

**Policy**

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

Fiscal Management

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

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

Internal Controls/Standard Operating Procedures

The board is committed to financial integrity and directs the chief school 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 N.J.A.C. 6A:23A-6.5 through 6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation.

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

Personnel Tracking and Accounting

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

Support Services

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

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

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

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

Long-Range Plans

In compliance with law, the chief school 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 chief school administrator.

Adopted: April 8, 2009  
 NJSBA Review/Update: September 2015  
 Readopted:

Key Words

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

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 2C:30-4	Disbursement of public moneys, incurrence of obligations in excess of appropriation
	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:17-14.1 through -14.3	Appointment of school business administrator; duties; subcontracting; tenure acquisition
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of superintendent, school business administrator; procedure
	<u>N.J.S.A.</u> 18A:18A-1 et seq.	Public School Contracts Law
	<u>N.J.S.A.</u> 18A:20-1 et seq.	Title in board of education
	<u>N.J.S.A.</u> 18A:33-1 et seq.	Facilities in general
	<u>N.J.S.A.</u> 18A:39-1 et seq.	Transportation to and from schools
	<u>N.J.S.A.</u> 40A:65-1 et seq.	<u>Uniform Shared Service and Consolidation Act</u>
	<u>N.J.A.C.</u> 2:36-1.1 et seq.	Child Nutrition Programs
	<u>N.J.A.C.</u> 6A:9B-11.1 et. seq.	Requirements for administrative certification
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:9B-11.1, -11.2,-12.3(d), -11.7	
	<u>N.J.A.C.</u> 6A:23A-1.1 et seq.	Fiscal accountability, efficiency and budgeting procedures
	<u>N.J.A.C.</u> 6A:23A-6.5 through 6.13	Segregation of duties; organization structure
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:23A-6.7, -6.8	
	<u>N.J.A.C.</u> 6A:26-1.1et seq.	Educational Facilities
	<u>N.J.A.C.</u> 6A:27-1.1et seq.	Student Transportation

**Possible**

**Cross References:** \*3100 Budget Planning, Preparation, and Adoption

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

*3400	Accounts
*3510	Operation and Maintenance of Plant
3530	Insurance Management
*3542	Food Service
*3452.1	Wellness and Nutrition
3543	Office Services
*3570	District Records and Reports
*3600	Evaluation of Business and Noninstructional Operations
*7110	Long-Range Facilities Planning

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

BUDGET PLANNING, PREPARATION, AND ADOPTION

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

The budget shall provide sufficient resources for the designed curriculum and instruction. The budget shall be delivered in such a way that all students have the opportunity to achieve the knowledge and skills defined by the New Jersey Core Curriculum Content Standards (which include the Common Core State Standards for mathematics and language arts and literacy) and local standards.

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

In order to ensure adequate time for the preparation and review of the proposed budget, the board directs the chief school administrator 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 chief school administrator shall prepare a tentative budget and shall confer with the principal, department heads, board committees, and other district personnel, as necessary, to make the tentative budget realistic.

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

The budget should evolve primarily from the district's goals and school's current needs, but shall also consider the data collected in long-range budget planning. 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; and
- 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 student population for the coming school year by grade;

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

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

The board may submit a separate 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 curriculum standards and a thorough and efficient education. The board shall adopt any such questions by a recorded roll call majority vote of the full board.

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

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

The proposed budget as accepted by this board shall be set forth in detail, using the form prescribed by the New Jersey Department of Education. It shall be made available to the public and posted in a user-friendly format on the district website as required by law. A user-friendly summary of the proposed budget shall be provided on the district's website following the public hearing on the budget and prior to the school election. After the election (and following municipal review if the budget is defeated), a final user-friendly summary of the final budget shall be posted on both the district's website and the Department's website. The posting shall stay online for a year, until it is replaced by the following year's budget summary.

A brochure may be published to explain the annual school budget and may be distributed to district taxpayers, if the board deems it necessary. The brochure should include:

- A. A summary of proposed expenditures and anticipated revenues;
- B. General information that may enable district taxpayers to understand the proposed budget better (e.g., 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.

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

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

The user-friendly budget shall include:

- A. All appropriation line items aggregated by item type;
- B. The school tax rate;
- C. The equalized school tax rate;
- D. Revenues by major category;
- E. The amount of available surplus;
- F. A description of unusual revenues or appropriations, with a description of the circumstances of the revenues and appropriations; and
- G. A list of shared services agreements in which the district is participating.

Adopted: October 22, 2008  
 NJSBA Review/Update: September 2015  
 Readopted:

Key Words

Budget Planning, Preparation and Adoption; Planning; Budget

<b><u>Legal References:</u></b>	<u>N.J.S.A. 18A:7F-43 et seq.</u>	<u>School Funding Reform Act of 2008</u>
	<u>N.J.S.A. 18A:13-17, -19, -23</u>	Submission of budget; annual regional school election
	<u>N.J.S.A. 18A:22-7, -8</u>	
	through -13	Preparation of budgets ...
	<u>N.J.S.A. 18A:22-14</u>	Fixing appropriations to be made; notice of intent to appeal (Type I districts)
	<u>N.J.S.A. 18A:22-25</u>	Borrowing against appropriations on notes (Type I districts)
	<u>N.J.S.A. 18A:22-26</u>	Type II district with board of school estimate;
	through -31	determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation ...
	<u>N.J.S.A. 18A:22-32, -33</u>	Type II districts without board of school estimate; determination of appropriation
	<u>N.J.S.A. 18A:39-1.5</u>	Adoption of policy regarding transportation of students along hazardous routes
	<u>N.J.S.A. 19:60-1</u>	School elections, adjustments, ballots
	<u>N.J.A.C. 6A:8-1.1 et seq.</u>	Standards and Assessment
	<u>N.J.A.C. 6A:23A-8.1 et seq.</u>	Budget Submission, support documentation, website publication
	<u>N.J.A.C. 6A:23A-15.2</u>	Per student calculation, notification and caps (charter schools)
	<u>N.J.A.C. 6A:23A-15.3</u>	Enrollment counts payments process and aid adjustment (charter schools)
	<u>N.J.A.C. 6A:23A-22.4</u>	Financial requirements (charter schools)
	<u>N.J.A.C. 6A:26-10.1 et seq.</u>	Purchase and lease Agreements
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

Abbott v. Burke, 149 NJ 195 (1999)

**Possible**

<b><u>Cross References:</u></b>	*3160	Transfer of Funds Between Line Items/Amendments/Purchases Not Budgeted
	*3220/3230	State Funds; Federal Funds
	*3326	Payment for Goods and Services

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

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

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

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

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

Adopted: July 28, 2010  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

Transfer of Funds, Budget, Budget Amendment

- Legal References:** N.J.S.A. 2C:30-4 Disbursing moneys, incurring obligations in excess of appropriations
- N.J.S.A. 18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.
- N.J.S.A. 18A:18A-7 Emergency purchases and contracts
- N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories
- N.J.S.A. 18A:22-8.2 Prohibited transfers
- N.J.S.A. 18A:24-48 through -54 Application of proceeds to new purpose; in districts having boards of school estimate; certification by boards of education
- N.J.A.C. 6A:23A-13.3 Transfers during the budget year
- N.J.A.C. 6A:23A-16.1 Prescribed system of double-entry bookkeeping and GAAP accounting
- See particularly:  
N.J.A.C. 6A:23A-16.2, -16.10
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.
- Guidelines for Development of 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



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

**Possible**

<b><u>Cross References:</u></b>	*3000/3010	Concepts and Roles in Business and Noninstructional Operations; Goals and Objectives
	*3100	Budget Planning, Preparation, and Adoption
	*3320	Purchasing Procedures
	*3570	District Records and Reports
	*6142.2	English as a Second Language; Bilingual/Bicultural
	*6171.3	At-Risk and Title 1
	9127	Auditor
	*9325.4	Voting Method
	*9326	Minutes

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

**MONTAGUE TOWNSHIP BOARD OF EDUCATION**  
**Montague Township, New Jersey**

**FILE CODE: 3220/3230**

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

**Policy**

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STATE FUNDS; FEDERAL FUNDS

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

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

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

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

Maintenance of Effort

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

Equivalence

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

Supplement Not Supplant

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

Parent/Guardian Participation

The district shall implement parent/guardian consultation and participation, advisory councils, and other means of gathering parent/guardian input, as mandated for the specific program.

Control of Equipment

Title to and control over equipment and/or property purchased with federal funds shall be maintained in accordance with pertinent federal regulations. The chief school administrator shall develop written procedures

STATE FUNDS; FEDERAL FUNDS (continued)

outlining federal ownership and district use, loan, loss, and disposal of such equipment and/or property.

