



# Brick Township Public Schools

## Board of Education Policy Manual

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# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Goals & Objectives**

**Policy 3000/3010**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

## Fiscal Management

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

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

## Internal Controls / Standard Operating Procedures

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

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

## Personnel Tracking and Accounting

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

## Support Services

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

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

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

## Legal References

- NJSA 2C:30 4 Disbursement of public moneys, incurrence of obligations in excess of appropriation □  
18A:4 14 Uniform system of bookkeeping for school districts □  
18A:17 14.1 Appointment of school business administrator; through 14.3 duties; subcontracting; tenure acquisition □  
18A:17-24.1 Sharing of superintendent, school business administrator; procedure □  
18A:18A-1 et seq. Public School Contracts Law □  
18A:20-1 et seq. Acquisition and Disposition of Property □  
18A:33-1 et seq. Facilities in general □  
18A:39-1 et seq. Transportation to and from schools  
40:8A-1 et seq. Interlocal Services Act □
- NJAC 2:36-1.1 et seq. Child Nutrition Programs □  
6A:9-12.1 et. seq. Requirements for administrative certification □  
6A:23A-6.4 Accountability regulations  
6A:23A-6.5- 6.13 Accountability procedures

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**Business & Non-Instructional Operations**

**Series 3000**

**Budget Planning, Preparation & Adoption**

**Policy 3100/3110**

Date Adopted: November 20, 2008

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

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

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

In order to ensure adequate time for the preparation and review of the proposed budget, the Board directs the Superintendent of Schools to develop a schedule of events associated with the development, presentation and adoption of the budget by the Board. The Superintendent of Schools shall prepare a tentative budget and shall confer with the Business Administrator/Board Secretary and other appropriate district personnel, as necessary, to make the tentative budget realistic. The Board may call upon key personnel to discuss those portions of the budget that concern their areas of district operations.

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

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

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Budget Planning, Preparation & Adoption**

**Series 3000  
Policy 3100/3110**

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opportunity to achieve the knowledge and skills defined by the core curriculum content standards, as well as locally defined standards.

In preparing budget requests, the responsible administrator shall include the following costs by program area, on or before December 15<sup>th</sup> of each year:

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

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

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

The Board may submit a separate budget proposal or proposals to the voters for additional general fund tax levies which may be in excess to that which has been determined necessary for all students to have an opportunity to achieve the core curriculum content standards and a thorough and efficient education.

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

The Board shall adopt any such questions by a recorded roll call majority vote of the full Board by a 2/3 affirmative vote of the full membership of the Board. Upon Board approval of the tentative school budget, it shall be advertised in accordance with New Jersey State Law and copies shall be made available to the public.

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**Budget Planning, Preparation & Adoption**

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

The brochure should include:

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

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

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

## Legal References

- NJSA 18A:7F-1 et seq. Comprehensive Education Improvement and Financing Act of 1996 □  
18A:13 □17, □19, □23 Submission of budget; annual regional school election  
18A:22 □7, □8 through □13 Preparation of budgets  
18A:22-8.6 Transportation (budget line item)/hazardous routes □  
18A:22 □14 Fixing appropriations to be made; notice of intent to appeal (Type I districts) □  
18A:22 □25 Borrowing against appropriations on notes (Type I districts)  
18A:22 □26 through □31 Type II district with board of school estimate; determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation  
18A:22 □32, □33 Type II districts without board of school estimate; determination of appropriation  
19:60-1 School elections, adjustments, ballots
- NJAC 6A:8-1.1 et seq. Standards and Assessment □  
6A:23A-6.4 Accountability regulations  
6A:23A-6.5- 6.13 Accountability procedures  
6A:23A-8.1 et seq. Annual Budget Development, Review and Approval □  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts □  
6A:26-10.1 et seq. Purchase and lease Agreements  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- Abbott v. Burke, 149 NJ 195 (1999)  
New Jersey Quality Single Accountability Continuum (NJQSAC)

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**Business & Non-Instructional Operations**

**Series 3000**

**Determination of Budget Priorities**

**Policy 3113**

Date Adopted:

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

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

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

## Legal References

- NJSA** 18A:7F-1 et seq. Comprehensive Education Improvement and Financing Act of 1996 □  
18A:11-1 General powers of the Board  
18A:13□17, □19, □23 Submission of budget; annual regional school election  
18A:22□7, □8 through □13 Preparation of budgets  
18A:22-8.6 Transportation (budget line item)/hazardous routes □  
18A:22□14 Fixing appropriations to be made; notice of intent to appeal (Type I districts) □  
18A:22□25 Borrowing against appropriations on notes (Type I districts)  
18A:22□26 through □31 Type II district with board of school estimate; determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation  
18A:22□32, □33 Type II districts without board of school estimate; determination of appropriation  
19:60-1 School elections, adjustments, ballots
- NJAC** 6A:8-1.1 et seq. Standards and Assessment □  
6A:23-8.1 et seq. Annual Budget Development, Review and Approval □  
6A:23A-6.4 Accountability regulations  
6A:23A-6.5- 6.13 Accountability procedures  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts □  
6A:26-10.1 et seq. Purchase and lease Agreements  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts



# Brick Township Board of Education District Policy

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

**Policy 3160 [M]**

Date Adopted: May 29, 2008

Date Revised: June 26, 2014

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

Funds may not be transferred among the major categories without voter approval.

