

CAMDEN'S PROMISE CHARTER SCHOOL
Camden, New Jersey

Policy Manual

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Policy

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

Fiscal Management

The Camden's Promise Charter School Board of Trustees recognizes that money and money management are a necessary support of the whole school program. To make that support as effective as possible, the board intends:

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

Internal Controls/Standard Operating Procedures

The board of trustees 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 be in accordance with the auditing standards generally accepted in the United States under Generally Accepted Accounting Principles (GAAP) and standards contained in Government Auditing Standards (GAS) issued by the Comptroller General of the United States, and as deemed necessary and appropriate by school management. 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.

Support Services

The board of trustees 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:

- 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;

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

- 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.

NJSBA Review/Update: April 2017

Adopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 2C:30-4	Disbursement of public moneys, incurrence of obligations in excess of appropriation
	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:17-14.1 through -14.3	Appointment of school business administrator; duties; subcontracting; tenure acquisition
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of superintendent, school business administrator; procedure
	<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
	<u>N.J.S.A.</u> 18A:20-1 <u>et seq.</u>	Title in board of education
	<u>N.J.S.A.</u> 18A:33-1 <u>et seq.</u>	Facilities in general
	<u>N.J.S.A.</u> 40A:65-1 <u>et seq.</u>	Uniform Shared Services and Consolidation Act
	<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C.</u> 6A:9B-12.1 <u>et seq.</u>	Requirements for administrative certification
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:9B-12.1, -12.2, -12.3(d), -12.7	Fiscal accountability, efficiency and budgeting procedure
	<u>N.J.A.C.</u> 6A:23A-1.1 <u>et seq.</u>	Financial Operations of Charter Schools; Internal Controls
	<u>N.J.A.C.</u> 6A:23A-22.12	Educational Facilities
	<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Student Transportation
	<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	

Possible

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

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

9123/9124 Appointment of board secretary; appointment of business official

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

Policy

BUDGET PLANNING, PREPARATION AND ADOPTION

The budget is the financial reflection of the educational plan for the school. 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 school. The budget shall be in accord with statutory and regulatory mandates of the federal government, the state legislature, the state board of education and the board of trustees.

The Camden's Promise Charter School Board of Trustees shall adopt an annual budget by a roll call majority vote of the full membership of the board and shall be recorded in the minutes of the board.

The board of trustees shall develop a detailed budget statement, which includes the classification of expenditures by program and function and is prepared on a fund basis in accordance with N.J.S.A. 18A:22-8, on a form prescribed by the commissioner of education. The budget shall detail each special project, capital project as separately identified in the referendum, and each Federal or State grant and maintain them, along with all authorized revisions, on file.

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

In reviewing budget proposals, the board will consider priorities to be accomplished during the subsequent year, based on the needs identified through the school's planning process.

In order to ensure adequate time for the preparation and review of the proposed budget, the board directs the chief school administrator and school business administrator/board secretary to develop a schedule of events associated with the development, presentation and adoption of the budget. This calendar of events shall conform to all dates set out in statute and shall be reviewed and adopted by the board annually.

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

- A. The total expenditure for each item for the preceding school year;
- B. The amount appropriated for the current school year adjusted for transfers as of February 1 of the current school year;
- C. The amount estimated to be necessary to be appropriated for the ensuing school year;
- D. The amount of the surplus account available at the beginning of the preceding school year, at the beginning of the current school year and the amount anticipated to be available for the ensuing school year;
- E. The amount of revenue available for budget purposes for the preceding school year, the amount available for the current school year as of February 1 of the current school year and the amount anticipated to be available for the ensuing school year in the following categories:
 1. Total revenue from the school districts of residence toward enrolled students;

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

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

The budget will be designed to reflect the board's objectives for the education of the students of the school. Therefore, it must be carefully organized and planned to ensure adequate understanding of the financial needs associated with program development. This necessitates a long range, and a short range view of school financial requirements.

To meet the objective of this policy the board directs the chief school administrator to:

- A. Include all ongoing studies of the educational program, an estimated annual cost of implementing said program;
- B. Report to the board any serious financial implications arising from the budget plan.

The charter school shall submit to the commissioner of education a budget summary, budget narrative and cash flow statement for the following fiscal year on or before March 30. All forms shall be based on the most recent enrollment projections provided to the charter school by the commissioner of education.

NJSBA Review/Update: April 2017

Adopted:

Key Words

Budget Planning, Preparation and Adoption; Planning; Budget

Legal References: N.J.S.A. 18A:7F-43 et seq. School Funding Reform Act of 2008
N.J.S.A. 18A:13-17, -19, -23 Submission of budget; annual regional school

BUDGET PLANNING, PREPARATION AND ADOPTION (continued)

<u>N.J.S.A.</u> 18A:22-7, -8	election
through -8.2 and -9 through -13	Preparation of budgets
<u>N.J.S.A.</u> 18A:39-1.5	Adoption of policy regarding transportation of students along hazardous routes
<u>N.J.A.C.</u> 6A:8-1.1 <u>et seq.</u>	Standards and Assessment
<u>N.J.A.C.</u> 6A:23A-15.2	Per student calculation, notification and caps (charter schools)
<u>N.J.A.C.</u> 6A:23A-15.3	Enrollment counts payments process and aid adjustment (charter schools)
<u>N.J.A.C.</u> 6A:23A-22.4	Financial requirements (charter schools)
<u>N.J.A.C.</u> 6A:26-10.1 <u>et seq.</u>	Purchase and lease agreements

Abbott v. Burke, 149 NJ 195 (1999)

Possible

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

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



CAMDEN'S PROMISE CHARTER SCHOOL
Camden, New Jersey

FILE CODE: 3160

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

Policy

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

Appropriate fiscal controls shall ensure that the Camden's Promise Charter School Board of Trustees does not spend more than authorized funds. The board secretary shall keep the board informed of the school'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.

