 of United States Code 17

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Series 3000

District Records & Reports

Policy 3570

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008,
August 16, 2010

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In accordance with the provisions of P.L. 2001, c.404, the Board of Education will provide reasonable access, inspection, copying and examination of all public records except those specifically exempted by law.

For the purpose of this policy, Board records shall be defined as, “any paper, written or printed book, document drawing, map, plan, photograph, microfilm, data processed or image processed, stored or maintained electronically or by sound-recording or in a similar device or any copy thereof, that has been made, maintained or kept on file in the course of the Board’s official business and/or that has been received in the course of the Board’s official business.”

Exemptions

Documents, records and/or information that are exempted from public access include:

1. In general, the portion of any document that discloses the social security number, credit card number, unlisted telephone number or driver license number of any person;
2. Personnel or pension records, except that an individual’s name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received are considered government records;
3. Inter-agency or intra-agency advisory consultative or deliberative material;
4. Any record within the attorney-client privilege;
5. Administrative or technical information regarding computer hardware, software or networks that, if disclosed, would jeopardize computer security;
6. Emergency or security information or procedures for any building or facility that, if disclosed, would jeopardize security;
7. Information that, if disclosed would give an advantage to competitors or bidders;
8. Information relating to any sexual harassment complaint;
9. Information relating to any grievance filed by or against an individual in connection with collective negotiations;
10. Information that is a communication between the Board and its insurance carrier, administrative service organization or risk management office; and
11. Information that is to be kept confidential pursuant to a court order.

Custodian of School Board Records

The Custodian of School Board Records shall be the Board Secretary/Business Administrator.

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**Series 3000
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Responsibility of the Custodian of School Board Records

The Custodian of School Board Records must permit Board records to be inspected, examined, and copied during regular business hours. The district position of Board Secretary/Business Administrator is officially designated by this action Custodian of School Board Records. The Board Secretary/Business Administrator is required to keep and maintain all records and documents belonging to the Board.

Timely Access

In general, the Custodian of School Board Records has a duty to provide access to a Board record immediately. However, there may be instances where the requested record(s) may be archived. In that case, the Custodian of School Board Records will attempt to provide the requested record(s) within seven (7) business days after receiving the request. In general, failure to respond within seven (7) business days may be deemed a denial of the request.

Redaction of Records

In general, before providing public access, the Custodian of School Board Records has a duty to redact any information that discloses the social security number, credit card number, unlisted telephone number, driver license number and/or other exempted information.

Form for Requesting Records

The Custodian shall adopt a form for the public to use to make requests for Board records. The form must provide the following:

1. Space for the name, address and telephone of the requestor;
2. Space for a brief description of the record sought;
3. Space for the Custodian to indicate which record will be made available, and fees (if any), to be charged;
4. Specific directions and procedures for requesting the record;
5. A statement as to whether prepayment of fees (if any) are required;
6. An indication that, in general, the Custodian has seven (7) business days after receiving the request to respond;
7. A statement of the requestor's right to challenge a decision denying access and the procedure for filing an appeal;
8. Space for the requestor to sign and date the form;
9. Space for the Custodian to sign and date the form if the request is fulfilled or denied.

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Fees Charged for Copying Records

The Board may assess fees for providing copies of records. If the Custodian of School Board Records can demonstrate that the actual cost for duplicating a record exceeds these rates, he/she shall charge the actual cost per page. Under certain circumstances, special service fees may also be charged.

Appeal of Denial or Access to Records

A person who is denied access to a Board Record may file suit in Superior Court or may file a complaint with the newly created Government Records Council within the New Jersey Department of Community Affairs

Legal References

- NJSA 10:4-6 et seq. Open Public Meetings Act
18A:4-14 Uniform system of bookkeeping for school districts
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
18A:11-2 Power to sue and be sued; reports; census of school
18A:11-2b N.J.S.A. 18A:17-7 -12 Secretary to give notices and keep minutes, etc.
18A:17-28(e) Duties of business manager
18A:17-35 Records of receipts and payments
18A:17-36 Accounting; monthly and annual reports
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
18A:36-19 Pupil records; creation, maintenance and retention, security and access;
47:1A-1 et seq. Examination and copies of public records ("OPRA")
47:3-15 et seq. Destruction of Public Records Law
- NJAC 2:36-1.1 et seq. Child Nutrition Programs
6A:16-5.3 Incident reporting of violence, vandalism and substance abuse
6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting
6A:27-7.9 Vehicle records
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A: 32-7.1 et. seq. Student Records
6A:32-12.2 School level planning
15:3-2.1 et. seq. Records Retention
Annual Data Collection Plan, New Jersey State Department of Education Records Retention
Matawan Regional Teachers Association v. Matawan-Aberdeen Bd. of Ed., 212 N.J. Laufgas v. Barnegat Twp. Bd. of Ed., 1987 S.L.D. 2442, aff'd St. Bd. 1988 S.L.D.
- Horner v. Kingsway Regional, 1990 S.L.D. 752 Beatty v. Chester Bd of Ed, 1999 New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

4112.6, 4212.6, 5125, 9330

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Audit

Policy 3571.4

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

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

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

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

The Auditor must provide a copy of the most recent review to the Board of Education.

Legal References

NJSA 18A:6-68 Bookkeeping and accounting system (educational services commission)
18A:18A-1 et seq. Public School Contracts Law
18A:23-1 et seq. Audits and auditors

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

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

4112.6, 4212.6, 5125, 9330

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Integrated Pest Management

Policy 3575

Date Adopted: January 20, 2004

Date Revised: February 11, 2008

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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 of Education directs the Superintendent of Schools to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. In addition, the Board of Education shall adopt and maintain an IPM plan developed by the Superintendent of Schools/designee as part of this policy.

Definition

For the purposes of this policy, Integrated Pest Management shall be defined as a sustainable approach to managing pests by using all appropriate technology and management practices in a way that minimizes health, environmental, and economic risks. IPM includes, but is not limited to, monitoring pest populations, consumer education, and when needed, cultivation practices, sanitation, solid waste management, structural maintenance, physical, mechanical, biological and chemical controls.

Integrated Pest Management Procedures

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.

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

Development of IPM Plans

The school IPM plan is a blueprint of how the school system will manage pests through IPM methods. The IPM plan states the district'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 of Schools, in collaboration with the building Principal, shall be responsible for the development of the IPM plan for the school.

IPM Coordinator

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

of Education shall approve the selection of the named IPM Coordinator upon recommendation of the Superintendent of Schools.

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Education /Training

All school personnel 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 Board of Education.

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 of Schools, under the direction of the Board of Education, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

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

Pesticide applicators

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

Evaluation

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

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

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Legal References

NJSA 13:1F-19 through -33 "School Integrated Pest Management Act"
18A:17-49 through -52 Buildings and grounds supervisors to be certified educational facilities managers
18A:22-8 Contents of budget; program budgeting system
34:5A-1 et seq. Worker and Community Right to Know Act
34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act

NJAC 5:23 Barrier free subcode of the uniform construction code
6A:26-12.1 et seq. Operation and Maintenance of Facilities
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-12.1 Reporting requirements
7:30-13.1 et seq. Integrated Pest Management

The School Integrated Pest Management Act of 2002

Possible Cross References

3000/3010, 3516, 7110, 9130

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**Evaluation of Business &
Non-Instructional Operations**

Policy 3600

Date Adopted:

Date Revised: August 17, 2009

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

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

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

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

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

Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:23A-6.5 Segregation of duties

Possible Cross References

3000/3010, 3200, 3300, 3400, 3500, 3510, 3530, 3541, 3542, 3542.1, 3570, 7110, 9330