Special Education Medicaid Initiative Program

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

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

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

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

Reimbursement Requests

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

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

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

Financial Fraud and Theft Prevention

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

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

STATE FUNDS; FEDERAL FUNDS (continued)

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

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

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

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

Adopted: July 28, 2010  
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 Readopted:

Key Words

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

<b><u>Legal References:</u></b>	<u>N.J.S.A. 18A:7F-43 et seq.</u> <u>N.J.S.A. 18A:7G-1</u> through <u>-44 et al.</u> <u>N.J.S.A. 18A:11-1</u> <u>N.J.S.A. 18A:34-1</u>  <u>N.J.S.A. 18A:38-7.7</u> through <u>-7.14</u> <u>N.J.S.A. 18A:54-20</u> <u>N.J.S.A. 18A:58-7.1</u> <u>N.J.S.A. 18A:58-7.2</u> <u>N.J.S.A. 18A:58-11</u> <u>N.J.S.A. 18A:58-11.1</u>  <u>N.J.S.A. 18A:58-33.6</u> through <u>-33.21</u> <u>N.J.S.A. 18A:58-37.1</u> through <u>-37.7</u>	<u>School Funding Reform Act of 2008</u>  <u>Educational Facilities Construction and Financing Act</u> General mandatory powers and duties Textbooks; selection; furnished free with supplies; a appropriations  Legislative findings and declarations (impact aid) Powers of board (county vocational schools) School lunch program School lunch program; additional state aid Emergency aid Loss of tuition to district due to establishment of regional district; state aid for one year  <u>Additional State School Building Aid Act of 1970</u>  Textbook Aid to Public and Nonpublic Schools
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STATE FUNDS; FEDERAL FUNDS (continued)

<u>N.J.S.A.</u> 18A:59-1 through -3	Federal aid
<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
<u>N.J.A.C.</u> 6A:23A-5.3	Failure to maximize Special Education Medicaid Initiative (SEMI)
<u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>	Annual Budget Development, Review and Approval
<u>N.J.A.C.</u> 6A:23A-19.1 <u>et seq.</u>	Emergency Aid
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>N.J.A.C.</u> 6A:27-8.1 <u>et seq.</u>	State Aid, Transportation

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

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

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, Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)

34 CFR 200.1 et seq.

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

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

**Possible**

<b><u>Cross References:</u></b>	*3100	Budget Planning, Preparation, and Adoption
	*3160	Transfer of Funds Between Line Items/Amendments/Purchases Not Budgeted
	*3541.1	Transportation Routes and Services
	*3542.31	Free or Reduced-Price Lunches/Milk
	*3570	District Records and Reports
	*4119.23/4219.23	Employee Substance Abuse
	*6142.2	English as a Second Language; Bilingual/Bicultural
	*6142.6	Basic Skills
	*6142.12	Career and Technical Education
	*6171.3	At-Risk and Title 1
	*6171.4	Special Education
	*9326	Minutes

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

**Policy**

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TUITION

The Montague Township Board of Education will charge and assess tuition for students attending the school district who are not entitled to receive a free public education in this district. Tuition charges for students attending the school on a tuition basis shall be assessed in a fair and equitable manner. Students from other school districts may be considered for enrollment under the following conditions:

- A. There is room without undue crowding;
- B. The educational program meets the needs of the student; and
- C. Payment of tuition.

The tuition fee shall be established by the board and revised as changes in costs indicate. Tuition rates shall be determined annually and shall not exceed the district's actual estimated cost per student. In the event that federal and/or state law and/or regulation prescribe a formula for a particular program, then that formula shall be used.

The school business administrator/board secretary shall be responsible for the assessment and collection of tuition as well as for the assessment of tuition for approved students attending special classes in the district.

Tuition rates shall be made known to the sender prior to the start of the school year and, where possible, all differences worked out in advance of billings. Tuition billings will be made monthly immediately following the billing period. For any month in which a student attends school for more than three days, the sender will be charged for a full month's tuition, if so permitted by federal/state law and/or regulation.

The executive county superintendent should be consulted to mediate disputes that arise from tuition matters as defined in N.J.A.C. 6A:23A-17.1(f)5.

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Readopted:

Key Words

Tuition, Fees, Tuition Rates

<b>Legal References:</b>	<u>N.J.S.A. 18A:38-8</u>	Duty to receive pupils from other districts
	<u>N.J.S.A. 18A:38-19</u>	Tuition of pupils attending schools in other district
	<u>N.J.S.A. 18A:46-21</u>	Tuition (disabled)
	<u>N.J.A.C. 6A:23A-17.1 et seq.</u>	Tuition public schools

**Possible**

**Cross References:** \*5118 Nonresidents

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

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INCOME FROM FEES, FINES, AND CHARGES

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

Reasonable charges for admission to school-sponsored athletic events shall be approved by the Montague Township Board of Education on recommendation of the chief school administrator.

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

NJSBA Review/Update: September 2015  
Adopted:

Key Words

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

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

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

**Possible**

**Cross References:** \*3453 School Activity Funds  
3517 Security  
\*5131.5 Vandalism and Violence  
\*6145.1/6145.2 Intramural Competition; Interscholastic Competition  
\*6153 Field Trips  
6161.3 Guidelines Pertaining to Overdue, Damaged, or Lost Instructional Materials  
\*6200 Adult/Community Education

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

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

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

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

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

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

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

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

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

**Possible**

<b><u>Cross References:</u></b>	*3220/3230	State Funds; Federal Funds
	*3280	Gifts, Grants, and Bequests
	*3440	Inventories
	*6171.3	At-Risk and Title 1
	*7110	Long-Range Facilities Planning

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



**Policy**

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GIFTS, GRANTS, AND BEQUESTS

Only the Montague Township Board of Education may accept for the school district any bequest or gift of money, property, or goods.

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

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

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

Grants

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

Educational Foundation

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

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

Gifts, Grants, Bequests

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

GIFTS, GRANTS, AND BEQUESTS (continued)

<u>N.J.S.A.</u> 18A:71B-1 <u>et seq.</u>	Student Financial Aid
<u>N.J.S.A.</u> 18A:71C-1 <u>et seq.</u>	Student Loans
<u>N.J.A.C.</u> 6A:26-7.4	Approval of land acquisition

**Possible**

**Cross References:**

*1230	School-Connected Organizations
*3220/3230	State Funds; Federal Funds
*3453	School Activity Funds
*5126	Awards for Achievement
*6163.1	Media Center/Library

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

**Policy**

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FUNDS MANAGEMENT; INVESTMENTS

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

Available school funds shall be legally invested to earn interest. Safety of the principal shall be considered before the high rate of interest return. Only investments deemed safe according to law shall be considered. Interest or other earnings on investments shall be credited to the specific fund as designated by state law.

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

The treasurer of school moneys shall include in the monthly report to the board all cash in all accounts on deposit as well as all investment assets of the board.

Studies shall be made as to the advisability and legal implication of paying off indebtedness before maturity. All outstanding debt shall be refinanced if a 3% or more net present value savings can be achieved.

Adopted: July 28, 2010  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

Surplus Funds, Investment, Depositories

<b>Legal References:</b>	<u>N.J.S.A.</u> 17:9-41	Financial institutions
	<u>N.J.S.A.</u> 17:12B-241	Insured accounts eligible investment for trust and public funds, and savings banks and as security
	<u>N.J.S.A.</u> 18A:7F-43 <u>et seq.</u>	<u>School Funding Reform Act of 2008</u>
	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:17-8	Secretary; collection of tuition and auditing of accounts
	<u>N.J.S.A.</u> 18A:17-34	Receipt and disposition of moneys
	<u>N.J.S.A.</u> 18A:17-35	Records of receipts and payments
	<u>N.J.S.A.</u> 18A:20-37	Purchase of certain types of securities; definitions
	<u>N.J.S.A.</u> 18A:22-8	Contents of budget; program budget system
	<u>N.J.S.A.</u> 18A:24-47	Payment custodian; application
	<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
	<u>N.J.A.C.</u> 6A:23A-16.1 <u>et seq.</u>	Double entry bookkeeping and GAAP accounting in local school districts
	<u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>	Budget submission, support documentation, website publication

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

**Possible**

<b><u>Cross References:</u></b>	*3100	Budget Planning, Preparation, and Adoption
	*3326	Payment for Goods and Services
	*3400	Accounts
	*3450	Money in School Buildings

INVESTMENTS (continued)

*3451	Petty Cash Funds
*3453	School Activity Funds
*3570	District Records and Reports
*3571.4	Audit
9125	Treasurer of School Moneys

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

**Policy**

PURCHASING PROCEDURES

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

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

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

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

All purchases shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel.

The board shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of nondiscrimination (see policy 2224 Nondiscrimination/Affirmative Action). The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Multiple Year Contracts

The school business administrator is directed to investigate the advantage to the district of multiple year contracts. Investigation should include, but need not be limited to, a comparison of the costs of multiple year and single year contracts, an analysis of trends in the costs and availability of the goods or services to be provided, the projected needs of the district, and an inquiry into the reliability and stability of the vendor.

Except for those contracts exempted from the requirement by law, all multiple year contracts will contain a cancellation clause or a clause conditioning annual extension of the contract on the appropriation of sufficient funds to meet the board's obligation.

All multiple year contracts must be approved by the board. When the estimated annual cost of a multiple year contract exceeds the bid threshold established by law and the subject of the contract is not exempt from bidding, the contract shall be advertised in accordance with law and the bidding procedures of this district.

Emergency Contracts

The board may negotiate a contract without public advertising for bids and bidding when an emergency affecting the health or safety of occupants of school property requires the immediate delivery of goods or the performance of services (N.J.S.A. 18A:18A-7).

Emergency purchasing shall be subject to the following requirements (N.J.A.C. 5:34-6.1):

PURCHASING PROCEDURES (continued)

- A. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service;
- B. As soon as reasonably possible, but within three days of declaring the emergency, the chief school administrator shall notify the executive county superintendent of the nature of the emergency and the estimated needs for goods and services necessary to respond to it;
- C. The emergency purchasing procedure may not be used unless the need for the goods or services could not have been reasonably foreseen or the need for such goods or services has arisen notwithstanding a good faith effort on the part of the contracting unit to plan for the purchase of any goods or services required by the contracting unit;
- D. The contract shall be of such limited duration as to meet only the immediate needs of the emergency; and
- E. Under no circumstances shall the emergency purchasing procedure be used to enter into a multi-year contract.