Transfers must adhere strictly to NJAC 6A:23A-2.11. Prior to any transfer, the Business Administrator/Board Secretary must attest to the criteria and limitation set forth in NJAC 6A:23A13-13.

When the necessity arises for an unbudgeted expenditure, and there are no available funds in other line items in the same category, the procedures required by administrative code shall be initiated. In such cases, a majority vote of the Board of Education shall be required for approval.

## Legal References

NJSA 2C:30-4 Disbursing moneys, incurring obligations in excess of appropriations   
18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.   
18A:18A-7 Emergency purchases and contracts   
18A:22-8.1 Transfer of amounts among line items and program categories   
18A:22-8.2 Prohibited transfers   
18A:24-48  through -54 Application of proceeds to new purpose;

NJAC 6A:23A-16-10 Controls over appropriations  
6A:23A-16.10(a)1 Line item accounts  
6A:23A-16.10 Board default  
6A:30-1.1 et seq. Evaluation of Performance – School Districts

Evaluation of the Performance of School Districts    
Hawkins-Stafford Elem & Secondary School Improvement Act of 1988  (Pub. L.100-297)    
Guidelines for Development of Application--Basic Skills Improvement Plan--New Jersey State  
Department of Education, revised annually    
Guidelines for Development of Program Plan--Bilingual/ESL Education Programs--New Jersey  
State Department of Education, revised annually  
New Jersey Quality Single Accountability Continuum (NJQSAC)

**Brick Township Board of Education**  
**District Policy**

**Business & Non-Instructional Operations**

**Series 3000**

**State Funds / Federal Funds**

**Policy 3220/3230 [M]**

Date Adopted: November 20, 2008

Date Revised: June 26, 2014

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

When the law requires the development and implementation of administrative procedures for submitting state and federal financial reports with specified time schedules the Superintendent of Schools and the Business Administrator/Board Secretary shall ensure that the staff has properly completed the reports and that in each instance the reports have been submitted within the specified time.

In particular, the Superintendent of Schools is responsible for assuring that the district is in compliance with Education Department General Administrative Regulations (EDGAR) and all persons responsible for following those administrative regulations shall be held accountable.

Drawdown of Federal Grant Funds

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

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

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

The submission of a reimbursement request shall constitute a certification by the Business Administrator/Board Secretary that the district has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with the approved grant applications.

## Brick Township Board of Education District Policy

**Business & Non-Instructional Operations**  
**State Funds / Federal Funds**

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**Policy 3220/3230**

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

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

### Maintenance of Effort

In order to comply with the requirements of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the No Child Left Behind Act of 2001, *Section 1120A(a)*, the Board of Education will maintain a combined fiscal effort per student or aggregate expenditures of state and local funds with respect to the provision of the free public education in the Local Education Agency (LEA) for the preceding fiscal year that is not less than the required amount of the combined fiscal effort per student, or the aggregate expenditures, for the second preceding year.

### Equivalence Comparability of Materials and Supplies

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

### Supplement Not Supplant

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

### Parent Participation

The district shall implement parent consultation and participation, advisory councils, or other committees, if mandated for the specific program.

# Brick Township Board of Education District Policy

**Business & Non-Instructional Operations**  
**State Funds / Federal Funds**

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## Legal References

- NJSA 18A:7F-1 et seq. Comprehensive Improvement and Financing Act of 1996□  
18A:7G-1□through -44 et al. Educational Facilities Construction and Financing Act□  
18A:11-1 General mandatory powers and duties□  
18A:34-1 Textbooks; selection; furnished free with supplies; appropriations□  
18A:38-7.7□through -7.14 Legislative findings and declarations (impact aid)□  
18A:58-7.1 School lunch program□  
18A:58-7.2 School lunch program; additional state aid□  
18A:58-11 Emergency aid□  
18A:58-11.1 Loss of tuition to district due to establishment of regional district; state aid for one year□  
18A:58-33.6□through -33.21 Additional State School Building Aid Act of 1970□  
18A:58-37.1□through -37.7 Textbook Aid to Public and Nonpublic Schools□  
18A:59-1□through -3 Federal aid□
- NJAC 6A:14-1.1 et seq. Special Education□  
6A:23A-5.1 et seq. Withhold/ recover State Aid□  
6A:23A-5.3 Failure to maximize SEMI  
6A:23A-8.1 Budget Submission  
6A:23A-19.1 Emergency aid  
6A:26-1.1 et seq. Educational Facilities□  
6A:27-8.1 et seq. State Aid□  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts□
- Abbott v. Burke, 149 N.J. 145 (1997)□□  
Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (Pub. L. 100-97)□□  
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act□□  
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973□□  
Drug-Free Workplace Act of 1988□□  
34 CFR 80 (7-1-05) monitoring districts' use of federal grant funds□  
Education Department General Administrative Regulations (EDGAR)□□  
34 CFR Part 85, Government-wide Debarment and Suspension (non-procurement)□and Government-wide Requirements for Drug-Free Workplace (Grants)□  
34 CFR 200.1 et seq.□□  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

# Brick Township Board of Education District Policy Manual 3

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**Tuition**

**Policy 3240**

Date Adopted:

Date Revised:

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Date Reviewed:

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

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

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

## Legal References

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

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**Materials / Services, Fees, Fines & Charges**

**Policy 3250**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

Reasonable charges for admission to school-sponsored events shall be approved by the Board on recommendation of the Superintendent of Schools.

