

**SERIES 3000****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Page 1 of 2**

Concepts and Roles in Business and Non-Instructional Operations; Goals and Objectives	3000/3010
Budget Planning, Preparation and Adoption	3100
Transfer of Funds between Line Items/Amendments/Purchases Not Budgeted	3160
State Funds; Federal Funds	3220/3230
Preschool Tuition Income	3240
Income From Fees, Fines Charges	3250
Sale and Disposal of Books, Equipment and Supplies Sale, Licensing, and Rental of Property	3260/3270
Gifts, Grants and Bequests	3280
Investing	3290
Purchasing Procedures	3320
Payment for Goods and Services	3326
Relations with Vendors	3327
Accounts	3400
Inventories	3440
Moneys in School Buildings	3450
Petty Cash Fund	3451
School Activity Funds	3453
Operation and Maintenance of Plant	3510
Authorized Use of School-Owned Equipment	3514
Smoking Prohibition	3515
Safety	3516

**SERIES 3000      BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

**Page 2 of 2**

Transportation Routes and Services	3541.1
Nonschool Use of District Vehicles	3541.3
Privately-Owned Vehicles	3541.31
District Owned Vehicles	3541.32
Transportation Safety	3451.33
Food Service	3542
Local Wellness/Nutrition	3542.1
Free and Reduced-Price Lunches/Milk	3542.31
Purchasing	3542.44
District Records and Reports	3570
Audit	3571.4
Evaluation of Business and Non-Instructional Operations	3600

CONCEPTS AND ROLES IN BUSINESS AND NONINSTRUCTIONAL  
OPERATIONS GOALS AND OBJECTIVES

Fiscal Management

The Garwood Board of Education recognizes that money and money management are a necessary support of the whole school program. To make that support as effective as possible, the Garwood Board of Education 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 Garwood Board of Education shall prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and board policy;
- E. To maintain a level of per pupil expenditure sufficient to provide high quality education.

Internal Controls / Standard Operating Procedures

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

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

Personnel Tracking and Accounting

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

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

### Financial and Human Resources Management

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

### Support Services

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

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

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

### Long-range Plans

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

Date: December, 1985

Revised: June 15, 2004

Revised: April 21, 2015

Legal References: N.J.S.A. 2C:30-4 Disbursement of public moneys, incurrence of obligations in excess of appropriation  
N.J.S.A. 18A:4-14 Uniform system of bookkeeping for school districts  
N.J.S.A. 18A:17-14.1 Appointment of school business administrator;  
through -14.3 duties; subcontracting; tenure acquisition  
N.J.S.A. 18A:17-24.1 Sharing of superintendent, school business administrator; procedure  
N.J.S.A. 18A:18A-1 et seq. Public School Contracts Law  
N.J.S.A. 18A:20-1 et seq. Title in board of education  
N.J.S.A. 18A:33-1 et seq. Facilities in general  
N.J.S.A. 18A:39-1 et seq. Transportation to and from schools  
N.J.S.A. 40A:65-1 et seq. Uniformed shared service and consolidation act

N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs  
N.J.A.C. 6A:9-12.1 et. seq. Requirements for administrative  
certification

See particularly:

N.J.A.C. 6A:9-12.1, -12.2,-12.3(d), -12.7

N.J.A.C. 6A:23A-6 et seq. Accountability Regulations

See particularly:

N.J.A.C. 6A:23A-6.4 -6.13

N.J.A.C. 6A:26-1.1et seq. Educational Facilities

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

BUDGET PLANNING, PREPARATION AND ADOPTION

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

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

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

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

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

The budget should evolve primarily from the district's goals and schools' current needs, but shall also consider the data collected in long-range budget planning. In preparing budget requests, the responsible administrator shall include the following costs by program area:

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

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

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

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

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

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

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

The brochure should include:

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

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

A “user-friendly” summary of the proposed budget shall be provided on the district’s website (if one exists) following the public hearing on the budget and prior to the school election in April. After the election (and following municipal review if the budget is defeated), a final user-friendly summary of the final budget shall be posted on both the district’s website and the Department of Education’s website. The posting shall stay on-line for a year, until it is replaced by the following year’s budget summary.

The user-friendly budget shall include:

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

Date: December 1985

Revised: July 2004

Revised: April 21, 2015

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 election...  
N.J.S.A. 18A:22-7, -8 Preparation of budgets through -13  
N.J.S.A. 18A:22-14 Fixing appropriations to be made; notice of intent to appeal (Type I districts)  
N.J.S.A. 18A:22-25 Borrowing against appropriations on notes (Type I districts)  
N.J.S.A. 18A:22-26 Type II district with board of school estimate; through -31 determination; certification and raising of

appropriations; notice of intent to appeal amount of appropriation...