NJSBA Review/Update: April 2017

Adopted:

Key Words

Transfer of Funds, Budget, Budget Amendment

<u>Legal References:</u> <u>N.J.S.A.</u> 2C:30-4	Disbursing moneys, incurring obligations in excess of appropriations
<u>N.J.S.A.</u> 18A:17-9	Secretary; report of appropriations, etc.; custodial duties, etc.
<u>N.J.S.A.</u> 18A:18A-7	Emergency purchases and contracts
<u>N.J.S.A.</u> 18A:22-8.1	Transfer of amounts among line items and program categories
<u>N.J.S.A.</u> 18A:22-8.2	Prohibited transfers
<u>N.J.S.A.</u> 18A:24-48 through -54	Application of proceeds to new purpose; in districts having boards of school estimate; certification by boards of education
<u>N.J.A.C.</u> 6A:23A-1 <u>et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
<u>N.J.A.C.</u> 6A:23A-16.1 <u>et seq.</u>	Double Entry Bookkeeping and GAAP
<u>See Particularly:</u> <u>N.J.A.C.</u> 6A:23A-16.2, -16.10	

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

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

Possible

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

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

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

STATE FUNDS; FEDERAL FUNDS

Each year, when it is believed that the school is eligible for federal and/or state assistance under the provisions of public law, application for said assistance may be submitted so long as acceptance of the funds does not include conditions contrary to the policies of the board of trustees. The chief school administrator shall inform the Camden's Promise Charter School Board of Trustees 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.

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

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

Maintenance of Effort

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

Equivalence

To be in compliance with the requirements of federal law, the board of trustees 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 among the school.

Supplement not Supplant

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

Parent/Guardian Participation

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

Control of Equipment

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

STATE FUNDS; FEDERAL FUNDS (continued)

procedures outlining federal ownership and school use, loan, loss and disposal of such equipment/property.

Reimbursement Requests

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

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

Reimbursement requests will be certified by the board as being in accordance with approved grant applications. EWEG reimbursement requests will meet NJDOE timelines and deadlines. The school shall assume all responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended according to 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 school 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 school. Every member of the school's administrative team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her areas of responsibility.

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

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

STATE FUNDS; FEDERAL FUNDS (continued)

G. Mishandling financial records of school 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.

NJSBA Review/Update: April 2017

Adopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 18A:7F-43 et seq.</u>	School Funding Reform Act of 2008
	<u>N.J.S.A. 18A:7G-1</u>	
	through -44 <u>et al.</u>	Educational Facilities Construction and Financing Act
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:34-1</u>	Textbooks; selection; furnished free with supplies; appropriations
	<u>N.J.S.A. 18A:36A-1 et seq.</u>	Charter School Program Act of 1995
	<u>N.J.S.A. 18A:38-7.7</u>	
	through -7.14	Legislative findings and declarations (impact aid)
	<u>N.J.S.A. 18A:58-7.1</u>	School lunch program
	<u>N.J.S.A. 18A:58-7.2</u>	School lunch program; additional state aid
	<u>N.J.S.A. 18A:58-11</u>	Emergency aid
	<u>N.J.S.A. 18A:58-33.6</u>	
	through -33.21	Additional State School Building Aid Act of 1970
	<u>N.J.S.A. 18A:58-37.1</u>	
	through -37.7	Textbook Aid to Public and Nonpublic Schools
	<u>N.J.S.A. 18A:59-1</u>	
	through -3	Federal aid
	<u>N.J.A.C. 6A:14-1.1 et seq.</u>	Special Education
	<u>N.J.A.C. 6A:23A-8.1 et seq.</u>	Annual budget development, review and approval
	<u>N.J.A.C. 6A:23A-19.1</u>	Emergency aid
	<u>N.J.A.C. 6A:23A-22.4</u>	Financial requirements (charter schools)
	<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
	<u>N.J.A.C. 6A:27-8.1 et seq.</u>	State Aid
	<u>N.J.A.C. 6A:32-14.1</u>	Review of mandated programs and services

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

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

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

Drug-Free Workplace Act of 1988

STATE FUNDS; FEDERAL FUNDS (continued)

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)

2 CFR 200 uniform requirements for federal awards

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

Possible

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

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

Policy

INCOME FROM FEES, FINES, CHARGES

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

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

NJSBA Review/Update: April 2017
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/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 Camden's Promise Charter School Board of Trustees believes that the efficient administration of the school requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the school. The board shall direct the chief school administrator to review periodically all school property and shall authorize the disposition by sale, licensing, rental or donation of any property not required for school purposes.