Cooperative Purchasing

The chief school administrator and business administration are encouraged to seek savings by means of cooperative purchasing of goods or services with the governing body or bodies of other contracting units within this county or adjoining counties or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.

The school business administrator (or his or her designee) is hereby authorized to negotiate such joint purchase agreements for goods and services that the board may determine to be required and that the board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with state law, the policies of this board, and the dictates of sound purchasing procedures.

No cooperative or joint purchase may be entered without board approval of an agreement that specifies the categories of equipment and supplies to be purchased; the manner in which bids will be sought and contracts awarded; the method by which payment will be made by each participating party; and such other terms as may be necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

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

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

<u>N.J.A.C. 6A:23A-1.2</u>	Definitions
<u>N.J.A.C. 6A:23A-16.5</u>	Supplies and equipment
<u>N.J.A.C. 6A:23A-20.4</u>	Ownership and storage of textbooks
<u>N.J.A.C. 6A:23A-21.1 et seq.</u>	Management of Public School Contracts
<u>N.J.A.C. 6A:27-9.1 et seq.</u>	Contracting for Transportation Services
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 6A:32-14.1</u>	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

**Possible**

**Cross References:**

*2224	Nondiscrimination/Affirmative Action
*3326	Payment for Goods and Services
*3327	Relations with Vendors
*3570	District Records and Reports

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

**Policy**

PAYMENT FOR GOODS AND SERVICES

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

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

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

Purchase Orders

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

Financial Systems to Avoid Overpayments

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

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

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

Adopted: April 8, 2009  
NJSBA Review/Update: September 2015



PAYMENT FOR GOODS AND SERVICES (continued)

Readopted:

Key Words

Payment for Goods and Services, Bills

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

**Possible**

<b><u>Cross References:</u></b>	*2224	Nondiscrimination/Affirmative Action
	*3320	Purchasing Procedures
	*3451	Petty Cash Funds
	*3453	School Activity Funds
	9125	Treasurer of School Moneys

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

**Policy**

RELATIONS WITH VENDORS

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

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

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

Nondiscrimination

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

Honest and Ethical Relations with Vendors; Pay to Play Restrictions

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

Disbarred Vendors Will Not Be Used

When acquiring goods and services under federally sponsored programs, the district will not contract with a vendor who is currently either debarred or suspended from doing business with the federal government. Prior to contract award, and in accordance with federal requirements, the school business administrator 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 school business administrator's office will notify the chief school administrator of this finding and will place a hold on the supplier's registration within the school district financial system.

Strategies to Avoid Excessive Professional Services Expenditures

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

- A. Establishing a maximum dollar limit, for budgetary purposes;
- B. Following state legal requirements and procedures to obtain the highest quality services at a fair and competitive price or through a shared service arrangement. This may include issuance of such contracts

RELATIONS WITH VENDORS (continued)

through a request for proposals (RFP) based on cost and other specified factors, or other comparable process, such as the use of the “fair and open process” as defined in N.J.S.A. 19:44A-20.7; and

- C. Limiting professional services contracts to nonrecurring or specialized work for which the district does not possess adequate in-house resources or expertise.

Prudent Use of Legal Services

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

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

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

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

Adopted: April 8, 2009  
 NJSBA Review/Update: September 2015  
 Readopted:

Key Words

Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action

<b><u>Legal References:</u></b> <u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>See particularly:</u>	
<u>N.J.S.A. 10:5-31</u>	
through -35	
<u>N.J.S.A. 18A:6-8</u>	Interest of school officers, etc., in sale of textbooks or supplies, royalties
<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
<u>N.J.S.A. 18A:12-2</u>	Inconsistent interests or office prohibited
<u>N.J.S.A. 18A:12-21 et seq.</u>	<u>School Ethics Act</u>
<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)

RELATIONS WITH VENDORS (continued)

<u>N.J.S.A.</u> 52:32-44	Business registration for providers of goods and services
<u>N.J.A.C.</u> 6A:7-1.8	Equality in employment and contract practices
<u>N.J.A.C.</u> 6A:23A-5.2	Public relations and professional services; board policies; efficiency
<u>N.J.A.C.</u> 6A:23A-6.3	Contributions to board members and contract awards
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Comprehensive Equity Plan, New Jersey State Department of Education

**Possible**

**Cross References:**

*1250	Visitors
*1330	Use of School Facilities
*2224	Nondiscrimination/Affirmative Action
*3320	Purchasing Procedures
*4119.21/4219.21	Conflict of Interest
*9270	Conflict of Interest

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

**Policy**

ACCOUNTS

Generally Accepted Accounting Principles

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

NJSBA Review/Update:           September 2015  
Adopted:

Key Words

Bookkeeping, Accounting, Generally Accepted Accounting Principles

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

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

**Possible**

<b><u>Cross References:</u></b>	*3100	Budget Planning, Preparation, and Adoption
	*3326	Payment for Goods and Services
	*3450	Money in School Buildings
	*3451	Petty Cash Funds
	*3453	School Activity Funds
	*3570	District Records and Reports
	3571	Financial Reports
	*3571.4	Audit

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

**MONTAGUE TOWNSHIP BOARD OF EDUCATION**  
Montague Township, New Jersey

**FILE CODE: 3440**  
  X   **Monitored**  
      **Mandated**  
  X   **Other Reasons**

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**Policy**

INVENTORIES

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

The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies. Loss of any portable capital equipment of \$500.00 unit value or more shall be reported to the board. Consumable supplies shall be maintained on a continuous inventory basis.

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

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

NJSBA Review/Update:           September 2015  
Adopted:

Key Words

Inventory, District Records and Reports

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

**Possible**

**Cross References:** 3530 Insurance Management  
                          \*3570 District Records and Reports

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

**Policy**

MONEY IN SCHOOL BUILDINGS

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

The principal (or his or her designee) shall be responsible for the receipt and deposit of all funds collected in the school and shall administer an accounting system for them.

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

Lost money shall be replaced by the person responsible.

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

Money in School Buildings, Student Organizations, Athletic Funds

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

**Possible**

<b><u>Cross References:</u></b>	*3250	Income from Fees, Fines, and Charges
	*3400	Accounts
	*3451	Petty Cash Funds
	*3453	School Activity Funds
	*3571.4	Audit
	*5136	Fundraising Activities
	6145.4	Public Performances and Exhibitions

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

**MONTAGUE TOWNSHIP BOARD OF EDUCATION**  
Montague Township, New Jersey

**FILE CODE: 3451**  
  X   **Monitored**  
      **Mandated**  
  X   **Other Reasons**

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**Policy**

PETTY CASH FUNDS

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

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

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

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

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

Petty Cash

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

**Possible**

**Cross References:** \*3320 Purchasing Procedures  
\*3326 Payment for Goods and Services

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



**MONTAGUE TOWNSHIP BOARD OF EDUCATION**  
Montague Township, New Jersey

**FILE CODE: 3453**

  X   Monitored  
  X   Mandated  
  X   Other Reasons

**Policy**

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SCHOOL ACTIVITY FUNDS

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

The student activity funds for the school shall be kept in separate accounts, supervised by the principal. Separate and complete records shall be maintained for each student organization. All receipts from student 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 principal and supported by a claim, bill, or written order to persons supervising the fund. Checks shall bear two or more authorized signatures. All disbursements shall be recorded chronologically showing the date, vendor, check number, purpose, and amount.

Borrowing from the student activity accounts is prohibited.

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

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

School Activity Funds, Athletic Funds, Class Funds

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

**Possible**

**Cross References:** \*3280 Gifts, Grants, and Bequests  
\*3400 Accounts  
\*3450 Money in School Buildings  
\*3571.4 Audit  
\*5136 Fundraising Activities

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

OPERATION AND MAINTENANCE OF PLANT

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

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

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

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires the Montague Township School to implement this school Integrated Pest Management (IPM) policy. As per this policy, the board and the chief school administrator shall implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. The school shall develop and maintain an IPM plan as part of the school's policy.

**Integrated pest management procedures in schools**

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

The school shall consider the full range of management options, including no action at all. Nonpesticide 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 will manage pests through IPM methods. The school's IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The chief school administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school.

**IPM Coordinator**

The chief school administrator (or his or her designee) shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

**Education /training**

OPERATION AND MAINTENANCE OF PLANT (continued)

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

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

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

**Recordkeeping**

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

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

**Notification/posting**

The chief school administrator (or his or her designee) is responsible for timely notification to students' parents/guardians and 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**

The chief school administrator will report to the board annually on the effectiveness of the IPM plan and make recommendations for improvement as needed. The board directs the chief school administrator to develop regulations/procedures for the implementation of this policy.

Adopted: April 8, 2009  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 13:1F-19 through -33 <u>N.J.S.A.</u> 18A:17-49 through -52  <u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u> <u>N.J.S.A.</u> 18A:18A-37 <u>N.J.S.A.</u> 18A:22-8	<u>School Integrated Pest Management Act</u>  Buildings and grounds supervisors to be certified educational facilities managers Public schools contracts law Award of purchases, contracts, agreements Contents of budget; program budgeting system
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OPERATION AND MAINTENANCE OF PLANT (continued)

<u>N.J.S.A. 34:5A-1 et seq.</u>	<u>Worker and Community Right to Know Act</u>
<u>N.J.S.A. 34:6A-25 et seq.</u>	<u>New Jersey Public Employees Occupational Safety and Health Act</u>
<u>N.J.A.C. 5:23-7</u>	Barrier free subcode of the uniform construction code
<u>N.J.A.C. 6A:23A-1 et seq.</u>	Fiscal accountability, efficiency, and budgeting procedures
<u>See Particularly:</u>	
<u>N.J.A.C. 6A:23A-6.9</u>	Facilities maintenance and repair schedule and accounting
<u>N.J.A.C. 6A:26-12.1 et seq.</u>	Operation and Maintenance of Facilities
<u>See particularly:</u>	
<u>N.J.A.C. 6A:26-12.2(a)1, 2</u>	
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 7:30-13.1 et seq.</u>	Integrated Pest Management

**Possible**

**Cross References:**

*1410	Local Units
*2240	Research, Evaluation, and Planning
*3000/3010	Concepts and Roles in Business and Noninstructional Operations; Goals and Objectives
*3516	Safety
*5141	Health
*6160	Instructional Services and Resources
*7110	Long-Range Facilities Planning
*9130	Committees

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

**Policy**

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EQUIPMENT

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

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

Specific items of equipment may be loaned or rented for community use after a written request is made to, and approval granted, by the chief school administrator. 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, and 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 or her hire.