- N.J.S.A. 18A:22-32, -33 Type II districts without board of school estimate; determination of appropriation...
- N.J.S.A. 18A:39-1.5 Adoption of policy regarding transportation of students who walk along hazardous routes
- N.J.S.A. 19:60-1 School elections, adjustments, ballots
- N.J.A.C. 6A:8-1.1 et seq. Standards and Assessment
- N.J.A.C. 6A:23A-8.1 et seq. Budget submission, support documentation, website publication
- N.J.A.C. 6A:23A-15.2 Per pupil calculation, notification and caps (charter schools)
- N.J.A.C. 6A:23A-15.3 Enrollment counts payments process and aid adjustment (charter schools)
- N.J.A.C. 6A:23A-22.4 Financial requirements (charter schools)
- N.J.A.C. 6A:26-10.1 et seq. Purchase and lease Agreements
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- Abbott v. Burke, 149 NJ 195 (1999)

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

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

Except in the case of federal basic skills improvement funds, the Garwood Board of Education designates the chief school administrator to approve such transfers among line items and programs as are necessary between meetings of the Garwood Board of Education. Transfers approved by the chief school administrator shall be reported to the Garwood Board of Education, ratified, and recorded in the minutes at a subsequent meeting of the Garwood Board of Education, 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.

Date: June 15, 2004

Revised: April 21, 2015

Legal References: N.J.S.A. 2C:30-4 Disbursing moneys, incurring obligations in excess of appropriations  
N.J.S.A. 18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.  
N.J.S.A. 18A:18A-7 Emergency purchases and contracts  
N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories  
N.J.S.A. 18A:22-8.2 Prohibited transfers  
N.J.S.A. 18A:24-48 Application of proceeds to new purpose; in districts having boards of school estimate; through -54 certification by boards of education  
N.J.A.C. 6A:23A-16.1 et seq. Double Entry Bookkeeping and GAAP  
See particularly: Accounting in Local School Districts  
N.J.A.C. 6A:23A-16.2, -16.10  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988 (Pub. L. 100-297)  
Guidelines for Development of Application--Basic Skills Improvement Plan--New Jersey

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

STATE FUNDS; FEDERAL FUNDS

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

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

Maintenance of Effort

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

Equivalence

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

Supplement not Supplant

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

### Parent/Guardian Participation

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

### Control of Equipment

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

### Special Education Medicaid Initiative (SEMI) Program

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

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

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

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

### Reimbursement Requests

When school districts and other local educational agencies are subgrantees of grants awarded by the Federal government to the State of New Jersey, the subgrantees will submit reimbursement requests using the EWEG (Electronic Web-Enabled Grant) 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 subgrantee as being in accordance with approved grant applications. EWEG reimbursement requests will meet NJDOE timelines and deadlines. The district assumes 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.

#### District Financial Fraud and Theft Prevention

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

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

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

- A. Behaving in a dishonest or false manner in relation to district assets, including theft of funds, securities, supplies or other district 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 Garwood Board of Education conflict of interest policies;
- G. Mishandling financial records of district assets (destroying, removing or misusing).

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

In the event the concern or complaint involves the chief school administrator, the concern shall be brought to the attention of the president of the Garwood Board of Education who is

hereby empowered to contact the district's legal counsel, auditing firm and any other agency to investigate the concern or complaint.

Date: June 15, 2004

Revised: April 21, 2015

Legal References: N.J.S.A. 18A:7F-43 et seq. School Funding Reform Act of 2008  
N.J.S.A. 18A:7G-1  
through -44 et al. Educational Facilities Construction and  
Financing Act  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:34-1 Textbooks; selection; furnished free with supplies;  
appropriations  
N.J.S.A. 18A:38-7.7 Legislative findings and declarations (regarding  
through -7.14 impact aid)  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 18A:58-7.1 School lunch program  
N.J.S.A. 18A:58-7.2 School lunch program; additional state aid  
N.J.S.A. 18A:58-11 Emergency aid  
N.J.S.A. 18A:58-11.1 Loss of tuition to district due to establishment of  
regional district; state aid for one year  
N.J.S.A. 18A:58-33.6  
through -33.21 Additional State School Building Aid Act of 1970  
N.J.S.A. 18A:58-37.1  
through -37.7 Textbook Aid to Public and Nonpublic Schools  
N.J.S.A. 18A:59-1 Federal aid  
through -3  
N.J.A.C. 6A:14-1.1 et seq. Special Education  
N.J.A.C. 6A:23A-5.3 Failure to maximize SEMI  
N.J.A.C. 6A:23A-8.1 Budget submission, support documentation,  
website publication  
N.J.A.C. 6A:23A-19.1 Emergency aid  
N.J.A.C. 6A:26-1.1 et seq. Educational Facilities  
N.J.A.C. 6A:27-8.1 et seq. State Aid  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School  
Districts  
N.J.A.C. 6A:32-14.1 Review of mandated programs and services  
Abbott v. Burke, 149 N.J. 145 (1997)  
Hawkins-Stafford Elementary and Secondary School Improvement  
Amendments of 1988 (Pub. L. 100-97)  
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act  
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973  
Drug-Free Workplace Act of 1988  
34 CFR Part 85, Governmentwide Debarment and Suspension  
(nonprocurement) and Government wide Requirements for Drug-Free  
Workplace (Grants)

34 CFR 200.1 et seq.  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A.  
6301 et seq.  
34 CFR 80 (7-1-05) monitoring districts' use of federal grant funds  
Education Department General Administrative Regulations (EDGAR)

PRESCHOOL TUITION INCOME

The Garwood Board of Education will charge and assess tuition for attendance in the schools of this district by pupils not entitled to receive a free public education in this district and whose enrollment has been approved by the Board. Under the State of New Jersey Department of Education guidelines, preschool is not part of the "Thorough and Efficient" curriculum.