The Superintendent of Schools 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.

All school-sponsored events shall be approved by the Board on recommendation of the Superintendent of Schools.

## Legal References

NJSA 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations   
18A:34-2 Care and keeping of textbooks and accounting   
18A:37-3 Liability of parents or guardian of minor for damage to property   
18A:58-37.3 Purchase and loan of textbooks

NJSA 6A:23A-16.12 Student activity funds  
6A:23A-16.13 School Store  
6A:23A-20.6 Charge for textbook loss or damage

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

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**Depository**

**Policy 3293**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

The Board shall designate one or more local banks, at the annual organizational meeting, as the depository or depositories for school district moneys. Thereafter, all the district's moneys shall be deposited in named depositories only. Upon depositing therein, the official Custodian shall be relieved from liability for any loss thereof, which may be caused by reason of such deposits.

These depositories may be changed at any time by the Board upon the recommendation of the Superintendent of Schools.

Legal References

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

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

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**Purchasing Procedures**

**Policy 3320**

Date Adopted: November 20, 2008

Date Revised:

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

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

The Board of Education encourages the administration to:

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

Nothing may be ordered by any school personnel without the approval of the Superintendent of Schools and the Business Administrator/Board Secretary.

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

### Soliciting Prices/Bids and Quotations

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

The Business Administrator/Board Secretary shall:

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

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

The Board will make all final decisions, including, when advisable, rejection of all bids.



# Brick Township Board of Education District Policy Manual

**Business & Non-Instructional Operations  
Purchasing Procedures**

**Series 3000  
Policy 3320**

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

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

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

## Multiple Year Contract/Bid Cycle

The Business Administrator/Board Secretary will establish a multiple year contract/bid cycle, the purpose of which is to ensure that the district is receiving the most efficient and economical services available, in accordance with NJSA 18A:18A-42f and NJAC 6A:23A-7.6.

## Cooperative Purchasing

The Board of Education recognizes that centralized, cooperative purchasing tends to maximize the value received for each dollar spent. The administration is encouraged to seek savings that may accrue to this district by means of joint agreements for the purchase of goods or services with the governing body or bodies of other contracting units within this county or adjoining counties or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.

The Business Administrator/Board Secretary is hereby authorized to negotiate such joint purchase agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with state law, the policies of this Board, and the dictates of sound purchasing procedures.

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

# Brick Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**  
**Purchasing Procedures**

**Series 3000**  
**Policy 3320**

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## Legal References

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

# Brick Township Board of Education District Policy Manual 1

**Business & Non-Instructional Operations**

**Series 3000**

**Incurring Liabilities**

**Policy 3321**

Date Adopted:

Date Revised:

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Date Reviewed:

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

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

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

## Legal References

- NJSA 10:5-1 et seq. Law Against Discrimination □
- 18A:18A-1 et seq. Public Schools Contracts Law □
- 18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims □ □
- 52:32-44 Business registration for providers of goods and services (definitions) □
  
- NJAC 6A:7-1.8 Equity in employment and contract practices □
- 6A:23A-6.10 Financial system and payment approval process
- 6A:23A-16.8 Petty cash funds
- 6A:27-9.1 et seq. Contracting for Transportation Services □
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts □
- 6A:32-14.1 Review of mandated programs and services □ □ □
  
- 20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972 □ □
- 42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by □ the Equal Employment Opportunities Act of 1972 □ □
- 29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973 □ □
- Manual for the Evaluation of Local School Districts
- New Jersey Quality Single Accountability Continuum (NJQSAC)

# Brick Township Board of Education District Policy Manual 1

**Business & Non-Instructional Operations**

**Series 3000**

**Purchase Orders**

**Policy 3322 [M]**

Date Adopted:

Date Revised:

Page 1 of 1

Date Reviewed:

The Board of Education establishes the following process for the issuance and payment of Purchase Orders:

1. Requisitions are done on the district's accounting software. To become a Purchase Order, four approvals are required. The first approver is the Program Manager. The second approver is the Purchasing Department. The third approver is the Superintendent. The final approval is the Business Administrator.
2. After the final approval, Purchase Orders are printed by the Purchasing Department and orders are processed. The vendor copy is mailed. The receiving copy is sent to the location that originated the Purchase Order.
3. Upon receipt of the good/services, the receiving copy (blue) of the Purchase Order will be returned to the Accounts Payable Department noting receipt of all materials, with packing slips attached. Accounts Payable will only process the payment after receiving the receiving copy (blue) from the initiator and an invoice from the vendor.
4. Payments will not be made for amounts in excess of the approved Purchase Order amount.