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

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

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

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

Loaning District Equipment

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

**Possible**

**Cross References:** \*1330 Use of School Facilities  
\*1410 Local Units  
\*3250 Income from Fees, Fines, and Charges  
\*3510 Operation and Maintenance of Plant  
\*3516 Safety  
3530 Insurance Management  
\*4147/4247 Employee Safety  
\*5142 Student Safety  
\*6142.10 Internet Safety and Technology  
\*6142.11 Bring Your Own Device

EQUIPMENT (continued)

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



**Policy**

SAFETY

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

Use and Storage of Hazardous Substances

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

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

If any hazardous substance is stored on any school site, the chief school administrator 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 chief school administrator 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 chief school administrator shall ensure that all parents/guardians receive a notice at least once a year informing them of the following:

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

Soil Contamination on School Property

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

The notice shall include:

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



SAFETY (continued)

contact by any student or staff member with the contamination;

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

The notice may be provided by:

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

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

Implementation

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

Adopted: October 22, 2008  
 NJSBA Review/Update: September 2015  
 Readopted:

Key Words

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

**Legal References:**

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

SAFETY (continued)

- N.J.A.C. 6A:26-12.1 et seq.
- N.J.A.C. 6A:27-12.2      Accident reporting
- N.J.A.C. 6A:30-1.1 et seq.      Evaluation of the Performance of School Districts

**Possible**

- Cross References:**
- \*1330      Use of School Facilities
  - \*1410      Local Units
  - \*3510      Operation and Maintenance of Plant
  - \*5141.1      Accidents
  - \*5142      Student Safety
  - \*5142.1      Safety Patrols
  - \*6114      Emergencies and Disaster Preparedness
  - \*6142.12      Career Education
  - \*7110      Long-Range Facilities Planning

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

**Regulation**

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SAFETY: CHEMICAL HYGIENE

Employee Exposure

The Montague Township School District will provide for initial and periodic monitoring of any employees if there is reason to believe that exposure levels to an OSHA regulated substance will exceed permissible limits as specified in 29 CFR part 1910 subpart Z. Monitoring may only be terminated in accordance with the relevant standard. The director of facilities will notify in writing affected employees within 15 working days of the results of monitoring either individually or by posting the results in a location accessible to all employees.

Chemical Hygiene Plan

The school business administrator (or his or her designee) shall oversee the development of a Chemical Hygiene Plan that will include at least the following elements and that will indicate specific measures to ensure employee protection:

- A. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals;
- B. Criteria to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment, and hygiene practices; particular attention will be given to the selection of control measures for chemicals that are known to be extremely hazardous;
- C. A requirement that fume hoods and other protective equipment are functioning properly and specific measures that will be taken to ensure proper and adequate performance of such equipment;
- D. Provisions for employees to receive information and training on the prevention and treatment of chemical exposure as required by law;
- E. The circumstances under which a particular laboratory operation, procedure, or activity will require prior approval from the chief school administrator (or his or her designee) before implementation;
- F. Provisions for medical consultation and medical examinations in accordance with 29 CFR Part 1910;
- G. Designation of personnel responsible for implementation of the Chemical Hygiene Plan, including the assignment of a chemical hygiene officer (director of facilities) and, if appropriate, establishment of a chemical hygiene committee;
- H. Provisions for additional employee protection for work with particularly hazardous substances. These include "select carcinogens," reproductive toxins, and substances that have a high degree of acute toxicity. Specific consideration will be given to the following provisions, which will be included where appropriate:
  - 1. Establishment of a designated area;
  - 2. Use of containment devices such as fume hoods or glove boxes;
  - 3. Procedures for safe removal of contaminated waste; and
  - 4. Decontamination procedures.
- I. The plan will be capable of protecting employees from health hazards associated with hazardous chemicals in laboratories and keeping exposure below specified limits; and

SAFETY (regulation continued)

- J. The science department chairperson is responsible for the implementation and continuance of the Chemical Hygiene Plan.

Employee Information and Training

The chemical hygiene officer and science department chairperson will provide employees with information and training to ensure that they are apprised of the hazards of chemicals present in their work area. The information will be provided at the time of the employees initial assignment to the work area and whenever new exposure situations arise. Refresher information will be provided as the situation with regard to hazardous chemicals changes. Employees will be informed of:

- A. The contents of federal standards relating to hazardous chemicals;
- B. The location and availability of the chemical hygiene plan;
- C. The permissible exposure limits as established by OSHA;
- D. Signs and symptoms associated with exposure to hazardous chemicals used in the laboratory and the location and availability of known references on the hazards, safe handling, storage, and disposal of hazardous chemicals. Employee training will include:
  - 1. Methods and observations used to detect the presence or release of hazardous chemicals;
  - 2. The physical and health hazards of chemicals in the work area;
  - 3. The measures employees can use to protect themselves, including specific procedures;
  - 4. Training on the applicable details of the Montague Township Board of Education's Chemical Hygiene Plan.

Medical Consultation

All employees who work with hazardous chemicals shall receive medical attention as needed, including follow-up examinations the physician deems necessary under the following circumstances:

- A. Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the laboratory, the employee will be provided an opportunity to receive an appropriate medical examination;
- B. Where exposure monitoring reveals an exposure level routinely above the action level (or in the absence of an action level, the PEL) for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance will be established for the affected employee as prescribed by the particular standard;
- C. Whenever an event takes place in the work area such as a spill, leak, explosion, or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee will be provided an opportunity for a medical consultation. Such consultation will be for the purpose of determining the need for a medical examination.

Information Provided to the Physician

- A. The physician shall receive the following information:
  - 1. The identity of the hazardous chemicals(s) to which the employee may have been exposed;
  - 2. A description of the conditions under which the exposure occurred, including quantitative exposure data if available; and
  - 3. A description of the signs and symptoms of exposure that the employee is experiencing, if any.
- B. The physician's written opinion will include:

SAFETY (regulation continued)

1. Any recommendation for further medical follow-up;
2. The results of the medical examination and any associated tests;
3. Any medical condition which may be revealed in the course of the examination which may place the employee at increased risk as a result of exposure to a hazardous chemical found in the workplace; and
4. A statement that the employee has been informed by the physician of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.

Hazard Identification

With respect to labels and material data sheets, the chemical hygiene officer will:

- A. Ensure that labels on incoming containers of hazardous materials are not removed or defaced;
- B. Maintain material safety data sheets and ensure they are available to employees; and
- C. Comply with federal regulations with regard to chemical substances produced within the laboratory, assuming that if a substance is produced whose composition is not known that it will be assumed to be hazardous.

Use of Respirators

Where respirators are required to maintain exposure below permissible limits, they will be provided to the employee at no cost and will comply with the requirements of 29 CFR 1910.134.

Recordkeeping

For each employee exposed to hazardous chemicals, the school nurse will establish and maintain an accurate record of any measurements taken to monitor employee exposures and any medical consultation and examinations, including tests or written opinions required by federal standards. The board will assure that records are kept, transferred, and made available in accordance with 29 CFR 1910.1020.

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

**Regulation**

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SAFETY: HAZARDOUS WASTES AND EXPOSURE

Body Wastes and Fluids

A. Body Wastes and Fluids

Body wastes and fluids includes a person's blood, semen, drainage from scrapes and cuts, feces, urine vomitus, respiratory secretions (e.g., nasal discharge), and saliva. Body fluids of all persons should be considered to potentially contain infectious agents. The standard is expected to reduce and prevent employee exposure to the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne diseases.

B. Disinfectant

Disinfectant is an agent that will kill vegetative bacteria, fungi, tubercle bacillus, and viruses and has been registered by the U.S. Environmental Protection Agency for use as a disinfectant in medical facilities and hospitals. The following classes of disinfectants are acceptable, with hypochlorite solution (A2c) preferred for objects that may be put in the mouth:

1. Ethyl or isopropyl alcohol (70%);
2. Phenolic germicidal detergent in a 1% aqueous solution;
3. Sodium hypochlorite with at least 100 ppm available chlorine (one-half cup household bleach in one gallon water, freshly prepared for each use);
4. Quaternary ammonium germicidal detergent in 2% aqueous solution; and
5. Iodophor germicidal detergent with 500 ppm available iodine.

C. Person

Person is any person on school premises or at a school-related activity, including students, staff, and visitors, whether or not the person has a communicable disease or has been exposed to a communicable disease.