The Garwood Board of Education may, with consent of the board upon such terms, admit nonresident pupils on a tuition basis pursuant to N.J.S.A. 18A:38-3.

Tuition rates will be determined annually by the Garwood Board of Education.

1. A non-refundable down payment of \$50.00 is required at the time of registration. The non-refundable deposit is credited to the total tuition bill.
2. All regular education students who enroll after the registration date will be placed on a waiting list.
3. Preschool students may be admitted after the beginning of the school year based on availability; tuition will be prorated. Students admitted at this time must have the approval of the Superintendent of Schools.
4. All tuition payments are non-refundable.
5. The district will assess a \$25 fee for all late payments.
6. The district will assess a \$25 fee for all checks returned by the district's bank and re-payment must be made by money order or certified check.
7. Payment are to be made at the Garwood Board of Education Business office during regular operating hours or mailed to the Garwood Board of Education , 400 Second Avenue, NJ 07027. All checks are to be payable to "Garwood Board of Education". Payments are not to be accepted by the teacher.
8. Students who qualify for free lunch may qualify for free tuition. Proof of income may include, but is not limited to, food stamp number, wage stubs, W-2 form, IRS tax return documentation.
9. The Garwood Board of Education will accept a maximum of two (2) students per year who qualify for free tuition. These student must adhere to the registration requirements to qualify for placement.

The Business Administrator or designee shall be responsible for the assessment and collection of tuition.

Legal Reference: N.J.S.A. 18A:38-3  
N.J.S.A. 18A:38-19  
N.J.S.A. 18A:46-21  
N.J.A.C. 6A:23A-17.1 through 17.7  
N.J.A.C. 6A:14-7.8

Date: September 21, 2010

INCOME FROM FEES, FINES, CHARGES

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

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

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

Date: June 15, 2004

Revised: April 16, 2007

Revised: May 19, 2015

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)

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

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

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

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

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

Date: December 1985

Revised: July 2004

Revised: May 19, 2015

Legal References: N.J.S.A. 18A:7F-7(e) Undesignated general fund balances, use, limits  
N.J.S.A. 18A:18A-45 Manner and method of sale (personal property)  
N.J.S.A. 18A:20-2 Purchase and sale of property in general  
N.J.S.A. 18A:20-5 Disposition of property and title of purchaser  
N.J.S.A. 18A:20-6 Sale at public sale; exceptions  
N.J.S.A. 18A:20-7 Sale at fixed minimum prices; rejection of bids  
N.J.S.A. 18A:20-8.1 Transfer of land for vocational school purposes  
N.J.S.A. 18A:20-8.2 Lease of school land  
N.J.S.A. 18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion  
N.J.S.A. 18A:20-9.1 Conveyance of certain sewer lines to a municipality  
N.J.S.A. 18A:20-9.2 Sale of school property to nonprofit schools for the handicapped  
N.J.S.A. 54:4-3.6 Tax exempt property  
N.J.A.C. 6A:26-7.4 Approval for the disposal of land

GIFTS, GRANTS AND BEQUESTS

Only the Garwood Board of Education may accept for the school district any bequest or gift of money, property or goods, except that the chief school administrator may accept on behalf of the Garwood Board of Education any such gift of less than \$500.00 in value.

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

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

The Garwood Board of Education will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to use any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Garwood Board of Education 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 Garwood Board of Education regarding the advisability of seeking them.

Educational Foundation

The EFG was created for the purpose of soliciting and raising monetary gifts and donations for the school district. 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 Garwood Board of Education and/or the administration shall be permitted to serve on the board of directors of the educational foundation. Policies and regulations on gifts to the district shall apply to funds raised by the foundation.

Date: December 1985

Revised: July 2004

Revised: May 19, 2015

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

INVESTING

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

Studies shall be made as to the advisability and legal implications to pay off indebtedness before maturity.

All moneys on deposit shall be placed where they can draw the greatest amount of interest for the school system.

Date: December 1985

Revised: July 2004

Revised: May 19, 2015

Legal Reference: N.J.S.A. 18A:17-34 Receipt and Disposition of Moneys  
N.J.S.A. 20-37 Purchase of securities  
N.J.S.A. 20-38 Report and safekeeping of securities  
N.J.S.A. 20-39 Sale of Securities

PURCHASING PROCEDURES

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

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

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

The Garwood Board of Education 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 Garwood Board of Education.

Nothing is to be ordered independently by school personnel.