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

Any school property designated for donation or unsold after such offer may be offered without cost to school-related community organizations or 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.

NJSBA Review/Update: April 2017

Adopted:

Key Words

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

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

Possible

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

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

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

Policy

GIFTS, GRANTS AND BEQUESTS

Only the Camden's Promise Charter School Board of Trustees may accept any bequest or gift with a value of more than twenty-five dollars (\$25.00) of money, property or goods for the school. The chief school administrator may accept gifts with a value up to twenty-five dollars (\$25.00).

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

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

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

Grants

Staff members are encouraged to seek out sources of grants and gifts, and bring them to the attention of the 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 shall be created for the purpose of soliciting and raising monetary gifts and donations for the school. This foundation shall be governed by a board of directors that shall recommend expenditures of funds in educational areas not ordinarily covered by the school budget and in accordance with criteria in its bylaws. Members of the board of trustees and/or the administration shall serve on the board of directors of the educational foundation. Policies and regulations on gifts to the school shall apply to funds raised by the foundation.

NJSBA Review/Update: April 2017
Adopted:

Key Words

Gifts, Grants, Bequests

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

N.J.S.A. 18A:20-4
N.J.S.A. 18A:20-11
through -16
N.J.S.A. 18A:29A-1

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

Property devised in trust

GIFTS, GRANTS AND BEQUESTS (continued)

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

Possible

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

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

Policy

PURCHASING PROCEDURES

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

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

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

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

All purchases shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel.

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

NJSBA Review/Update: April 2017

Adopted:

Key Words

Purchasing Procedures, Nondiscrimination, Affirmative Action, Vendors

Legal References: N.J.S.A. 10:5-1 et seq.

Law Against Discrimination

See particularly:

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

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

Public Schools Contracts Law

N.J.S.A. 18A:19-1 et seq.

Expenditure of Funds; Audit and Payment of Claims

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

Business registration for providers of goods and services (definitions)

N.J.A.C. 6A:7-1.8

Equity in employment and contract practices

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

Definitions

N.J.A.C. 6A:23A-16.5

Supplies and equipment

N.J.A.C. 6A:23A-20.4

Ownership and storage of textbooks

N.J.A.C. 6A:23A-21.1 et seq.

Management of Public School Contracts

PURCHASING PROCEDURES (continued)

N.J.A.C. 6A:27-9.1 et seq. Contracting for Transportation 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
3300 Expenditures/expending authority
*3326 Payment for goods and services
*3327 Relations with vendors
*3570 School records and reports
3571 Financial reports

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

Policy

PAYMENT FOR GOODS AND SERVICES

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

In general, bills or claims shall be audited by the board secretary and approved by resolution of the board. However, in order to provide for the prompt payment to which vendors are entitled, and which leads to more effective competitive bidding and provision of services to the school, claims duly audited by the board secretary for items previously approved by the board or provided for in the budget may be approved by chief school administrator or board president or designee. Such payments shall be reported to the Camden's Promise Charter School Board of Trustees 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 school will carefully monitor payments for invoice amounts that are greater than the approved purchase order, in order to avoid over-payments. A new purchase order will be issued (and the original purchase order voided) when the adjusted amount reasonably exceeds the original purchase order amount. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or the bid award price.

Financial Systems to Avoid Over-Payments

Pursuant to N.J.A.C. 6A:23A-22.15, the school will program its financial systems to avoid over-payments by:

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

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

PAYMENT FOR GOODS AND SERVICES (continued)

Adopted:

Key Words

Payment for Goods and Services, Bills

Legal References: N.J.S.A. 18A:19-1 Expenditure of funds on warrant only; requisites
N.J.S.A. 18A:19-2 Requirements for payment of claims; audit of claims in general
N.J.S.A. 18A:19-3 Verification of claims
N.J.S.A. 18A:19-4 Audit of claims, etc., by secretary; warrants for payment
N.J.S.A. 18A:19-4.1 Account or demand; audit; approval
N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls
N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories
N.J.A.C. 6A:23A-16.8 Petty cash funds
N.J.A.C. 6A:23A-22.15 Financial system and payment approval process

Possible

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

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

Policy

RELATIONS WITH VENDORS

The Camden's Promise Charter School Board of Trustees wishes to maintain good working relations with vendors who supply materials and services to the school. 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 a school shall be governed by policy #1250. Teachers or supervisors of instruction who have invited vendors to call should notify the principal's office in advance so that proper courtesies may be extended.

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

Nondiscrimination

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

Honest and Ethical Relations with Vendors: Pay to Play Restrictions

The school shall maintain honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices. The school board of trustees will not vote upon or award a contract in the amount of \$17,500 or greater to any business entity which has made a reportable contribution to a member of the school board of trustees during the previous one-year period. Such contributions, to any member of the school board, from any entity doing business with the school 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 school emergency requires the immediate delivery of goods or services.