## Legal References

- NJSA 10:5-1 et seq. Law Against Discrimination   
18A:18A-1 et seq. Public Schools Contracts Law   
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims   
52:32-44 Business registration for providers of goods and services (definitions)
- NJAC 6A:7-1.8 Equity in employment and contract practices   
6A:23A-1.2 Definitions  
6A:23A-6.4 et seq. Ownership and storage of textbooks  
6A:23A-16.5 Supplies and equipment  
6A:27-9.1 et seq. Contracting for Transportation Services   
6A:30-1.1 et seq. Evaluation of the Performance of School Districts   
6A:32-14.1 Review of mandated programs and services
- 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   
New Jersey Quality Single Accountability Continuum (NJQSAC)

# Brick Township Board of Education District Policy

**Business & Non-Instructional Operations**

**Series 3000**

**Soliciting Prices, Bids & Quotations**

**Policy 3325 [M]**

Date Adopted: April 19, 1983

Date Revised: December 18, 2014

Page 1 of 1

## Written Price Quotations

When a single item or service or group of like items cost or exceed 15% of the bid threshold as established by the Governor, two (2) written quotations are required.

## Bid Process

When a single item or service or group of like items costs or exceeds the bid threshold as established by the Governor, formal bid process through the Business Office is required. Administrators are responsible for providing the Business Office with detailed specifications and a list of vendors for each item or service being purchased.

The legal process takes four to six weeks from the date the Business Office receives the specifications.

## Other Items

The purchase of any single item or service not falling into one of the above categories must be processed on a purchase order that has been authorized prior to purchase.

## Approval

All copies of quotes and forms must be forwarded to the Business Administrator/Board Secretary for approval before a purchase order number will be authorized.

## Legal References

- NJSA 10:5-1 et seq. Law Against Discrimination□
- 18A:18A-1 et seq. Public Schools Contracts Law□
- 18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims□□
- 52:32-44 Business registration for providers of goods and services (definitions)□
  
- NJAC 6A:7-1.8 Equity in employment and contract practices□
- 6A:23A-1.2 Definitions□
- 6A:23A-2.6 Supplies and equipment□
- 6A:23A-6.1 et seq. Purchase and Loan of Textbooks
- 6A:23A-7.1 et seq. Management of Public School Contracts□
- 6A:23AA-6.10 Financial system and payment approval process
- 6A:27-9.1 et seq. Contracting for Transportation Services□
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts□
- 6A:32-14.1 Review of mandated programs and services□□□

# Brick Township Board of Education District Policy

**Business & Non-Instructional Operations**

**Series 3000**

**Payment for Goods & Services**

**Policy 3326 [M]**

Date Adopted: November 20, 2008

Date Revised: December 18, 2014

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

Before warrants signed by the Board President, Business Administrator/Board Secretary and may be issued in payment of bills or claims, the bill or claim must be properly audited and approved according to law.

In general, bills or claims shall be audited by the Business Administrator/Board Secretary and approved by the Board. However, in order to provide for the prompt payment to which vendors are entitled, and which leads to more effective competitive bidding and provision of services to the district, claims duly reviewed and recommended by the Business Administrator/Board Secretary for items previously approved by the Board or provided for in the budget may be approved by the Superintendent of Schools. Such payments shall be reported to the Board at the next regular meeting.

Items not previously approved by the Board or provided for in the budget must be reviewed and recommended by the Business Administrator/Board Secretary in conjunction with the Superintendent of Schools and presented for Board approval.

### Purchase Orders

The district will carefully monitor payments for invoice amounts to insure that payment amounts do not exceed the amount approved on the purchase order.

### Financial Systems to Avoid Over-Payments

Pursuant to NJAC, 6A:23A-6.10, the district will program its financial systems to avoid over-payments by limiting system access so that only appropriate staff may make purchase order adjustments, reject adjustments in excess of any established approved thresholds, prevent unauthorized changes to be processed, reject 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, reject duplicate invoice numbers.

### Legal References

- NJSA 18A:19-1 Expenditure of funds on warrant only; requisites
- 18A:19-2 Requirements for payment of claims; audit of claims in general
- 18A:19-3 Verification of claims
- 18A:19-4 Audit of claims, etc., by secretary; warrants for payment
- 18A:19-4.1 Account or demand; audit; approval
- 18A:19-9 Compensation of teachers, etc., payrolls
- 18A:22-8.1 Transfer of amounts among line items and program categories
  
- NJAC 6A:23A-2.9 Petty cash funds
- 6A:23A-6.10 Financial system and payment approval process

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Relations with Vendors**

**Policy 3327 [M]**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

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

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

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

### Affirmative Action

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

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

### Disbarred Vendors

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

# **Brick Township Board of Education District Policy Manual**

**Business & Non-Instructional Operations  
Relations with Vendors**

**Series 3000  
Policy 3327**

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

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

## Strategies to Avoid Excessive Professional Services Expenditures

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

- A. establishing a maximum dollar limit, for budgetary purposes,
- B. following state legal requirements and procedures to obtain the highest quality services at a fair and competitive price; 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

To ensure the prudent and cost-effective use of legal services, the District will limit and designate the persons with the authority to request services or advice from contracted legal counsel. Legal counsel will not be used unnecessarily to make management decisions, or to obtain readily available information such as District policies. Requests for legal advice shall be made in writing. Contact logs and records shall be kept and reviewed to determine that the requests for legal advice are necessary. Advance payments for legal services are prohibited. Services shall be described in detail and invoices for payment shall be itemized. Payment shall only be for services actually provided.