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

Date: December 1985

Revised: July 2004

Revised: June 25, 2015

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-6.4et seq. Ownership and storage of textbooks

N.J.A.C. 6A:23A-16.5 Supplies and equipment

N.J.A.C. 6A:23A-21.1et seq. Management of Public School Contracts

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

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

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

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

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

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

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

Items not previously approved by the Garwood Board of Education or provided for in the budget must be audited by the Garwood Board of Education secretary and presented for the Garwood Board of Education approval.

Purchase Orders

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

Financial Systems to Avoid Over-Payments

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

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

G. Preparing an edit/change report listing all payments made in excess of the approved purchase order amount.

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

Date: December 1985

Revised: October 1992

Revised: July 2004

Revised: June 25, 2015

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

RELATIONS WITH VENDORS

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

In the schools, vendors shall be seen by appointment only. Vendors who call upon a school shall be governed by Policy No. 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 district pupils or employees by their representatives is prohibited.

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

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

Disbarred Vendors Will Not Be Used

When acquiring goods and services under federally sponsored programs, the district/charter 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 district /charter school contracting specialist will check the Federal Excluded Parties List System (EPLS) to ensure that the prospective contractor is not found in

the EPLS. Results from the EPLS search shall be made part of the purchase order/contract documentation. Should a prospective vendor be found to be debarred or suspended by the Federal government, the 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 district/charter school financial system.

#### Strategies to Avoid Excessive Professional Services Expenditures

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

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

#### Prudent Use of Legal Services

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

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

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

These procedures require the district to:

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

Date: July 2004

Revised: June 25, 2015

Legal References: N.J.S.A. 10:5-1 et seq. Law Against Discrimination  
See particularly:  
N.J.S.A. 10:5-31 through -35  
N.J.S.A. 18A:6-8 Interest of school officers, etc., in sale of textbooks  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:12-2 Inconsistent interests or office prohibited  
N.J.S.A. 18A:12-21 et seq. School Ethics Act  
N.J.S.A. 18A:18A-1 et seq. Public School Contracts Law  
N.J.S.A. 18A:19-1 et seq. Expenditure of Funds  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 52:32-44 Business registration for providers of goods and services  
N.J.A.C. 6A:7-1.8 Equality in employment and contract practices  
N.J.A.C. 6A:23A-6.3 Contributions to board members and contract awards  
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-14.1 Review of mandated programs and services  
Comprehensive Equity Plan, New Jersey State Department of Education

ACCOUNTS

Generally Accepted Accounting Principles

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

Date: July 2004

Revised: June 25, 2015

Legal References: N.J.S.A. 18A:4-14 Uniform system of bookkeeping for school districts  
N.J.S.A. 18A:17-8 Secretary; collection of tuition and auditing of  
accounts  
N.J.S.A. 18A:17-35 Records of receipts and payments  
N.J.S.A. 18A:22-8 Contents of budget; program budget system  
N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting  
N.J.A.C. 6A:23A-16.1 et seq. Double entry bookkeeping and GAAP  
accounting in local school districts  
N.J.A.C. 6A:23A-8.1 et seq. Budget submission, support  
documentation, website publication  
Handbook 2R2 – Financial Accounting for Local and State School  
Systems

INVENTORIES

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

The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies. Loss of any portable capital equipment of \$2,000 unit value or more shall be reported to the Garwood Board of Education. Consumable supplies shall be maintained on a continuous inventory basis.

Major discrepancies in inventories which are not resolved by proper accounting procedures shall be reported to the Garwood Board of Education.

The Garwood Board of Education shall determine when it is necessary to hire an outside service to assist in appraisal.

DATE: December 1985

REVISED: July 2004

REVISED: September 15, 2015

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

MONEY IN SCHOOL BUILDINGS

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

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

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

Lost money shall be replaced by the person responsible.

DATE: December 1985

REVISED: July 2004

REVISED: September 15, 2015

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

PETTY CASH FUNDS

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

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

The designated person(s) shall report to the Garwood Board of Education amounts disbursed from each account periodically, as directed by the Garwood Board of Education, 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 Garwood Board of Education 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 of determined by the Garwood Board of Education in its resolution, and all expenditures must be authorized by the designated individual.

DATE: December 1985

REVISED: July 2004

REVISED: September 15, 2015

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

SCHOOL ACTIVITY FUNDS

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

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

Disbursements must be made by check signed by any two (2) of the following officials: Superintendent, Building Principal and/or School Business Administrator/Board Secretary and supported by a claim, bill or written order to persons supervising the fund. Checks shall bear two or more authorized signature. All disbursements shall be recorded chronologically showing the date, vendor, check number, purpose and amount.

Borrowing from the pupil activity accounts is prohibited.

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

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the "Superintendent's Beautification Fund".

ADOPTED: March 16, 1993

REVIEWED: July 2004

REVISED: September 15, 2015

REVISED: August 16, 2016

Legal References: N.J.S.A. 18A:19-14 Funds derived from pupil activities

N.J.S.A. 18A:23-2 Scope of audit

N.J.A.C. 6A:23A-16.1et seq. Prescribed system of double entry  
bookkeeping and GAAP Accounting

See particularly: N.J.A.C. 6A:23A-16.12(c)

OPERATION AND MAINTENANCE OF PLANT

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

The Chief School Administrator shall direct the Supervisor of Buildings and Grounds to 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 Garwood Board of Education, and explained to all staff annually at the beginning of each school year and when any changes are made.