Disbarred Vendors Will Not Be Used

When acquiring goods and services under federally sponsored programs, the school 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 or contracting specialist will check the Federal Excluded Parties List System (EPLS) to ensure that the prospective contractor is not found in the EPLS. Results from the EPLS search shall be made part of the purchase order/contract documentation. Should a prospective vendor be found to be debarred or suspended by the Federal government, the 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 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

RELATIONS WITH VENDORS (continued)

competitive price or through a shared service arrangement. This may include issuance of such contracts through a request for proposals (RFP) based on cost and other specified factors or other comparable process such as the use of the "fair and open process" as defined in N.J.S.A. 19:44A-20.7; and

- C. Limiting professional services contracts to non-recurring or specialized work for which the school 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 school's legal costs exceed 130 percent of the Statewide average per student amount, the procedures set forth in N.J.A.C. 6A:23A-22.6(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 school to:

- A. Limit and designate the persons with the authority to request services or advice from contracted legal counsel;
- B. Not use legal counsel unnecessarily to make management decisions or to obtain readily available information such as school policies;
- C. Make requests for legal advice in writing; and
- D. Keep and review contact logs and records to determine that the requests for legal advice are necessary.

NJSBA Review/Update: April 2017
Adopted:

Key Words

Vendors, Sexual Harassment, Harassment, Nondiscrimination, Affirmative Action

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:5-31 through -35</u>	
	<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>	School Ethics Act
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public Schools Contracts Law
	<u>N.J.S.A. 52:32-44</u>	Business registration for providers of goods and

RELATIONS WITH VENDORS (continued)

<u>N.J.A.C.</u> 6A:7-1.8	services
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	Equality in employment and contract practices
<u>N.J.A.C.</u> 6A:23A-22.6	School Ethics Commission
<u>N.J.A.C.</u> 6A:23A-22.15	Public relations and professional services
	Approval of amounts paid in excess of approved purchase orders

Comprehensive Equity Plan, New Jersey State Department of Education

Possible

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

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

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 keeping all accounts of the school in accordance with code and statute.

NJSBA Review/Update: April 2017
Adopted:

Key Words

Bookkeeping, Accounting, Generally Accepted Accounting Principles

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for school districts
	<u>N.J.S.A.</u> 18A:17-8	Secretary; collection of tuition and auditing of accounts
	<u>N.J.S.A.</u> 18A:17-35	Records of receipts and payments
	<u>N.J.S.A.</u> 18A:22-8	Contents of budget; program budget system
	<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
	<u>N.J.A.C.</u> 6A:23A-16 <u>et seq.</u>	Double Entry Bookkeeping and GAAP Accounting
	<u>N.J.A.C.</u> 6A:23A-22.2	Bookkeeping and accounting for charter schools

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

Possible

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

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

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Policy

INVENTORIES

The school business administrator/board secretary shall maintain an accurate and complete inventory of all 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 shall be reported to the board. Consumable supplies shall be maintained on a continuous inventory basis.

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: April 2017
Adopted:

Key Words

Inventory, School Records and Reports

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

Possible

Cross References: 3530 Insurance management
*3570 School 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 employees and by student treasurers under the auspices of the board shall be handled and accounted for pursuant to prudent business procedures and rules of state statute and code.

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

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

Lost money shall be replaced by the person responsible.

NJSBA Review/Update: April 2017

Adopted:

Key Words

Money in School Buildings, Student Organizations, Athletic Funds

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

Possible

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

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

Policy

PETTY CASH FUNDS

The Camden's Promise Charter School Board of Trustees authorizes establishment of imprest petty cash accounts by resolution. The resolution will include:

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

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

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

NJSBA Review/Update: April 2017
Adopted:

Key Words

Petty Cash

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

Possible

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

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

Policy

SCHOOL ACTIVITY FUNDS

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

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

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

Borrowing from the student activity accounts is prohibited.

An account shall be submitted monthly to the chief school administrator 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.

NJSBA Review/Update: April 2017
Adopted:

Key Words

School Activity Funds, Athletic Funds, Class Funds

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

Possible

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

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



Policy

OPERATION AND MAINTENANCE OF PLANT

The Camden's Promise Charter School Board of Trustees 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 school. 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 the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

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

The school shall ensure equal and bias-free access for all students to school facilities, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional/sexual orientation, gender, religion, disability, English proficiency, immigration status, housing status or socioeconomic status.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the board of trustees shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. The Camden's Promise Charter School shall develop and maintain an IPM plan for each building 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 Camden's Promise Charter School shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how the Camden's Promise Charter School 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 development of the IPM plan shall be the responsibility of the chief school administrator.

IPM Coordinator

The board of trustees shall designate an integrated pest management coordinator, who is responsible for the

OPERATION AND MAINTENANCE OF PLANT (continued)

implementation of the school integrated pest management policy.

Education /Training

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

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

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

Record keeping

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

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

Notification/Posting

The chief school administrator of the Camden's Promise Charter School is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

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

Pesticide applicators

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

Evaluation

Annually, the chief school administrator shall report to their respective governing boards on the effectiveness of the school 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.

NJSBA Review/Update: April 2017
Adopted:

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

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

OPERATION AND MAINTENANCE OF PLANT (continued)

through -33	"School Integrated Pest Management Act"
<u>N.J.S.A. 18A:17-49</u>	
through -52	Buildings and grounds supervisors to be certified
<u>N.J.S.A. 18A:22-8</u>	Contents of budget; format
<u>N.J.S.A. 34:5A-1 et seq.</u>	Worker and Community Right to Know Act
<u>N.J.S.A. 34:6A-25 et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
<u>N.J.A.C. 5:23-1 et seq.</u>	The uniform construction code
<u>N.J.A.C. 6A:23A-1 et seq.</u>	Accountability regulations
<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
20 <u>U.S.C.A. 4071 et. seq.</u>	<u>Equal Access Act</u>

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

Possible

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

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



Policy

EQUIPMENT

Equipment purchased by the Camden's Promise Charter School Board of Trustees is intended for support of the educational program.