Procedures

A. Precautions

1. Whenever possible, any direct contact with body wastes and/or fluids should be avoided;
2. The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand;
3. Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids;
4. A supply of disposable protective gloves shall be maintained in the office of the buildings and grounds supervisor and shall be freely available to all staff members;

B. When Bodily Contact with Body Wastes and Fluids Occurs

1. Hands and other skin areas that have come in contact with body wastes or fluids must be thoroughly washed by the use of soap and vigorous scrubbing of all contacted surfaces under running water for at least 20 seconds, and should then be dried with paper towels;
2. Gloves soiled by contact with body wastes and fluids or in the cleaning of soiled items and surfaces

HAZARDOUS WASTES AND EXPOSURE (regulation continued)

should be promptly removed and placed in a plastic bag or lined trash can, secured, and disposed of daily.

**C. Removal of Body Wastes and Fluids from the Environment**

1. A sanitary absorbent agent or coagulating powder, designed to absorb and disinfect body wastes and fluids, will be applied in accordance with instructions supplied with the material;
2. When the fluid is absorbed, the material will be vacuumed or swept up and the vacuum bag or sweepings will be disposed of in a plastic bag or lined trash can, secured, and disposed of daily;
3. The broom and dustpan used in sweeping will be rinsed in a disinfectant (no special handling is required for the vacuuming equipment);
4. Any disposable items (such as paper towels and tissues) used to clean up will be placed in a plastic bag or lined trash can, secured, and disposed of daily.

**D. Treatment of Soiled Items**

1. Items such as clothing and fabric towels should be rinsed under cold running water to remove body wastes and fluids; if necessary for the treatment of stains, the item may be soaked in cold water;
2. If such pre-rinsing is required, gloves should be used when rinsing or soaking the items in cold water prior to bagging; clothing should be sent home for washing, with appropriate directions to parents/guardians;
3. Wet, contaminated personal clothing may be placed in a leak-proof, labeled bag as per the district's exposure plan;
4. Soiled disposable items (e.g., tissues, cotton balls, band aids, paper towels, diapers) should be handled in the same manner as disposable gloves.

**E. Treatment for Soiled Rugs**

1. Body wastes and fluids should be removed as provided in "C" above;
2. A rug shampoo with a germicidal detergent should be applied with a brush and when dried, vacuumed;
3. The vacuum bag will be placed in a plastic or lined trash can, secured, and disposed of daily.

**F. Disinfection of Hard Surfaces**

1. Employees are to wear gloves while disinfecting hard surfaces and equipment;
2. Body wastes and fluids should be removed as provided in "C" above and a disinfectant applied to the affected surface;
3. Mops should be soaked in a bleach solution (1 part/10 parts) after use and rinsed thoroughly or washed in a hot water cycle, as per the district's exposure plan;
4. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate;
5. Nondisposable cleaning equipment (such as dustpans and buckets) should be thoroughly rinsed in the disinfectant;
6. The disinfecting bleach/water solution should be promptly discarded down a drain pipe;
7. Gloves should be discarded in appropriate receptacles.

**G. Disposal of Sharps**

Sharps are any instrument used to inject fluids into or draw fluids out of humans. Included are the pricks used for tine tests and blood sampling.

All sharps shall be placed in a medical waste container that is:

1. Rigid;
2. Leak resistant;
3. Impervious to moisture;
4. Sufficiently strong to prevent tearing or bursting under normal conditions of use and handling;

HAZARDOUS WASTES AND EXPOSURE (regulation continued)

5. Puncture resistant;
6. Sealed to prevent leakage during transport;
7. Labeled.

When the medical waste container is 75% full, the school nurse shall advise the building and grounds supervisor, who will arrange by work order to have the container picked up. The words. "medical waste" shall be clearly typed across the top of the work order form.

Bloodborne Pathogens Exposure Control Plan

## A. Bloodborne Pathogens

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in human beings; including but not limited to hepatitis B Virus (HBV) and human immunodeficiency virus (HIV).

## B. Exposure Incident

An exposure incident occurs when a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contacts with blood or other potentially infectious material that results from the performance of an employee's duties.

## C. Occupational Exposure

Occupational exposure occurs when a reasonably anticipated skin, eye, mucous membrane, or parenteral contacts with blood or any other body fluid that may result from the performance of an employee's duties.

## D. Parenteral

Parenteral is the piercing of mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

## E. Source individual

A source individual is any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Procedures

## A. Exposure Determination

The employees in the district who have occupational exposure are those employees whose duties require close contact with pupils and include the job classifications designated by the chief school administrator as identified in the district's Exposure Plan.

## B. Workplace Controls

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials, whether or not the presence of bloodborne pathogens is determined and whether or not body fluid types can be differentiated as identified in the district's Exposure Plan.
2. All blood and body fluids shall be handled in accordance "A" through "G" in section titled *Body Wastes and Fluids* above.

## C. Hepatitis B Vaccination – Exposure Plan



HAZARDOUS WASTES AND EXPOSURE (regulation continued)

1. Hepatitis B vaccination shall be made available to each employee identified as having occupational exposure, after the employee has received training in bloodborne pathogens and within 10 working days of his or her initial assignment, unless:
  - a. The employee previously received the complete hepatitis B vaccination series;
  - b. Antibody testing has revealed that the employee is immune;
  - c. The vaccine is contraindicated for medical reasons; or
  - d. The employee declines to receive the vaccine and signs the required statement to that effect (an employee who has declined to receive the vaccine, and later decides to receive it shall again be offered the vaccine).
2. Hepatitis vaccination shall be made available without cost to employees, at a reasonable time and place, under the supervision of a licensed physician or other licensed healthcare professional, and in accordance with recommendations of the U.S. Public Health Service current at the time of the vaccination.
3. All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

## D. Post Exposure Evaluation and Follow-Up - Identified - Exposure Plan - Post Exposure Evaluation

Whenever an exposure incident is reported, the exposed employee shall be promptly offered a confidential medical evaluation and follow up:

1. The route(s) of exposure and the circumstances under which exposure occurred shall be documented;
2. The identity of the source individual shall be documented, unless the board establishes that identification is not feasible or is prohibited by state or federal law;
3. Unless the identified source individual's infection with HBV or HIV infection is already known, the identified source individual's blood shall be tested for HBV and HIV infectivity, provided that the source individual has consented to the test for HBV and HIV infectivity or when consent is not required by the law. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated;
4. The results of any blood testing of the source individual shall be made available to the exposed employee and the employee shall be informed of all laws and regulations regarding disclosure of the identity and infectious status of the source individual;
5. The exposed employee's blood shall be collected as soon as possible after the exposure and on the employee's consent for HBV and HIV serological status. The employee may withhold consent for HIV serological testing for up to 90 days, during which his or her blood sample shall be preserved;
6. The exposed employee shall be offered post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service; counseling; and evaluation of any reported illnesses.

## E. Communication of Hazards to Employees

A container that holds blood or other potentially infectious material shall be conspicuously labeled with a sign that its contents are a biohazard; in accordance with federal regulation (29 C.F.R. 1910.1030(g)).

## F. Training Program - Exposure Plan Training and Vaccination

1. Employees with occupational exposure must participate in a training program, which shall be provided at no cost to the employee and during working hours;
2. Employees shall receive training on their initial assignment to a position with occupational exposure within 90 days after the effective date of the exposure and annually thereafter. Employees shall also receive training whenever any modifications in the position affects exposure except that any such training may be limited to the new exposures created;
3. Training materials shall be appropriate in content and vocabulary to the educational level, literacy, and language of employees;
4. The training program shall include as a minimum:

HAZARDOUS WASTES AND EXPOSURE (regulation continued)

- a. An accessible copy of the OSHA regulation on bloodborne pathogens, 29 C.F.R. 1910.1030, and an explanation of its contents;
- b. A general explanation of the epidemiology and symptoms of bloodborne diseases;
- c. An explanation of the modes of transmission of bloodborne pathogens;
- d. An explanation of this Exposure Control Plan and the means by which the employee can obtain a copy of the plan;
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- f. An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and personal protective equipment;
- g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- h. All explanation of the basis for selection of personal protective equipment;
- i. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits of vaccination, and free availability of the vaccine and vaccination;
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- k. An explanation of the procedure to be followed if an exposure incident occurs, including the method of reporting that incident and the medical follow-up that will be made available;
- l. Information on the post-exposure evaluation and follow-up that the employer is required to provide after an exposure incident;
- m. Information regarding the labeling of biohazardous materials; and
- n. An opportunity for interactive questions and answers with the person conducting the training session;
- o. The person conducting the training shall be knowledgeable in the subject matter covered as it relates to the workplace that the training will address.

## G. Recordkeeping - Exposure Plan Under Recordkeeping

The district will establish and maintain an accurate medical record for each employee with occupational exposure in accordance with 29 C.F.R. 1910.1030. The record shall include:

1. The name and social security number of the employee;
2. A copy of the employee's hepatitis B vaccination status, including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccinations required by section "C" above of this regulation;
3. A copy of all results of examinations, medical testing, and follow-up procedures as required by section "D" above of this regulation;
4. The district's copy of the healthcare professional's written opinion;
5. A copy of the information provided to the healthcare professional;
6. The district shall ensure the employee's medical records required in board policy 4112.6/4212.6 Personnel Records and this regulation are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law; and
7. The medical records required in this section must be maintained by the district for at least the duration of employment of the employee plus 30 years in accordance with 29 C.F.R. 1910.1020.
8. The district will maintain training records for three years from the date on which the training occurred. These records shall include:
  - a. The dates and contents or summary of the training sessions; and
  - b. The names and qualifications of persons conducting the training and the names and job titles of all persons attending the training sessions.
9. The district will ensure the training records required by this section of the regulation be made available to authorized state and federal agencies, employees, and employee representatives upon request. Employee medical records required by this section of the regulation shall be provided upon

HAZARDOUS WASTES AND EXPOSURE (regulation continued)

request for examination and copying the subject employee, to anyone having written consent of the subject employee, and to authorized state and federal agencies;

10. The district shall comply with the requirements involving the transfer of records as set forth 29 C.F.R. 1910.1020(h).
11. The district shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The log shall contain, at a minimum:
  - a. The type and brand of device involved in the incident;
  - b. The department or work area where the exposure incident occurred; and
  - c. An explanation of how the incident occurred.
12. This log shall be maintained for the period required by law.