The Chief School Administrator and School Business Administrator/Board Secretary shall develop a multiyear comprehensive maintenance plan for Garwood Board of Education approval, to be updated annually.

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, each local school board of a school district, the Chief School Administrator of a public school, each board of trustees of a charter school, and each Principal or Chief School Administrator of a non-public school as appropriate shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. The Garwood Board of Education shall develop and maintain an IPM plan as part of the school's policy.

Integrated Pest Management Procedures in Schools

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

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

### Development of IPM Plans

The school IPM plan is a blueprint of how the Garwood Board of Education will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For public schools, the Chief School Administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school. For charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the chief School Administrator or Principal.

### IPM Coordinator

The Chief School Administrator shall designate the Supervisor of Buildings and Grounds as the integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

### Education/Training

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

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

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

### Record Keeping

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

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

### Notification/Posting

The Chief School Administrator 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, for public schools, the Chief School Administrator will report to the Garwood Board of Education on the effectiveness of the IPM plan and make recommendations for improvement as needed. The Garwood Board of Education directs the Chief School Administrator to develop regulations/procedures for the implementation of this policy.

Date: December, 1985

Revised: September 21, 2004

Revised: September 15, 2015

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

through -33 “School Integrated Pest Management Act”

N.J.S.A. 18A:17-49

through -52 Buildings and grounds supervisors to be certified

N.J.S.A. 18A:18A-1 et seq. Public schools contracts law

N.J.S.A. 18A:18A-37 Award of purchases, contracts, agreements  
educational facilities managers

N.J.S.A. 18A:22-8 Contents of budget; program budgeting system

N.J.S.A. 34:5A-1 et seq. Worker and Community Right to Know Act

N.J.S.A. 34:6A-25 et seq. New Jersey Public Employees Occupational  
Safety and Health Act

N.J.A.C. 5:23-7 Barrier free subcode of the uniform construction code

N.J.A.C. 6A:23A-6.9 Facilities maintenance and repair schedule and  
accounting

N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of Facilities

See particularly:

N.J.A.C. 6A:26-12.2(a)1, 2

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

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

N.J.A.C. 7:30-13.1 et seq. Integrated Pest Management

EQUIPMENT

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

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

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

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

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

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

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

Date: December, 1985

Revised: September 14, 2000

Reviewed: September 21, 2004

Revised: September 15, 2015

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

SMOKING PROHIBITION

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

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

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

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

ADOPTED: November 9, 2000  
Revised: September 21, 2004  
Revised: September 15, 2015

Legal References: N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act  
N.J.S.A. 30:5B-5.3 Smoking in child care centers prohibited  
N.J.A.C. 6A:16-1.3 Definitions  
N.J.A.C. 6A:16-3.1(a)7 Establishment of comprehensive alcohol,  
tobacco  
N.J.A.C. 6A:26-1.2 Definitions  
N.J.A.C. 6A:26-12.2(a)4 Policies and procedures for school facility  
operation  
No Child Left behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et  
seq.

### SAFETY

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

#### Use and Storage of Hazardous Substances

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

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

The notice shall include:

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

The notice may be provided by:

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

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

### Implementation

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

Adopted: December, 1985

Revised: May 18, 1993

Revised: September 21, 2004

Revised: September 15, 2015

Legal References: N.J.S.A. 18A:6-2                      Instruction in accident and fire prevention  
N.J.S.A. 18A:11-1                                      General mandatory powers and duties  
N.J.S.A. 18<sup>a</sup>:17-42 et seq.                      Public School Safety Law

N.J.S.A. 18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases

N.J.S.A. 18A:41-1 et seq. Fire, school security drills

See particularly:

N.J.S.A. 18A:41-5

N.J.S.A. 18A:42-1 Safety patrol by pupils

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 34:5A-1 et seq. Worker and Community Right to Know Act

See particularly:

N.J.S.A. 34:5A -10.1

through -10.5

N.J.S.A. 34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act

N.J.S.A. 58:10B-24.6 et seq. Hazardous discharge site remediation

N.J.A.C. 5:23-7 Barrier free subcode of the uniform construction code

N.J.A.C. 6A:16-1.4 District policies and procedures

N.J.A.C. 6A:19-6.1 et seq. Safety and Health Standards (career and technical programs)

N.J.A.C. 6A:26-1.1 et seq. Educational Facilities

See particularly:

N.J.A.C. 6A:26-12.1 et seq.

N.J.A.C. 6A:27-12.2 Accident reporting (drivers and aids)

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

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

TRANSPORTATION ROUTES AND SERVICES

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

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

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

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

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

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

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

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

Waiver of Eligible Transportation Services

Each school year a parent/guardian of a pupil who is eligible for transportation services under the law may sign a written statement waiving the pupil'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 pupil's transportation service rights, the district will make provisions to provide transportation to the pupil during this hardship.