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**Business & Non-Instructional Operations  
Relations with Vendors**

**Series 3000  
Policy 3327**

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## Legal References

- NJSA 10:5-1 et seq. Law Against Discrimination
- 18A:6-8 Interest of school officers, etc., in sale of textbooks or supplies, royalties
- 18A:11-1 General mandatory powers and duties
- 18A:12-2 Inconsistent interests or office prohibited
- 18A:12-21 et seq. School Ethics Act
- 18A:18A-1 et seq. Public Schools Contracts Law
- 52:32-44 Business registration for providers of goods and services
- 
- 6A:7-1.8 Equality in employment and contract practices
- 6A:23A-6.3 Accountability regulations
- 6A:28-1.1 et seq. School Ethics Commission
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-14.1 Review of mandated programs and services

Comprehensive Equity Plan, New Jersey State Department of Education

# **Brick Township Board of Education District Policy Manual 1**

**Business & Non-Instructional Operations**

**Series 3000**

**Gifts from Vendors**

**Policy 3328**

Date Adopted:

Date Revised:

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Date Reviewed:

In accordance with NJAC 6A:10A-4.1(f), no school district employee shall solicit, receive or agree to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, or any other thing of value from any person, firm, corporation, association, partnership or business that is the recipient of, or a potential bidder for, or applicant for any contract, professional services contract, or purchase order from the school district. The policy shall be consistent with the requirements of NJSA 18A:12-21 et. seq., School Ethics Act.

There is no threshold for the amount of contract, professional services agreement, purchase order, or other agreement to do business with the school district. A certification shall be completed by all signatories who are school district employees to any business transactions that the contract, agreement, or purchase order has been executed consistent with the terms of NJAC 6A:10A-4.1(f).

Any school district employee who violates the terms of NJAC 6A:10A-4.1(f) will be subject to consequences which may include, but are not limited to, suspension, termination of employment, withholding of annual increments or demotion.

## Legal References

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

# Brick Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**

**Series 3000**

**Direct Deposit of Payroll**

**Policy 3333**

Date Adopted:

Date Revised:

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In accordance with the provisions of P.L. 2013, C. 38, each employee of the district shall have his/her net pay deposited in a banking institution in a checking account, savings account or share savings account specified by the employee, as of the date specified in the Board of Education Resolution authorizing direct deposit of employee net pay and/or the date of the adoption of this policy.

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

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

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

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

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

## Legal References

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

# Brick Township Board of Education District Policy

**Business & Non-Instructional Operations  
Expenses**

**Series 3000  
Policy 3335 [M]**

Date Adopted: November 20, 2008

Date Revised: April 30, 2015

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

Board Members receive no payment for their services. With Board approval, they may be reimbursed for out-of-pocket expenses incurred on Board business.

## Approved Types of Travel

1. Staff Training and Seminars - include all regularly scheduled, formal residential or non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility.
2. Conventions and Conferences - are distinct from formal staff training and seminars, although some training may take place at such events. These are general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to an agency or are convened to conduct association business. The primary purpose of employee and/or Board Members attendance at conferences and conventions is the development of new skills and knowledge in a particular field related to the educational program of the school district.
3. Regular District Business - includes all regular official business travel, including attendance at meetings, conferences and any other gatherings that are not covered by the definitions included above.

## Travel & Related Expenses

Travel reimbursement will be paid only upon compliance with the Board's policy provisions and approval requirements. Board Members, trustees and employees shall only be reimbursed for work-related travel that is directly related to and within the scope of the Board Member's and employee's current work responsibilities. Board Members and employees shall only be reimbursed for travel that:

1. Promotes the delivery of instruction and is critical to the instructional needs of the school district or furthers the efficient operation of the school district,
2. Is educationally necessary and fiscally prudent, and
3. Is directly related to and within the scope of the Board Member's current responsibilities, and for school district's professional development plan.

As described in this policy, school district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees to and for the travel event. School district travel expenditures include costs for all required training and all travel authorized in existing school district employee contracts and Board policies. This includes, but is not limited to, required professional development and other staff training, required training for new Board Members, and attendance at specific conferences authorized in existing employee contracts.