## H. District's Exposure Control Plan

The district's exposure control plan shall be reviewed at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of the plan shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Document annually consideration and implementation of appropriate, commercially-available, and effective, safer medical devices designated to eliminate or minimize occupational exposure.

## I. Staff Input

The buildings and grounds supervisor shall solicit input from non-managerial employees who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document this solicitation in the Exposure Control Plan.

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 NJSBA Review/Update: September 2015  
 Readopted:

**Policy**

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SECURITY AND ELECTRONIC SURVEILLANCE

The Montague Township Board of Education believes that the buildings and facilities of this district represent a substantial community investment. The board directs the development and implementation of a plan for district security to protect that investment.

The district security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment. The board directs close cooperation of district officials with local law enforcement officers, firefighters, the sheriff's office, the Division of Child Protection and Permanency (DCP&P), and insurance company inspectors.

Personal access to school buildings and grounds outside the hours that school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

Building records and funds shall be kept in a safe place and under lock and key as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The board shall approve all proposals for the use and purchase of safety and security equipment. The board may approve the employment of security guards in situations in which special risks are involved.

Electronic Surveillance

The board authorizes the use of electronic surveillance equipment in school buildings and on district property to ensure the health, welfare, and safety of all staff, students, and visitors and to safeguard district buildings, grounds, and equipment. The superintendent will approve appropriate locations for surveillance equipment.

The chief school administrator will notify staff and students, through staff and student handbooks or by other means, that electronic surveillance equipment may record activity in school buildings and on school property. The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:

The Montague Township Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with board policy.

The content of surveillance recordings may become a part of a student's educational record or a staff member's personnel record. Content added to student and staff records shall be confidential according to law and board policies (see 4112.6/4212.6 Personnel Records and 5125 Student Records). Content related to disciplinary proceedings shall be subject to rules for all the forms of evidence. Surveillance footage used as evidence shall be permitted only when it is in a legitimate educational interest. The district will comply with all applicable state and federal laws related to record maintenance and retention.

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## Key Words

Security System, Security Program, Keys, Electronic Surveillance, Surveillance, Video Camera

## Possible

<b><u>Cross References:</u></b>	*1330	Use of School Facilities
	*1410	Local Units
	*3510	Operation and Maintenance of Plant
	*3516	Safety
	*4112.6/4212.6	Personnel Records
	*4147/4247	Employee Safety
	*5125	Student Records
	*5131	Conduct and Discipline
	*5131.1	Harassment, Intimidation, and Bullying
	*5131.5	Violence and Vandalism
	*5131.7	Weapons and Dangerous Instruments
	*5141.1	Accidents
	*5142	Student Safety
	*5142.1	Safety Patrols
	*6114	Emergencies and Disaster Preparedness
	*6142.12	Career and Technical Education
	*7110	Long-Range Facilities Planning

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

**Regulation**

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SECURITY AND SURVEILLANCE

Security

A. Building Security

1. Entrances to school buildings shall be kept locked when school is in session;
2. Public entrances shall be equipped with a doorbell and visitors shall be admitted to the office and required to sign into the building at the main office according to policy 1250 Visitors.

B. Keys to School Buildings and Facilities

1. Staff members and school officials will be provided with keys as follows:
  - a. Teaching staff members and support staff members will be provided with keys to the specific classrooms or storage facilities to which they require access for the performance of their professional duties;
  - b. The building principal, director of facilities, and his or her designees in the school will be provided with keys to the school and master keys to all offices, classrooms, and storage facilities in the building;
  - c. Other administrators assigned to the school will be provided with keys to the building and to the offices to which they require access for the performance of their professional duties;
  - d. The chief school administrator and director of facilities shall maintain a set of all master keys.
2. Distributing or duplicating district keys to any person not authorized to possess the key is prohibited, and keys distributed to employees of the district shall be so marked.
3. Possession and/or use of a key to school premises by a district employee not expressly authorized to possess such a key is an infraction of rules subject to discipline.
4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the principal or director of facilities; the staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock.

C. Staff Member Responsibilities

1. The district shall not be liable for personal property misplaced, damaged, lost, or stolen while at school.
2. Secure storage shall be provided for valuable equipment, personally owned or school furnished, that is required for school or job responsibilities (e.g., musical instruments, laptops, etc.) and all such belongings shall be kept in the designated secure location when not in use.
3. Teaching staff members shall be responsible for:
  - a. Closing classroom windows and shutting and locking classroom doors when leaving at the end of the school day;
  - b. Shutting and locking classroom doors during the school day when the room is empty;
  - c. Reporting immediately to the principal any evidence of tampering, vandalism, or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all offices and classrooms and building doors are shut and locked.
5. Office personnel shall take all reasonable precautions to ensure the security of records and documents against unauthorized access, deterioration, and destruction, and the following shall be stored in a securely locked location daily:

ELECTRONIC SURVEILLANCE (regulation continued)

- a. Petty cash funds and records;
- b. Minutes of the Montague Township Board of Education (for closed and open sessions);
- c. Financial records and books of account (see policy 3570 Records and Reports);
- d. Pupil records (see policy 5125 Student Records);
- e. Personnel records (see policy 4112.6/4212.6 Personnel Records).

## D. Summoning the Police

1. The local police department will be summoned promptly whenever evidence is discovered that indicates:
  - a. A crime has been committed on school premises or on a school bus;
  - b. A break and entry has occurred on school premises;
  - c. There is threat to the safety or welfare of any person while on school grounds, a school bus, or at a school activity;
  - d. A dangerous weapon is sighted on school premises or there is reasonable suspicion that a person in possession of a weapon is on or intends to enter school property, a school bus, or a school activity; or
  - e. A disturbance of the peace has occurred on school premises.
2. Any call to law enforcement shall be reported to the chief school administrator as soon as possible and shall include the reason for the call and a description of the incident.
3. Any incident requiring the notification of law enforcement shall be documented in writing including the time and date of the incident, the name of the person reporting the incident, names of all individuals involved; the name of the officer responding to the incident; and a description of the incident and the outcome.

Surveillance

The chief school administrator shall determine the placement and location of surveillance devices.

Recording and Notice

- A. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
- B. Recordings may be used to monitor and observe the conduct of district staff, students, community members, and other person(s) in school and on school grounds.
- C. Notice regarding the use of surveillance devices will be posted where the devices may be used.

Student and Staff Records and Notice

- A. District personnel will comply with the provisions of applicable law regarding student record requirements including the Family Education and Privacy Act and the Individual with Disabilities Education Improvement Act. Recordings considered for retention as a part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review, and release of student records (see board policy 5125 Student Records).
- B. Recordings considered for retention as part of an employee's personnel record will be maintained in accordance with established board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records (see board policy 4112.6/4212.6 Personnel Records).
- C. The district will provide notice to students, parents/guardians, and school staff members that surveillance devices may be used in school, on school grounds, and on school buses.

ELECTRONIC SURVEILLANCE (regulation continued)Storage/Security

All recordings will be stored by the chief school administrator (or his or her designee) and secured to ensure confidentiality. Recordings will be stored for 90 calendar days after initial recording, whereupon such recordings will be erased or discarded unless there is a legitimate reason for retaining such recording for review.

Viewing or Listening

- A. Only the chief school administrator, school business administrator, and principal shall review/audit newly recorded surveillance footage.
- B. The chief school administrator shall approve all requests to view/audit surveillance content, and authorization shall be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings.
- C. Only the portion of the recording concerning a specific incident will be made available.
- D. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
- E. Access to a surveillance recording shall be directly supervised and reviewed in the presence of the principal and/or chief school administrator.
- F. Video recordings shall remain the property of the district and may be reproduced only in accordance with law, board policy (including 5125 Student Records and 4112.6/4212.6 Personnel Records), and applicable labor agreements.

Purchase, Maintenance, Replacement of Equipment/Supplies

The principal shall be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

School Furnished Electronic Devices

The district may furnish students with electronic devices, such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices. When a student is furnished with an electronic device, and if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device, the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent/guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

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**Policy**

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INSURANCE MANAGEMENT; BOARD MEMBER AND EMPLOYEE INDEMNIFICATION

Board Member Indemnification

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

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

Employee Indemnification

The board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting from any civil or administrative action or other legal proceeding that has been or shall be brought against any person holding any office, position, or employment under the jurisdiction of any board. This indemnification includes student teachers or persons assigned to other professional pre-teaching field experience. The indemnification shall be for any act or omission arising out of and in the course of the performance of the duties of their office, position, employment, or other assignment, except that:

- A. No employee shall be entitled to be held harmless or have his defense costs defrayed in a disciplinary proceeding instituted against him by the board or when the employee is appealing an action taken by the board; and
- B. Indemnification for exemplary or punitive damages shall not be mandated and shall be governed by the standards and procedures set forth in law (see N.J.S.A. 59:10-4).

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

Accident Insurance

The board may provide parents/guardians the opportunity to purchase insurance coverage, at no cost to the board, for injury resulting from accidents sustained by students in school, on school grounds, at an activity sponsored by the school, while traveling between home and school.

The business administrator shall recommend suitable and qualified insurance carriers for board consideration.