#### Courtesy Transportation Along Hazardous Routes

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

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

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

Date: February 15, 2011

Revised: November 17, 2015

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

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

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

See particularly:

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

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

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

Parents for Student Safety, Inc., v. Morris Bd. of Ed., 1986 S.L.D.

(February 5), St. Bd. rev'g 1984 S.L.D. (August 24), aff'd App. Div., unreported decision (docket no. A-3257-85-T7, decided February 17, 1987) certif. den. 108 N.J. 180 (1987)

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

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

NONSCHOOL USE OF DISTRICT VEHICLES

The Garwood Board of Education has made the buildings and grounds of the district's public schools available for nonprofit use, provided that in the opinion of the chief school administrator such use would not conflict with, impede or negatively affect the operation of any school-related activities. The Garwood Board of Education will also make school-owned vehicles available to transport groups of qualified senior or disabled citizens to civic, social, cultural, educational, recreational, nutritional and health programs and activities within the district, or in the immediately surrounding districts, provided the distance does not exceed sixty (60) miles one way. "Qualified" senior citizens are persons over 60 residing in the area served by this school district and their spouses of less than 60 if they are accompanying them.

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

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

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

Date: February 15, 2011

Revised: November 17, 2015

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

PRIVATELY OWNED VEHICLES

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

Transportation by Volunteer Drivers

The school business administrator/chief school administrator shall supplement the transportation resources of the district by identifying qualified school personnel, state employees and parents/guardians who are willing to provide transportation for district pupils 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 and no more than two (2) points on a driver's license;
- 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 school business administrator/chief school administrator shall develop and the Garwood Board of Education shall adopt detailed regulations to ensure:

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

Transportation of Pupils by District Employees as Part of Assigned Duties

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

- A. Have a current New Jersey (or other) driver's license with no convictions for moving violations and no more than two (2) points on a driver's license;
- B. Use a privately owned passenger vehicle of eight or fewer capacity with evidence of at least the statutorily required insurance coverage. The vehicle must have a current inspection sticker;
- C. Conform to all safety practices set forth in the regulations to this policy.

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

Note: Employees who use district-owned vehicles must conform to A, B, and C. The district is responsible for maintenance of the vehicle and adequate insurance. A district is not obligated to negotiate over actual assignments. It must bargain upon demand over compensation related to such assignments.

Date: February 8, 1983  
Revised: September 21, 2004  
Revised: November 17, 2015

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

DISTRICT OWNED VEHICLES

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

Vehicle Tracking, Maintenance, and Accounting

The school district will maintain records of the following information:

A. Vehicle inventory control record including:

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

B. Driving record of operators of district vehicles including:

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

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

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

11. Detailed description of work performed;
12. Mileage on date work was performed; and
13. Cost of work performed.

#### District Vehicle Assignment and Use

- A. District vehicles will be assigned in accordance with OMB Circular 08-16-ADM or any superseding circulars.
- B. The Garwood Board of Education upon the recommendation of the chief school administrator may authorize, by an affirmative vote of the Garwood board's full membership, the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the district for pool use according to the following classifications:
  1. Vehicles may be assigned permanently and individually to the chief school administrator, school business administrator, head of facilities services, head of security services or other supervisory employees who, based on their job duties, may be called upon on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
  2. A unit may be permanently assigned one or more district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.
- C. Garwood Board of Education members or employees may be temporarily assigned a district vehicle for travel events.
- D. The chief school administrator shall ensure that an employee, such as the school business administrator, insurance or risk management staff member, head of facilities or other appropriate employee is assigned the functions of district vehicle coordinator.
- E. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.
- F. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
- G. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the chief school administrator and the authorization of an affirmative majority vote of the full Garwood Board of Education.
- H. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased or leased by the district. If a vehicle is assigned to the chief school administrator, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.

- I. The district vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.
- J. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.
- K. No physical alterations shall be made to a vehicle without prior Garwood Board of Education approval.
- L. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey.
- M. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.
- N. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
- O. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles.
- P. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.
- Q. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.
- R. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:
  - 1. Frequent violation of traffic laws;
  - 2. Flagrant violation of the traffic laws;
  - 3. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
  - 4. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
  - 5. Violation of these rules or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
  - 6. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
  - 7. Use of a district vehicle by an unauthorized individual while assigned to an employee;
  - 8. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities;
  - 9. Use of radar detectors in district vehicles.
- S. The Garwood Board of Education shall apply progressive, uniform, and mandatory disciplinary actions to violations of these requirements.

Date: February 15, 2011

Revised: November 17, 2015

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

### TRANSPORTATION SAFETY

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

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

#### Accidents

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

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

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

#### Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. NOTE: IF THE DISTRICT DOES NO BUSING, SUCH A DRILL MIGHT ONLY BE NECESSARY BEFORE A FIELD TRIP. ALL PUPILS MUST RECEIVE EVACUATION INSTRUCTION AT LEAST ONCE WITHIN THE SCHOOL YEAR.