The chief school administrator shall oversee the maintenance of all school 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 school-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. He/she shall be responsible for its safe return.

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

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

NJSBA Review/Update: April 2017

Adopted:

Key Words

Loaning School 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.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, charges
*3510 Operation and maintenance of plant
*3516 Safety
3530 Insurance management
*4147 Employee safety
*4247 Employee safety
*5142 Student safety

EQUIPMENT (continued)

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

Policy

SMOKING PROHIBITION

To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, the Camden's Promise Charter School Board of Trustees prohibits all smoking or use of tobacco products in all school facilities and on all school grounds at all times. Definitions of "school facilities" and "school grounds" shall be in accord with definitions in the administrative code.

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

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

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

NJSBA Review/Update: April 2017

Adopted:

Key Words

Smoking, Smoking Prohibition

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

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

Possible

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

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

Policy

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 Camden's Promise Charter School Board of Trustees shall not allow the use of any hazardous substances in or on any of the buildings or grounds of the school 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 of trustees or the principal, as appropriate, shall ensure that notice of soil contamination on school property is provided. Notice will be provided to each parent or guardian of a student enrolled at the school, and to each staff member of the school. Notice will be provided within 10 business days of the discovery of the soil contamination, when the contamination is found by the Department of Environmental Protection or a licensed site remediation professional to exceed the department's direct contact soil remediation standards for residential use.

The notice shall include:

SAFETY (continued)

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

NJSBA Review/Update: April 2017

Adopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 18A:6-2</u>	Instruction in accident and fire prevention
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:17-42 et seq.</u>	Public School Safety Law
	<u>N.J.S.A. 18A:40-12.1, -12.2</u>	Protective eye devices required for teachers, students and visitors in certain cases
	<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire Drills and Fire Protection
	<u>See particularly:</u>	
	<u>N.J.S.A. 18A:41-5</u>	
	<u>N.J.S.A. 18A:42-1</u>	Safety patrol by students
	<u>N.J.S.A. 34:5A-1 et seq.</u>	Worker and Community Right to Know Act
	<u>See particularly:</u>	
	<u>N.J.S.A. 34:5A -10.1 through -10.5</u>	
	<u>N.J.S.A. 34:6A-25 et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
	<u>N.J.S.A. 58:10B-24.6 et seq.</u>	Hazardous discharge site remediation
	<u>N.J.A.C. 5:23-1 et seq.</u>	The uniform construction code
	<u>N.J.A.C. 6A:10-5.1</u>	School safety and security plans

SAFETY (continued)

<u>N.J.A.C. 6A:19-6.1 et seq.</u>	Safety and Health Standards
<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
<u>See particularly:</u>	
<u>N.J.A.C. 6A:26-12.1 et seq.</u>	
<u>N.J.A.C. 6A:27-12.2</u>	Accident reporting

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

Possible

<u>Cross References:</u>	*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.

TRANSPORTATION

The Camden's Promise Charter School Board of Trustees recognizes that transportation for some school students to and from school is required for the promotion of education by convenient access, the safeguarding of children, and the partial equalization of inequities among students which may have been caused by the location of school facilities.

The chief school administrator shall notify the Camden City, Pennsauken, Collingswood and such other approved public school districts of residence that have or may have students enrolled in the Camden's Promise Charter School to arrange and provide transport (or aid in lieu of transportation) for eligible students to and from school, when necessary.

Approved districts or regions of residence shall:

- A. Provide transportation to and from school or aid in lieu of transportation for students attending the charter school who reside within the approved districts or regions of residence;
- B. Transport (or provide aid in lieu of transportation) to students who live more than 2 miles from the charter school;
- C. Transport educationally disabled students where such service is prescribed in a student's individualized education program.

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 and transmit to the local district a written statement waiving the student's right to those services. This written statement shall be in the form that is determined by the Department of Education.

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

School Activities

The board will provide transportation to school related activities in accordance with law and this policy. Transportation shall be provided only to eligible school students, authorized school staff members, and adults serving as approved chaperones.

The safety and welfare of students shall be the first consideration in all matters pertaining to transportation. The board directs the chief school administrator to provide regulations and forms for the immediate reporting of all incidents involving a contracted vehicle.

The board recognizes that it is the responsibility of the bus contractor to comply with all State and federal statutes and regulations including those pertaining to safety.