## **Brick Township Board of Education District Policy**

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### Travel Payments

Travel payments will be paid only upon compliance with the Board's policy provisions and approval requirements. The Board will not ratify or approve payments or reimbursements for travel after completion of the travel event. All Board Members and employees shall adhere to the following specifications to be considered for reimbursement:

1. Reimbursement may not exceed State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02 (found at <http://www.state.nj.us/infobank/circular/cir0602b.html>), including but not limited to the types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and supporting documentation.
2. Reimbursement must also be in compliance with OMB Circular A-87 (found at [http://www.whitehouse.gov/omb/circulars/a087/a87\\_2004.html](http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html)). No reimbursement will be issued without submission of written documentation such as receipts, checks and vouchers detailing the amount of each expenditure. Such documentation must be submitted within a timeframe to be established by the Board.
3. Travel expenditures must be in compliance with State travel payment guidelines as established by the Department of Treasury and with guidelines established by the Federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards.
4. Board Members and employees shall provide within two weeks a brief report that includes, as appropriate, but may not be limited to, a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. This report will be submitted to the Superintendent of Schools or his/her designee.

In addition to the requirements above, employee travel to be reimbursable must be directly related to the employee's professional development. No district employee shall be reimbursed for travel and related expenses without prior written approval of the Superintendent of Schools and prior approval by a majority of the full voting membership of the Board (as set forth below).

### Prior Approval Requirement

Board Members shall only be reimbursed for travel and related expenses that have received prior approval by a majority of the full voting membership of the Board, and is in compliance with N.J.S.A. 18A:12-24 and 24.1 of the School Ethics Act.

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

## **Brick Township Board of Education District Policy**

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2. Also, a Board Member shall not act in his/her official capacity in any matter in which he or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his/her independence of judgment in the execution of his/her official duties.
3. For employees, a Board of Education requires that travel occur only upon prior written approval of the Superintendent of Schools and prior approval by a majority of the full voting membership of the Board.
4. For regular business travel only, the Board of Education may authorize an annual maximum amount per employee for regular business travel for which Board approval is not required. As defined by law, "regular school district business travel" is distinct from "training and seminars" and "conventions and conferences."
5. For Board Members, travel may occur only upon prior approval by a majority of the full voting membership of the Board and that the travel be in compliance with section 4 of P.L.1991, c.393(C.18A:12-24) and section 4 of P.L.2001, c.178(C.18A:12-24.1).

### Travel Advances Banned

An employee of the Board, a Board Member, or organization, shall not receive an amount for travel and travel-related expenses in advance of the travel pursuant to N.J.S.A. 18A:19-1 et seq.

### Travel Methods

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

1. Air Travel - Air travel is authorized when it is determined that air transportation is advantageous to the conduct of district business. The most economical air travel must be used, including the use of discounted and special rates. Charges for classes of service other than economy (i.e., Business or First Class) are to be considered privileged and ineligible except when travel in such classes is less expensive than economy, avoids circuitous routings or excessive flight duration and/or would result in overall transportation cost savings.
2. Rail Travel - When it has been determined to be advantageous to the conduct of district business, the most economical scheduling of rail travel is to be utilized.
3. Cruises - Participation in a conference, meeting or training event that is presented on a cruise ship is prohibited. Travel on a cruise ship as transportation to an event is also prohibited.
4. Ground Travel - Necessary taxicab charges are permitted. However, travel to and from airports and downtown areas should be confined to regularly scheduled shuttle service, whenever such service is less costly than taxicab service. If shuttle service between the airport and downtown destination is not available, taxicabs may be used. The rental of a "stretch limousine" is not authorized or reimbursable unless several travelers are sharing

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the expense, which proves to be less expensive than taxicabs, scheduled shuttle service or the use of a personally owned vehicle. Car rentals, either utilized for airport transportation or transportation at a conference, etc., are neither authorized nor reimbursable.

5. Special Conveyances - The rental or hire of a boat, aircraft or other special conveyance is allowed only when public or regular means of transportation is not available or when such regular means of transportation cannot be used advantageously in the interest of the district. In such cases, prior approval of the Superintendent of Schools is required. A satisfactory explanation must accompany these requests for approval.
6. Personal Vehicle (Mileage Basis) - Mileage allowance in lieu of all actual expenses of transportation is allowed. An employee traveling by his/her own automobile on official business at the rate authorized by the Board of Education or in an agreement between the Board and the employee's bargaining unit, provided such mode of travel is previously approved by the superintendent. Mileage allowance will not exceed the mileage reimbursement rates. Parking and toll charges are allowed in addition to mileage allowance when accompanied by receipts.
7. Routing of Travel - All travel must be the most direct, economical and usually traveled route. Travel by other routes is allowed when official necessity is satisfactorily established in advance of such travel. In any case where a person travels by indirect route for personal convenience, the extra expense must be borne by the individual. Reimbursement for expenses must be based only on charges that do not exceed what would have been incurred by using the most direct, economical and usually traveled route.

Reimbursement for mileage to and from the site activity shall be measured from the school or the home of the employee or Board Member, whichever distance is shorter. In the case wherein the distance from the employee's home to the site activity is less than that traveled to and from the employee's work location, no reimbursement shall be made unless the activity takes place on a day that is not considered a normal work day.

All district travel reimbursement shall also be in accordance with the rate stipulated in the current NJOMB Travel Circular. Parking and toll charges are allowed in addition to the mileage allowance.