#### Vehicles and Equipment

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

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

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

### Bus Drivers

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

Date: November 17, 2009

Revised: November 17, 2015

Legal References: N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
N.J.S.A. 18A:25-2 Authority over pupils  
N.J.S.A. 18A:39-1 et seq. Transportation of pupils remote from school  
See particularly:  
N.J.S.A. 18A:39-17, -18, -19.1, -20  
N.J.S.A. 39:3-10.9 et seq. New Jersey Commercial Driver License Act  
N.J.S.A. 39:3B-1.1 et seq. School Buses, Equipment and Regulations  
See particularly:  
N.J.S.A. 39:3B-10 through -12  
N.J.A.C. 6A:27-1.1 et seq. Student Transportation  
See particularly:  
N.J.A.C. 6A:27-11.1, -11.2, -12.2, -13.3  
34 CFR Part 85.100 et seq., Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)  
49 U.S.C. § 31306 et seq.- Omnibus Transportation Employee Testing Act of 1991  
49 C.F.R. Part 40.1 et seq. - Procedures for Transportation Workplace Drug Testing Programs  
49 C.F.R. Part 382.101 - Controlled Substance and Alcohol Use and Testing  
49 C.F.R. Part 391.1 et seq. - Qualification of drivers  
Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

FOOD SERVICE

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

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

The School Business Administrator or 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 Garwood Board of Education.

Date: December 1985

Revised: September 21, 2004

Revised: November 17, 2015

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:18A-5 Exceptions to requirement for advertising  
See particularly:  
N.J.S.A. 18A:18A-5a(6)  
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties;  
rules and regulations  
N.J.S.A. 18A:33-3 through -5 Cafeterias for pupils  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 18A:58-7.1 through -7.2 School lunch program ...  
N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs  
N.J.A.C. 6A:23A-16.5 Supplies and equipment  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School  
Districts  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

LOCAL WELLNESS/NUTRITION

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

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

To promote healthful behavior in the school, the Garwood Board of Education is committed to encouraging its students to consume fresh fruits, vegetables, low fat milk and whole grains. The Garwood Board of Education 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 Garwood Board of Education is committed to providing school environments that support healthy eating and physical activity and will ensure that:

- A. All students will have opportunities, support, and encouragement to be physically active on a regular basis;
- B. Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs. The district will regulate the types of food and beverage items offered outside the federal meal requirements, such as 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, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program including After-School Snack Programs, Summer Food Service Program, and Child and Adult Care Food Program);

- E. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services; and
- F. The Garwood Board of Education will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

#### All Schools

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

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

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

- A. Based on manufacturers nutritional data or nutrient facts labels:
  - 1. No more than eight grams of total fat per serving, with the exception of nuts and seeds; and
  - 2. No more than two grams of saturated fat per serving.
- B. All beverages shall not exceed 12 ounces, with the following exceptions:
  - 1. Water; and
  - 2. Milk (plain or flavored) containing one percent or less fat.

#### Elementary Schools

- A. 100 percent of all beverages offered shall be milk (plain or flavored) containing one percent or less fat, water; or
- B. 100 percent fruit or vegetable juices;
- C. Serving size for fruit or vegetable juice shall not exceed 8 ounces.

#### Middle and High Schools

- A. At least 60 percent of all beverages offered, other than milk and water, shall be 100 percent fruit or vegetable juices; and
- B. Serving size for fruit or vegetable juice shall not exceed 12 ounces;
- C. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.



N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations  
N.J.S.A. 18A:33-3 through -5 Cafeterias for pupils  
N.J.S.A. 18A:33-9 through -14 Findings, declarations relative to school breakfast programs..  
See particularly:  
N.J.S.A. 18A:33-10  
N.J.S.A. 18A:33-15 Improved Nutrition and Activity Act (IMPACT Act)  
through -19  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 18A:58-7.1 through -7.2 School lunch program  
N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs  
See particularly:  
N.J.A.C. 2:36-1.7 Local school nutrition policy  
N.J.A.C. 6A:16-5.1(b) School safety plans  
N.J.A.C. 6A:23A-16.5 Supplies and equipment  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32--14.1 Review of mandated programs and services  
Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265)  
42 U.S.C. 1751 et seq. Richard B. Russell National School Lunch Act  
42 U.S.C. 1771 et seq. Child Nutrition Act of 1966  
7 C.F.R. Part 210 Medically authorized special needs diets  
7 C.F.R. Part 210.10 Foods of minimum nutritional value

FREE OR REDUCED-PRICE LUNCHES/MILK

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

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

Date: December 1985  
Revised: September 21, 2004  
Revised: November 17, 2015

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

PURCHASING

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

The Garwood Board of Education 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.

Date: December 1985  
Revised: September 21, 2004  
Revised: November 17, 2015

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

DISTRICT RECORDS AND REPORTS

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

The district plans to preserve these records by:

- A. Appointing the business administrator as records custodian;
- B. Periodically reviewing records retention with the chief school administrator and the Garwood Board of Education or a committee thereof; and
- C. Retaining records according to the schedule for educational institutions promulgated by NJDARM (NJ Division of Archives and Records Management).