NJSBA Review/Update: April 2017

Adopted:

Key Words

Transportation, Busing, Buses, Student Transportation

TRANSPORTATION(continued)

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:7F-57	Calculation of state aid for transportation
	<u>N.J.S.A.</u> 18A:22-8.6	Transportation (budget line item)
	<u>N.J.S.A.</u> 18A:36A-13	Transportation services (charter schools)
	<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation To and From Schools
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:39-1.2 through -1.9	
	<u>N.J.S.A.</u> 18A:39-1c	Parents right to waive eligible transportation rights
	<u>N.J.S.A.</u> 18A:46-19.6	Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost
	<u>N.J.S.A.</u> 18A:46-23	Transportation of students; special classes; handicapped children; state aid
	<u>N.J.S.A.</u> 39:3-10.9 <u>et al.</u>	New Jersey Commercial Drivers License Act
	<u>N.J.S.A.</u> 39:3-27	Free registration of certain vehicles; transfer to other motor vehicles
	<u>N.J.A.C.</u> 6A:27-1.1 <u>et seq.</u>	Student Transportation
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:27-1.1(b), -2.1, -3.1, -5.1, -6.2, -6.3, -6.4, -9.1(e), -11.1, -13.3	

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) cert. den. 108 N.J. 180 (1987)

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

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

Possible

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

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

Policy

NONSCHOOL USE OF SCHOOL VEHICLES

The Camden's Promise Charter School Board of Trustees has made the buildings and grounds of the 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 approve the use of school-owned vehicles to transport groups of qualified senior or disabled citizens to civic, social, cultural, educational, recreational, nutritional and health programs and activities within the county, or in the immediately surrounding counties. "Qualified" senior citizens are persons over 60 residing in the area served by this school and their spouses of less than 60 if they are accompanying them.

Further, the board may make school vehicles available to groups of children and adults for transportation to and from municipal programs or events and may make vehicles available to other schools and districts, when such vehicles are not in used by the board, provided board drivers operate the vehicles.

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 school 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 vehicles for all non-school purposes.

NJSBA Review/Updated: May 2017
Adopted:

Key Words

Senior Citizens' Busing, Disabled Citizens' Busing, Municipal Programs Busing, Nonschool Use of School Vehicles

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

Possible

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

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

Sample Policy

PRIVATELY OWNED VEHICLES

The Camden's Promise Charter School Board of Trustees does not authorize the transportation of students by volunteers or school staff and does not maintain a volunteer driving pool.

In recommending arrangements for student transportation to and from school- related activities, the chief school administrator shall consider the type of activity, the total number of students involved, and the availability of appropriate vehicles. The board directs the chief school administrator to propose the creation of a volunteer driving pool if groups of students too small in number to make economical use of Type I or Type II vehicles may be transported in privately owned passenger vehicles driven by qualified school personnel, state employees and parents/guardians.

Prior board approval shall be required before a volunteer driving pool is created. The following rules shall apply to any board approved volunteer driving pool:

Transportation by Volunteer Drivers

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

Qualifications shall include:

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

The chief school administrator shall develop and the board shall adopt detailed regulations to ensure:

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

Transportation of Students by School Employees as Part of Assigned Duties

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

- A. Have a current New Jersey (or other) driver's license with no convictions for moving violations;

PRIVATELY OWNED VEHICLES (continued)

- B. Use a privately owned passenger vehicle of eight or fewer capacity with evidence of at least the statutorily required insurance coverage. The vehicle must have a current inspection sticker;
- C. Conform to all safety practices set forth in the regulations to this policy.

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

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

NJSBA Review/Update: April 2017

Adopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:16-6	Indemnity of officers and employees against civil actions
	<u>N.J.S.A.</u> 18A:39-20.1	Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents
	<u>N.J.A.C.</u> 6A:27-1.5	Insurance
	<u>N.J.A.C.</u> 6A:27-7.6	Transportation to and from related school activities
	<u>N.J.A.C.</u> 6A:27-7.7	Parent transporting his or her own child or children

Possible

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

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

SCHOOL OWNED VEHICLES

For efficiency of operations, the Camden's Promise Charter School Board of Trustees directs the chief school administrator to oversee school vehicles and to develop regulations to govern vehicle tracking, maintenance, accounting, assignment and usage.

Vehicle Tracking, Maintenance, and Accounting

The school 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 school vehicles including:

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

C. Record of maintenance, repair and body work for each school 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.

School Vehicle Assignment and Use

SCHOOL OWNED VEHICLES (continued)

- A. School 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 school vehicles for the conduct of official school business. The vehicles may be assigned either to individuals or to units within the school 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;
 - 2. A unit may be permanently assigned one or more school 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 school business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a school facility when not in official use;
- C. Board members or employees may be temporarily assigned a school 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 school 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 school. 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 school needs;
- I. The school vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted;
- J. All damage to school 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 school vehicles shall possess a valid driver's license to operate a vehicle in New Jersey;
- M. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service;
- N. A driver assigned a school vehicle shall be responsible for the security of the vehicle and its contents;

SCHOOL OWNED VEHICLES (continued)

- O. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of school vehicles;
- P. The driver, or the driver's supervisor, if the driver is incapacitated, of a school vehicle involved in an accident resulting in damage to the school vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the school 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 school staff member responsible for making insurance claims as soon as possible;
- R. If a school vehicle is misused in any of the following ways, the driver's driving privileges for school 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 school 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 school vehicle by an unauthorized individual while assigned to an employee;
 - 8. Use of a school vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities;
 - 9. Use of radar detectors in school vehicles;
- S. The board shall apply progressive, uniform, and mandatory disciplinary actions to violations of these requirements.