### Lodging, Accommodations, Meals & Miscellaneous Expenses

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

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### Annual Maximum Travel Expenditure Amount

The Board shall:

1. Allot in its annual budget a maximum travel expenditure amount and annually review its policy to assure that it properly reflects the amount budgeted.
2. Vote to authorize each reimbursement; specifying the way in which it promotes the delivery of instruction or furthers the efficient operation of the school district, within the maximum annual amount.
3. Annually in the prebudget year, establish by Board resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year. The Board resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
4. Provide that the maximum school district travel expenditure amount shall include all travel in accordance with this policy supported by local and State funds.

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

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

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

### Documentation for Reimbursement of Expenses

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



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

### Additional Detailed Accounting Requirements which Demonstrate Compliance

In order to demonstrate compliance with this policy, documentation of all reimbursed travel expenses shall be maintained on file. This record may include receipts, checks and vouchers submitted in connection with any reimbursement. The district shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board's policy and this section, and shall provide auditable information.

### Minimizing Travel Expenditures

Boards of Education and staff will take the following steps:

1. "Retreats" will be held at school district facilities, if available. A retreat is a meeting of school district employees and Board Members, held away from the normal work environment, at which organizational goals and objectives are discussed.
2. A school district shall not provide funds for car rentals, limousine services, and chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendee's accommodations at the travel event.
3. One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement except in limited circumstances authorized in Department of the Treasury guidelines.
4. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in department of the Treasury guidelines, except as otherwise superseded by the following:
  - Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to exceed the federal per diem rates as establish in the federal register for the current year;
  - Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates. If the hotel at the site of the convention, conference, seminar or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;
  - Receipts are required for hotel expenses. Meal expenses under the federal per diem allowance limits do not require receipts;
  - In any case in which the total per diem reimbursement is greater than the federal per diem rate, except when the going rate for lodging at the site of the convention or meeting exceeds federal per diem rates, the costs will be considered to be excessive and shall not be paid by school district funds;

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- School districts shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits; and,
- Payment or reimbursement is approved for the full cost of an official convention meal that the employee or Board Members attends; when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement.

Blanket or general pre-approval for travel is not authorized, and will not be permitted by the Board. Specifically, approval shall be itemized by event, event total cost, and number of employees and Board Members attending the event. However a Board may also approve, at any time prior to the event, travel for multiple months as long as the Board approval, as detailed in Board minutes, itemizes the approval by event, total cost, and number of employees and Board Members attending the event.

### Exclusions Allowed by Law

Excluded from the requirements of prior Board approval is any travel caused by or subject to contractual provisions, other statutory requirements, or federal regulatory requirements. The Board will not exclude such travel from the subsistence requirements and the annual maximum travel expenditure amount.

### Penalties

The Board by this policy informs its members and staff that the penalties for violating this policy based on State law include:

1. By law, any district Board of Education that violates its established maximum travel expenditure, or that otherwise is not in compliance with the travel limitations set forth in this section may be subject to sanctions by the commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure.
2. A person who approves any travel in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.
3. An employee or member of the Board of Education who travels in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.

The Superintendent of Schools and Business Administrator/Board Secretary will develop regulations to implement this policy.

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### Legal References

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

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

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

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**Business & Non-Instructional Operations**

**Series 3000**

**Accounts**

**Policy 3400**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

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

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

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

Payments are to be made only by check.

## Legal References

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

- NJAC 6A:23A-16.1 et seq. Double Entry Bookkeeping and GAAP Accounting in School Districts   
6A:23A-8.1 et seq. Annual Budget Development, Review and Approval

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

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District Policy Manual 1**

**Business & Non-Instructional Operations**

**Series 3000**

**Capital Reserve Account**

**Policy 3410**

Date Adopted:

Date Revised:

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Date Reviewed:

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

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

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

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

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

# Brick Township Board of Education District Policy Manual

**Business & Non-Instructional Operations  
Capital Reserve Account**

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

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

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

## Legal References

- NJSA 18A:7G-4 Long-range facilities plan  
18A:21-2 et seq Capital Reserve Funds  
18A:4-14 Uniform system of bookkeeping for school districts□
- NJAC 6A:23A-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts□
- Handbook 2R2 - Financial Accounting for Local and State School Systems  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Inventories**

**Policy 3440**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

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

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

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

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

## Legal References

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

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

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**Business & Non-Instructional Operations**

**Series 3000**

**Money in School Buildings**

**Policy 3450**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

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 Board shall be handled and accounted for pursuant to prudent business procedures and rules of the State Board of Education.

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

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

The school cannot assume responsibility for money left in an individual teacher's classroom overnight. Money brought to the school office must be handed directly to the secretary.

Lost money shall be replaced by the person responsible.

## Legal References

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

NJAC 6A:23A-16.8 Petty cash fund   
6A:23A-2.15 School store business practices



# District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Petty Cash Funds**

**Policy 3451**

Date Adopted: November 23, 2008

Date Revised:

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Date Reviewed:

The Board of Education authorizes establishment of petty cash accounts by resolution annually.

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

All disbursements from petty cash shall be reported at the next regular monthly meeting of the Board. All petty cash funds shall be established by Board-approved voucher, and all unused cash is to be returned to the depository at the close of each fiscal year.