A partial schedule, for key classes of records, is shown at the end of this policy.

Availability to the Public

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

The custodian shall permit district records to be inspected, examined or copied during the hours that the Garwood Board of Education office is open (or for small districts with an enrollment of 500 or fewer, during not less than six regular business hours over not less than three business days per week). Immediate access ordinarily must be granted for budgets, bills, contracts and collective negotiations agreements. Copies may be made at fees not to exceed those set by statute. Anonymous requests for government records are permitted by law. If an anonymous request is made and the estimated cost of producing copies exceeds \$5.00, a deposit may be required. Anonymous requests for personal information will not be fulfilled.

Access shall be granted in the medium requested or some other meaningful medium, unless the request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district; or requiring a substantial amount of manipulation or programming of information technology. In these cases, the Garwood Board of Education

may add a special reasonable charge. The custodian shall ensure that statements are prominently posted in district offices that describe the specific terms of the public's right to appeal a denial of access and procedures for filing an appeal.

#### Records Exempted from Public Access

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

#### Record Retention

Record retention periods in conformance with state and federal codes, regulations, and statutes of limitation may be accessed through the New Jersey 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

1. Financial records: 7 (seven) years;
2. Agendas and minutes: Permanent for originals; 1 (one) year for copies;
3. Resolutions of the Garwood Board of Education: Permanent;
4. Administrative policy and advisory statements: Permanent;
5. Correspondence, including emails: 3 (three) years for general external correspondence; one year for internal correspondence;
6. Official public meeting notice: 3 (three) years;
7. Legal notice in newspaper: 7 (seven) years;
8. Publisher's affidavits: 10 (ten) years;
9. Tape recordings of Garwood Board of Education meetings (audio tape and video): 45 (forty-five) days or until summary or verbatim transcripts have been approved as minutes;
10. Election file: 5 (five) years for bonding election report, certificate and voting authority;
11. Other election materials: 1 (one) year;
12. Master publications file of school newsletters, yearbooks, student handbooks, etc.: Permanent;
13. School monitoring file (with school monitoring annual plan): Permanent;

14. Internal monitoring guide and action plan: 14 (fourteen) years;
15. Academic master plan (updated every 7 (seven) years): Permanent;
16. Support file for the academic master plan, including school evaluations: 10 (ten) years;
17. Fall and statistical report file: 5 (five) years;
18. Settlements (original): Permanent;
19. 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 Garwood Board of Education or a committee thereof, to ensure that necessary steps are being taken to gather, record, disseminate, copy, store and ultimately to destroy school district records in accordance with applicable laws. Particular attention shall be paid to implementing the public's right to access records and to protecting from public access those records specifically exempted by law. If deemed necessary, the Garwood Board of Education will adopt additional rules, regulations and procedures to implement this policy.

Adopted: October 18, 2004

Amended: December 21, 2004

Revised: November 17, 2015

Revised: August 16, 2016

Legal References: N.J.S.A.10:4-6 et seq. Open Public Meetings Act  
N.J.S.A.18A:4-14 Uniform system of bookkeeping for school districts  
N.J.S.A.18A:7A-11 Reports by local school district, commissioner;  
interim review  
N.J.S.A.18A:11-2 Power to sue and be sued; reports; census of school  
children  
See particularly:  
N.J.S.A.18A:11-2b  
N.J.S.A.18A:17-7 through -12 Secretary to give notices and keep  
minutes, etc.  
N.J.S.A.18A:17-28(e) Duties of business manager  
N.J.S.A.18A:17-35 Records of receipts and payments  
N.J.S.A.18A:17-36 Accounting; monthly and annual reports  
N.J.S.A.18A:17-46 Act of violence; report by school employee; notice  
of action taken; annual report  
N.J.S.A.18A:36-19 Pupil records; creation, maintenance and retention,  
security and access; regulations; nonliability  
N.J.S.A.47:1A-1 et seq. Examination and copies of public records  
("Open Public Records Act")

See particularly:

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

N.J.S.A.47:3-15 et seq. Destruction of Public Records Law

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

N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism and  
substance abuse

N.J.A.C. 6A:23A-16.1 et seq. Prescribed system of double entry  
bookkeeping and GAAP accounting

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

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the performance of school  
districts

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

See particularly:

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

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

N.J.A.C. 6A:32-12.2 School level planning

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

AUDIT

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

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

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

Date: December 1985

Revised: September 21, 2004

Revised: November 17, 2015

Legal References: N.J.S.A. 18A:6-68 Bookkeeping and accounting system (educational services commission)

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

N.J.S.A. 18A:23-1 et seq. Audits and auditors

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

N.J.A.C. 6A:23-2.2(i) Principles and directives for accounting and reporting

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

N.J.A.C. 6A:23-16.2(i) Principles and directives for accounting and reporting

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

N.J.A.C. 6A:32-12.2 School level planning

EVALUATION OF BUSINESS AND NON-INSTRUCTIONAL  
OPERATIONS

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

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

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

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

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

Date: December, 1985  
Revised: September 21, 2004  
Revised: November 17, 2015

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