Property Insurance

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

INSURANCE MANAGEMENT (continued)

guided by the desirability of distributing the insurance coverage of the district through one insurance broker only.

The board insurance broker shall annually:

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

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

School Board Insurance Group

The board shall provide insurance for:

- A. Loss or damage to school district property, real or personal;
- B. Loss or damage from liability resulting from the use of district property;
- C. Loss or damage from liability for the acts and omissions of school district officers or employees;
- D. Loss or damage from liability established by the workers' compensation statutes; and
- E. The expenses of defending any claim against the board members, officers, or employees of the district arising out of and in the course of the performance of their duties.

The board may, by board resolution, join with other boards of education in providing coverage for the insurance needs of the district and in participating in programs of risk management to prevent loss and to control liability through participation in the School Board Insurance Group.

The trustee or trustees of School Board Insurance Group representing this board shall be elected by a plurality vote of those board members present and voting.

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Key Words

Insurance, Liability, Property Insurance, School Board Insurance Group

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:12-20	Indemnity of board members against cost of defense
	<u>N.J.S.A.</u> 18A:16-6	Indemnity of officers and employees against action,
	through -6.1	proceeding; exceptions
	<u>N.J.S.A.</u> 18A:18A-42	Duration of certain contracts
	<u>N.J.S.A.</u> 18A:18A-43	Supervision of school building repairs
	<u>N.J.S.A.</u> 18A:18B-1 <u>et seq.</u>	Self-insurance
	<u>N.J.S.A.</u> 18A:20-25	Insurance of property

INSURANCE MANAGEMENT (continued)

N.J.S.A. 50:10-4

Local public entities; authority to indemnify

**Possible**

<b><u>Cross References:</u></b>	*1330	Use of School Facilities
	*3510	Operation and Maintenance of Plant
	*4147/4247	Employee Safety
	*5141.1	Accidents
	*5142	Student Safety
	*6114	Emergencies and Disaster Preparedness
	*9270	Conflict of Interest
	*9271	Code of Ethics

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

TRANSPORTATION ROUTES AND SERVICES

The Montague Township Board of Education directs the chief school administrator to supervise development of bus routes to provide safe, economical, and reasonably expeditious transportation for:

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

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

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

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

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

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

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

Waiver of Eligible Transportation Services

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

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

TRANSPORTATION ROUTES AND SERVICES (continued)Courtesy Transportation Along Hazardous Routes

The board is concerned with the safety of students who walk to and from school along roadways determined to be hazardous routes. The chief school administrator 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 chief school administrator shall develop rules and regulations to supply courtesy transportation for students who must walk to and from school along routes designated by the district to be hazardous routes. The criteria used to determine hazardous routes may include but shall not be limited to the following:

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

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

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Key Words

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

<b><u>Legal References:</u></b>	<u>N.J.S.A. 18A:7F-57</u> <u>N.J.S.A. 18A:22-8.6</u> <u>N.J.S.A. 18A:36A-13</u> <u>N.J.S.A. 18A:39-1 et seq.</u> <u>See particularly:</u> <u>N.J.S.A. 18A:39-1.2</u> through -1.9 <u>N.J.S.A. 18A:46-19.6</u>  <u>N.J.S.A. 18A:46-23</u>  <u>N.J.S.A. 39:3-10.9 et al.</u>	Calculation of state aid for transportation Transportation (budget line item) Transportation services (charter schools) Transportation To and From Schools  Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost Transportation of students; special classes; handicapped children; state aid <u>New Jersey Commercial Drivers License Act</u>
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TRANSPORTATION ROUTES AND SERVICES (continued)

N.J.S.A. 39:3-27 Free registration of certain vehicles; transfer to other motor vehicles

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

See particularly:

N.J.A.C. 6A:27-1.1(b), -2.1, -3.1, -5.1, -6.2, -6.3, -6.4, -9.2(e), -11.1, -13.3

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

P.L. 2011, c.132 Parents right to waive eligible transportation rights

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

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

Policies and Procedures Manual for Student Transportation, New Jersey Department of Education

**Possible**

**Cross References:** \*3220/3230 State Funds; Federal Funds  
 \*3516 Safety  
 \*3541.31 Privately Owned Vehicles  
 \*3541.33 Transportation Safety  
 \*4211 Recruitment, Selection, and Hiring  
 \*5200 Nonpublic School Students  
 \*6145 Extracurricular Activities  
 \*6153 Field Trips

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

**Policy**

NONSCHOOL USE OF DISTRICT VEHICLES

The Montague Township 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 chief school administrator 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 chief school administrator shall formulate administrative regulations in conformity with N.J.A.C. 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 nonschool purposes.

Adopted: April 8, 2009  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

Senior Citizens' Busing, Handicapped Citizens' Busing, Municipal Programs Busing, Nonschool Use of District Vehicles

**Legal References:** N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes  
N.J.S.A. 18A:39-22 School buses; use by senior citizens, handicapped, and children and adults in certain municipal programs  
N.J.S.A. 18A:39-22.1 Use of school buses owned, leased or contracted by school district for transportation of certain handicapped adults  
N.J.A.C. 6A:27-7.2 Capacity  
N.J.A.C. 6A:27-7.8 Use of school buses other than to and from school and school related activities

**Possible**

**Cross References:** \*1330 Use of School Facilities  
\*3515 Smoking Prohibition

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

**Policy**

DISTRICT-OWNED VEHICLES

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

Vehicle Tracking, Maintenance, and Accounting

The district will maintain records of the following information:

A. Vehicle inventory control record including:

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

B. Driving record of operators of district vehicles including:

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

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

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

District Vehicle Assignment and Use



DISTRICT OWNED VEHICLES (continued)

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

DISTRICT OWNED VEHICLES (continued)

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

Adopted: April 8, 2009  
 NJSBA Review/Update: September 2015  
 Readopted:

Key Words

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

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

**Possible**

DISTRICT OWNED VEHICLES (continued)

**Cross References:** \*1330 Use of School Facilities  
\*3515 Smoking Prohibition

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

**Policy**

TRANSPORTATION SAFETY

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

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

Accidents

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

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

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

Vehicles and Equipment

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

All district-owned or contracted vehicles used to transport children shall conform to state standards for such vehicles and shall be equipped with all safety devices required by code and statute. All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

TRANSPORTATION SAFETY (continued)

Bus Drivers

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

Adopted: October 22, 2008  
 NJSBA Review/Update: September 2015  
 Readopted:

Key Words

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

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

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

N.J.S.A. 18A:39-1 et seq. Transportation To and From Schools

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

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

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

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

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

See particularly:  
N.J.A.C. 6A:27-11.1, -11.2, -12.2, -13.3

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

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

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

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

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

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

**Possible**

**Cross References:** \*3516 Safety

\*3541.1 Transportation Routes and Services

\*4211 Recruitment, Selection, and Hiring

\*4119.23/4219.23 Employee Substance Abuse

\*4231/4231.1 Staff Development; In-Service Education/Visitations/Conferences

\*5131 Conduct/Discipline

TRANSPORTATION SAFETY (continued)

- \*1531.1 Harassment, Intimidation, and Bullying
- \*5142 Student Safety

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

**Policy**

FOOD SERVICE

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

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

The chief school administrator is responsible for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the Montague Township Board of Education.

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

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

**Possible**

<b>Cross References:</b>	*1200	Participation by the Public
	*1220	<u>Ad Hoc</u> Advisory Committees
	*3000/3010	Concepts and Roles in Business and Noninstructional Operations; Goals and Objectives
	*3220/3230	State Funds; Federal Funds
	*3450	Money in School Buildings
	*3510	Operation and Maintenance of Plant
	*3542.1	Local Wellness/Nutrition
	*3542.31	Free or Reduced-Price Lunches/Milk
	*3542.44	Purchasing
	*4222	Noninstructional Aides
	*5131	Conduct/Discipline

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

WELLNESS AND NUTRITION

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

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

To promote healthful behavior in the school, the board is committed to encouraging its students to consume fresh fruits, vegetables, lowfat milk, and whole grains. The board is also committed to encouraging students to select and consume all components of the school meal. In order to promote and protect children's health, wellbeing, and ability to learn, the board is committed to providing school environments that support healthy eating and physical activity and will ensure that:

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

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

- A. Foods of minimal nutritional value;
- B. All food and beverage items listing sugar, in any form, as the first ingredient;



WELLNESS AND NUTRITION (continued)

C. All forms of candy.

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

A. Based on manufacturer's nutritional data or nutrient facts labels:

1. No more than eight grams of total fat per serving, with the exception of nuts and seeds;
2. No more than two grams of saturated fat per serving.

B. All beverages shall not exceed 12 ounces, with the following exceptions:

1. Water;
2. Milk (plain or flavored) containing one percent or less fat.

C. Whole milk shall not exceed eight ounces.

Elementary School

A. 100 percent of all beverages offered shall be milk, water; or

B. 100 percent fruit or vegetable juices;

C. Serving size for fruit or vegetable juice shall not exceed 8 ounces.

Middle School

A. At least 60 percent of all beverages offered, other than milk and water, shall be 100 percent fruit or vegetable juices;

B. Serving size for fruit or vegetable juice shall not exceed 12 ounces;

C. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

General Nutrition Requirements

Food and beverages served during special school celebrations or during curriculum-related activities shall be exempt from this policy, with the exception of foods of minimal nutritional (FMNV) value.