NJSBA Review/Update: April 2017
 Adopted:

Key Words

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

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

SCHOOL OWNED VEHICLES (continued)

Possible

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

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

TRANSPORTATION SAFETY

The safety and welfare of students shall be the first consideration in all matters pertaining to transportation. The Camden's Promise Charter School Board of Trustees directs the chief school administrator to oversee development of regulations to govern:

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

Accidents

Forms shall be provided for the immediate reporting of all incidents involving a 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 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 the student riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. Students who do not require busing shall participate in a drill as necessary before a field trip. All students shall receive evacuation instruction at least once within the school year.

Vehicles and Equipment

All 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 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.

TRANSPORTATION SAFETY (continued)

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

Bus Drivers

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

NJSBA Review/Update: April 2017
Adopted:

Key Words

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

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

Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception

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

Authority over students

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

Transportation of students remote from school

See particularly:

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

N.J.S.A. 18A:39-26

School Bus Safety Act

N.J.S.A. 18A:39-27

Bus Driver Presence Required

N.J.S.A. 18A:39-28

Inspection of School Bus for Students

N.J.S.A. 39:3-10.9 et seq.

New Jersey Commercial Driver License Act

N.J.S.A. 39:3B-1.1 et seq.

School Buses, Equipment and Regulations

See particularly:

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

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

Student Transportation

See particularly:

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

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

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

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

TRANSPORTATION SAFETY (continued)

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

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
*4219.23 Employee substance abuse
*4231/4231.1 Staff development; inservice education/visitations/conferences
*5131 Conduct/discipline
*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 board.

NJSBA Review/Update: April 2017
Adopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

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

Possible

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

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

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

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

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

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

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

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

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

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

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

WELLNESS AND NUTRITION

The Camden's Promise Charter School Board of Trustees believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education.

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

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

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

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

LOCAL WELLNESS/NUTRITION (Continued)

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

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

Committee Review

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

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

Triennial Assessment

The board shall ensure that a triennial (once every three years) assessment of the school wellness and nutrition policy and programs is completed. The recommendations of the committee shall be reviewed and considered as part of the triennial assessment. The assessment shall measure the implementation of the wellness and nutrition policy, and include:

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

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

Physical Activity

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

- A. Health education will complement and reinforce physical education. Students may be taught self-

LOCAL WELLNESS/NUTRITION (Continued)

sedentary activities, such as watching television;

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

Recordkeeping Requirements

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

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

Marketing

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

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

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

General Requirements

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

Food and beverages that are not sold such as foods and beverages served during special school

LOCAL WELLNESS/NUTRITION (Continued)

celebrations or during curriculum related activities shall be exempt from this policy. However, on such occasions healthy food choices such as fruits, vegetable, fruit juice and water shall be made available to all students participating in such activities.

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

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

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, 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 each school with operational responsibility for ensuring the school is complying with the policy.

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

NJSBA Review/Update: April 2017
Adopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

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

See particularly:

LOCAL WELLNESS/NUTRITION (Continued)

<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:58-7.1 through -7.2	School lunch program ...
<u>N.J.A.C.</u> 2:36-1.1 et seq.	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-16.5	Supplies and equipment
<u>N.J.A.C.</u> 6A:23A-1 et seq.	Accountability regulations
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 et seq.	<u>Richard B. Russell National School Lunch Act</u>
42 <u>U.S.C.</u> 1771 et seq.	<u>Child Nutrition Act of 1966</u>
7 <u>CFR</u> Part 210 and 220	Healthy, Hunger-Free Kids Act of 2010
7 <u>C.F.R.</u> Part 210	Medically authorized special needs diets

Possible

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

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

FREE OR REDUCED-PRICE LUNCHES/MILK

It is the policy of the Camden's Promise Charter School Board of Trustees that the school participates in any federal or state subsidized food program for the benefit of eligible students. Student eligibility shall be as determined by the guidelines of the subsidizing agency. The board requires that all regulations of the subsidizing agency be observed including and especially those which preserve the privacy of eligible students.

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

NJSBA Review/Update: April 2017
Adopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:33-3	Cafeterias for students
	<u>N.J.S.A.</u> 18A:33-4	School lunch; availability to all children
	<u>N.J.S.A.</u> 18A:33-5	Exemptions
	<u>N.J.S.A.</u> 18A:33-10	Establishment of school breakfast program in certain schools
	<u>N.J.S.A.</u> 18A:33-11	Implementation of school breakfast program by district
	<u>N.J.S.A.</u> 18A:58-7.1	
	through -7.2	School lunch program ...
	<u>N.J.A.C.</u> 2:36-1.2	Policy and agreement for school nutrition programs
	<u>N.J.A.C.</u> 2:36-1.9	Review and evaluation

Possible

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

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

PURCHASING

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

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

NJSBA Review/Update: April 2017
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
3571 Financial reports

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

Policy

DEBT SERVICES

The Camden's Promise Charter School Board of Trustees may incur debt for a period no greater than 12 months except when the debt is:

- A. Fully secured by the value of the real property or other asset, so that the total value of all such debt does not exceed the total appraised value of the property or asset by which the debt is secured; and
- B. The lender has agreed to no right of recourse to the assets of the charter school beyond stated limits.

NJSBA Review/Update: April 2017
Adopted:

Key Words

Debt, Debt of Property, Licensing, Rental

Legal References:

<u>N.J.S.A.</u> 18A:20-2	Purchase and sale of property in general
<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;
<u>N.J.S.A.</u> 18A:36A-1 <u>et seq.</u>	Charter School Program Act of 1995
<u>N.J.S.A.</u> 54:4-3.6	qualified recipients; reversion
<u>N.J.A.C.</u> 6A:11-1 <u>et seq.</u>	Exemption of property of nonprofit organizations
<u>N.J.A.C.</u> 6A:23A-22.4(a)	Charter Schools
	Financial requirements

Possible

Cross References: *3220/3230 State funds; federal funds
*3280 Gifts, grants and bequests
*3440 Inventories
*6171.3 At-risk and Title 1

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

Policy

SCHOOL RECORDS AND REPORTS

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

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

Availability to the Public

For the protection of the public interest, the board believes that members of the community have a right to inspect, copy, or examine school 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 school records shall be submitted to the records custodian (or designee) in writing on the appropriate form. The custodian shall reply to all requests promptly and shall grant access or deny the request as soon as possible, but within seven days, provided that the record is currently available and not in storage or archived.

The custodian shall permit school records to be inspected, examined or copied during the hours that the board office is open. 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 school; not routinely developed or maintained by the school; 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 school 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,

SCHOOL RECORDS AND REPORTS (continued)

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

Record Retention

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

Partial Record Retention Schedule

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

SCHOOL RECORDS AND REPORTS (continued)

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

R. *Settlements (original):* Permanent

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

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

Implementation

The 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 school 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.

NJSBA Review/Update: April 2017

Adopted:

Key Words

School Records and Reports, Public Access, Records, Reports

Legal References: N.J.S.A. 10:4-6 et seq.
N.J.S.A. 18A:4-14
N.J.S.A. 18A:7A-11

N.J.S.A. 18A:11-2
See particularly:
N.J.S.A. 18A:11-2b
N.J.S.A. 18A:17-7
 through -12
N.J.S.A. 18A:17-28(e)
N.J.S.A. 18A:17-35
N.J.S.A. 18A:17-36
N.J.S.A. 18A:17-46

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

N.J.S.A. 47:1A-1 et seq.
See particularly:
N.J.S.A. 47:1A-1.1, -5
N.J.S.A. 47:3-15 et seq.
N.J.A.C. 2:36-1.1 et seq.
N.J.A.C. 6A:16-5.3

Open Public Meetings Act
 Uniform system of bookkeeping for school districts
 Reports by local school district, commissioner; interim review
 Power to sue and be sued; reports; census of school children

 Secretary to give notices and keep minutes, etc.
 Duties of business manager
 Records of receipts and payments
 Accounting; monthly and annual reports
 Act of violence; report by school employee; notice of action taken; annual report
 Student records; creation, maintenance and retention, security and access; regulations; nonliability
 Examination and copies of public records ("Open Public Records Act")

 Destruction of Public Records Law
 Child Nutrition Programs
 Incident reporting of violence, vandalism and substance abuse

SCHOOL RECORDS AND REPORTS (continued)

<u>N.J.A.C. 6A:23A-16 et seq.</u>	Prescribed system of double entry bookkeeping and GAAP accounting
<u>N.J.A.C. 6A:23A-22 et seq.</u>	Financial operations of Charter Schools
<u>N.J.A.C. 6A:27-7.9</u>	Vehicle records
<u>N.J.A.C. 6A: 32-7.1 et. seq.</u>	Student Records
<u>See particularly:</u>	
<u>N.J.A.C. 6A:32-7.1(g), -7.8</u>	
<u>N.J.A.C. 15:3-2.1 et. seq.</u>	Records Retention

Annual Data Collection Plan, New Jersey State Department of Education

New Jersey Department of Treasury, Division of Revenue and Enterprise Service, Records Management Services (RMS), School District Records Retention and Disposition Schedule

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

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

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

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

Possible

<u>Cross References:</u>	3543	Office services
	3571	Financial reports
	*4112.6	Personnel records
	*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.

Policy

AUDIT

An audit of the accounts of the school shall be made annually by a public school accountant selected by the Camden's Promise Charter School Board of Trustees. The audit examination shall be conducted in accordance with statute and generally accepted auditing standards and shall include all funds over which the board has direct or supervisory control.

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

Within 30 days following the receipt of the annual audit, the board of trustees 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.

NJSBA Review/Update: April 2017
Adopted:

Key Words

Audit, Auditor

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-68	Bookkeeping and accounting system (educational services commission)
	<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
	<u>N.J.S.A.</u> 18A:23-1 <u>et seq.</u>	Audits and auditors
	<u>N.J.A.C.</u> 6A:23A-1.2	Definitions
	<u>N.J.A.C.</u> 6A:23A-16.2	Principles and directives for accounting and reporting

Possible

Cross References: *1100 Communicating with the public
*1120 Board of trustees meetings
*3570 School records and reports
3571 Financial reports
9127 Appointment of auditor

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



Policy

EVALUATION OF BUSINESS AND NONINSTRUCTIONAL OPERATIONS

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

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

NJSBA Review/Update: April 2017

Adopted:

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-22.13 Segregation of duties

Possible

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

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

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