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

WELLNESS AND NUTRITION (continued)

Wellness Committee

The chief school administrator (or his or her designees) may convene a wellness committee for the purpose of developing, implementing, monitoring, reviewing, and as necessary revising the district's school nutrition and physical activity initiatives. The committee will annually review and when necessary recommend revisions to school policies related to wellness and nutrition. The wellness committee may consist parents/guardians, students, representatives of the school food authority, members of the board, school administrators, teachers, health professionals, and members of the public.

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

Physical Activity

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

- A. Health education will complement and reinforce physical education. Students may be taught self-management skills that promote and help maintain a physically active lifestyle and reduce time spent on sedentary activities, such as watching television;
- B. As initiated and determined by the teacher, opportunities for physical activity may be incorporated into subject area lessons; and
- C. Classroom teachers will make an effort to provide short physical activity breaks between lessons or classes, as appropriate;
- D. The daily schedule shall allow for periods of physical activity before or after meal periods and minimum of 20 minutes for recess daily;
- E. The code of student conduct shall prohibit withholding recess or other periods of physical activity as consequence or a disciplinary option.

General Requirements

The district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Core Curriculum Content Standards (which include the Common Core State Standards for mathematics and language arts and literacy).

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

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

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

WELLNESS AND NUTRITION (continued)

Adopted: October 22, 2008  
 NJSBA Review/Update: September 2015  
 Readopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:18A-4.1 f.,h.	Use of competitive contracting in lieu of public bidding; boards of education
	<u>N.J.S.A.</u> 18A:18A-5	Exceptions to requirement for advertising
	See particularly:	
	<u>N.J.S.A.</u> 18A:18A-5a(6)	
	<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A.</u> 18A:33-3 through -5	Cafeterias for students
	<u>N.J.S.A.</u> 18A:33-9 through -14	Findings, declarations relative to school breakfast programs
	See particularly:	
	<u>N.J.S.A.</u> 18A:33-10	
	<u>N.J.S.A.</u> 18A:33-15 through -19	<u>Improved Nutrition and Activity Act (IMPACT Act)</u>
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:58-7.1 through -7.2	School lunch program
	<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
	See particularly:	
	<u>N.J.A.C.</u> 2:36-1.7	Local school nutrition policy
	<u>N.J.A.C.</u> 6A:16-5.1(b)	School safety plans
	<u>N.J.A.C.</u> 6A:23A-1 <u>et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
	See particularly:	
	<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	Sec. 204 at the <u>Federal Child Nutrition and WIC Reauthorization Act of 2004</u> (P.L. 108-265)	
	42 <u>U.S.C.</u> 1751 <u>et seq.</u>	<u>Richard B. Russell National School Lunch Act</u>
	42 <u>U.S.C.</u> 1771 <u>et seq.</u>	<u>Child Nutrition Act of 1966</u>
	7 <u>C.F.R.</u> Part 210	Medically authorized special needs diets
	7 <u>C.F.R.</u> Part 210.10	Foods of minimum nutritional value

**Possible**

<b><u>Cross References:</u></b>	*1200	Participation by the Public
	*1220	Ad Hoc Advisory Committees
	*3000/3010	Concepts and Roles in Business and Noninstructional Operations; Goals and Objectives
	*3220/3230	State Funds; Federal Funds
	*3450	Money in School Buildings
	*3510	Operation and Maintenance of Plant

WELLNESS AND NUTRITION (continued)

*3542	Food Service
*3542.31	Free or Reduced-Price Lunches/Milk
*3542.44	Purchasing
*4222	Noninstructional Aides
*5131	Conduct/Discipline

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

**MONTAGUE TOWNSHIP BOARD OF EDUCATION**  
Montague Township, New Jersey

FILE CODE: 3542.31

       Monitored  
  X   Mandated  
       Other Reasons

**Policy**

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FREE OR REDUCED-PRICE LUNCHES/MILK

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

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

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

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

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

**Possible**

**Cross References:** \*2224 Affirmative Action/Nondiscrimination  
\*3000/3010 Concepts and Roles in Business and Noninstructional Operations;  
Goals and Objectives  
\*3220/3230 State Funds; Federal Funds  
\*3450 Money in School Buildings  
\*3510 Operation and Maintenance of Plant  
\*3542 Food Service  
\*3542.1 Wellness and Nutrition  
\*3542.44 Purchasing  
\*4222 Noninstructional Aides

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

**Policy**

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PURCHASING

The Montague Township Board of Education authorizes and directs the chief school administrator (or his or 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.

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

NJSBA Review/Update:           September 2015  
Adopted:

Key Words

Food Purchases, Purchasing Procedures

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

**Possible**

**Cross References:**   \*3320   Purchasing Procedures

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

**Policy**

DISTRICT RECORDS AND REPORTS

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

The Montague Township School District plans to preserve these records by:

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

Availability to the Public

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

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

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

Records Exempted from Public Access

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

DISTRICT RECORDS AND REPORTS (continued)

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

Record Retention

Record retention periods in conformance with state and federal codes, regulations, and statutes of limitation may be accessed through the New Jersey Division of Revenue and Enterprise Services (NJDORES), Records Management Services (RMS), in the School District Retention Schedules. The records custodian will ensure that records are retained and appropriately stored in accordance with state and federal statute and regulation. A partial schedule of retention periods for pertinent school record categories is listed below (Note: School District Retention Schedules should be consulted before any record is destroyed).

Partial Record Retention Schedule

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



DISTRICT RECORDS AND REPORTS (continued)

For all items the district will consult NJDORES School District Retention Schedules for retention and disposal information.

Implementation

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

Adopted: October 22, 2008  
 NJSBA Review/Update: September 2015  
 Readopted:

Key Words

District Records and Reports, Public Access, Records, Reports

<p><b><u>Legal References:</u></b> <u>N.J.S.A. 10:4-6 et seq.</u>  <u>N.J.S.A. 18A:4-14</u>  <u>N.J.S.A. 18A:7A-11</u>   <u>N.J.S.A. 18A:11-2</u>  <u>See particularly:</u>  <u>N.J.S.A. 18A:11-2(b)</u>  <u>N.J.S.A. 18A:17-7</u>      through -12  <u>N.J.S.A. 18A:17-28(e)</u>  <u>N.J.S.A. 18A:17-35</u>  <u>N.J.S.A. 18A:17-36</u>  <u>N.J.S.A. 18A:17-46</u>   <u>N.J.S.A. 18A:36-19</u>   <u>N.J.S.A. 47:1A-1 et seq.</u>  <u>See particularly:</u>  <u>N.J.S.A. 47:1A-1.1, -5</u>  <u>N.J.S.A. 47:3-15 et seq.</u>  <u>N.J.A.C. 2:36-1.1 et seq.</u>  <u>N.J.A.C. 6A:16-5.3</u>   <u>N.J.A.C. 6A:23A-16.1 et seq.</u>   <u>N.J.A.C. 6A:27-7.9</u>  <u>N.J.A.C. 6A:30-1.1 et seq.</u>  <u>N.J.A.C. 6A:32-7.1 et seq.</u>  <u>See particularly:</u>  <u>N.J.A.C. 6A:32-7.1(g), -7.8</u>  <u>N.J.A.C. 15:3-2.1 et seq.</u></p>	<p><u>Open Public Meetings Act</u>      Uniform system of bookkeeping for school districts      Reports by local school district, commissioner; interim review      Power to sue and be sued; reports; census of school children       Secretary to give notices and keep minutes, etc.      Duties of business manager      Records of receipts and payments      Accounting; monthly and annual reports      Act of violence; report by school employee; notice of action taken; annual report      Student records; creation, maintenance and retention, security and access; regulations; nonliability      Examination and copies of public records (<u>Open Public Records Act</u>)       Destruction of Public Records Law      Child Nutrition Programs      Incident reporting of violence, vandalism and substance abuse      Prescribed system of double-entry bookkeeping and GAAP accounting      Vehicle records      Evaluation of the Performance of School Districts      Student Records       Records Retention</p>
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DISTRICT RECORDS AND REPORTS (continued)

Annual Data Collection Plan, New Jersey State Department of Education

Records Retention Schedule, New Jersey State Department of Education

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

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

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

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

**Possible**

<b><u>Cross References:</u></b>	*4112.6/4212.6	Personnel Records
	*5125	Student Records
	*5131.5	Vandalism/Violence
	*6142.2	English as a Second language; Bilingual/Bicultural
	*6171.3	At-Risk and Title 1
	*6171.4	Special Education
	*9322	Public and Executive Sessions
	*9326	Minutes

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

**MONTAGUE TOWNSHIP BOARD OF EDUCATION**  
Montague Township, New Jersey

**FILE CODE: 3571.4**  
 Monitored  
 Mandated  
 Other Reasons

**Policy**

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AUDIT

An audit of the accounts of the school district shall be made annually by a public school accountant selected by the Montague Township 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 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 will, at a regular meeting, cause the recommendations of the auditor to be read and to be discussed, and the discussion noted in the minutes of the meeting. The board will direct the implementation of the auditor's recommendations.

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

Audit, Auditor

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

**Possible**

**Cross References:** \*1100 Communicating with the Public  
\*1120 Board of Education Meetings  
\*3570 District Records and Reports  
9127 Auditor

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

**Policy**

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

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

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

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

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

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

Adopted: October 22, 2008  
NJSBA Review/Update: September 2015  
Readopted:

Key Words

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

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

**Possible**

**Cross References:** \*3000/3010 Concepts and Roles in Business and Noninstructional Operations  
\*3100 Budget Planning, Preparation, and Adoption  
\*3400 Accounts  
\*3510 Operation and Maintenance of Plant  
3530 Insurance Management  
\*3542 Food Service  
\*3452.1 Wellness and Nutrition  
\*3570 District Records and Reports  
\*7110 Long-Range Facilities Planning

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