## Legal References

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

NJAC 6A:23A-16.12 Student activity funds  
6A:23A-16.13 School Store  
6A:23A-20.6 Charge for textbook loss or damage

# Brick Township Board of Education District Policy Manual 2

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**Series 3000**

**School Activity Funds**

**Policy 3453 [M]**

Date Adopted: November 23, 2008

Date Revised:

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Date Reviewed:

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.

Separate and complete records shall be maintained for each pupil organization. All receipts from pupil fund-raising projects and other events for which admission is charged will be deposited promptly.

Principal, Assistant Principal, Business Administrator/Board Secretary and/or Assistant Business Administrator are empowered to sign all checks for the high school and middle school Student Activities Account. Each check shall require (2) signatures.

The Business Administrator/Board Secretary and Assistant Business Administrator are empowered to sign all checks for the Elementary School Student Activity Account.

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.

## Legal References

- NJSA 18A:19-13 Petty cash funds
- 18A:19-14 Funds derived from pupil activities
- 18A:23-2 Scope of audit
  
- NJAC 6A:23A-16.12 Student activity funds
- 6A:23A-16.13 School Store

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Operation & Maintenance of Plant**

**Policy 3510 [M]**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

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

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

In addition, the Business Administrator/Board Secretary shall develop and implement a maintenance program that shall include:

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

### Work Order System

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

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

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

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## Legal References

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

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**  
**Equipment**

**Series 3000**  
**Policy 3514 [M]**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

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

The Business Administrator/Board Secretary, in conjunction with the Superintendent of Schools/designee shall oversee the maintenance of all district educational and non-educational equipment in safe working condition. No employee or pupil shall use equipment that is found in an unsafe condition. Equipment used shall be properly supervised by appropriate staff members.

The administration shall develop procedures for providing routine maintenance by outside contractors for specialized or complicated equipment as necessary and for utilizing maintenance employees whenever feasible and economical for maintenance and repair of furniture and less specialized 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 Business Administrator/Board Secretary is required for such removal.

The Business Administrator/Board Secretary, in conjunction with the Superintendent of Schools, shall establish procedures for the removal of district equipment.

## Legal References

- NJSA 18A:11-1 General mandatory powers and duties
- 18A:20-34 Use of schoolhouse and grounds for various purposes
  
- NJAC 6A:26-12.2 Policies and procedures for school facility operation

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Smoking**

**Policy 3515 [M]**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

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

## Definition of Smoking, Tobacco Products & Tobacco Use

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

## Prohibition of Smoking by Pupils

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

## Prohibition of Smoking for Persons Other Than Pupils

- A. No person is permitted to smoke at any time in any building, on any school property or any school vehicle owned by the Board of Education.
- B. Sanctions for violations
  1. First offense:  
Issuance of a verbal warning, documented in writing, if address of the offender is known. For employees the warning will include a suggestion to participate in a smoking cessation program.
  2. Second offense:  
Issuance of a written warning if the offender’s address is known. For employees this written warning will be placed in the personnel file.

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3. Third or more offenses:  
Written complaint to the local Board of Health and/or municipal court/prosecutor.  
If the offender is an employee of the complainant, the documentation will be placed in the personnel file.

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

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

## Signs and Reminders

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

## Legal References

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

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

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



# Brick Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**

**Series 3000**

**Safety**

**Policy 3516 [M]**

Date Adopted: November 23, 2008

Date Revised: August 10, 2009

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Date Reviewed:

The Superintendent of Schools shall 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.

## Safety Committee

The Superintendent of Schools shall appoint a District Safety Coordinator and Safety Committee (including the Loss Control Representative from the Insurance provider), who shall:

- A. Develop a Safety Manual, which will be updated and published annually for the staff.
- B. Review Administrative safety controls annually, with input sought from employees or experts on safety, and replaced if found to be ineffective.
- C. Develop a schedule and name participants of self-inspection for the district.
- D. Follow up on hazard remediation.
- E. Review safety audits and comparisons to other districts at Committee meetings. Suggest improvements and analyze implementation.
- F. Send the Minutes of the Committee to the Board of Education members and posted in all buildings of the District.
- G. Monthly safety newsletters shall be forwarded to the staff and an on-going Safety Awards Program shall be maintained.

## Employee Training

- A. Essential functions of the position and physical requirements, based on the job description, shall be reviewed with all applicants.
- B. All employees shall be trained within one month of hiring.
- C. New jobs shall be evaluated for hazards and training conducted.
- D. Training drills shall be held as necessary and alterations made when appropriate.
- E. Training documentation shall be maintained for each employee on proper safety measures, and a follow up with disciplinary procedures when employees do not conform to requirements.
- F. Yearly training in the use of fire extinguishers shall be documented.
- G. Physical Education staff shall have both First Aid and CPR certification.
- H. A First Aid and CPR certified individual should be assigned to cafeteria/playground at all student occupied times.
- I. Safety plans shall be reviewed yearly and the training of vital employees documented. The Board of Education shall review this plan each year.

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## Preventative Measures

- A. A PEOSH log shall be maintained for each building at all times.
- B. A system for preventive maintenance for safety-sensitive equipment shall be in place and actively managed.
- C. Documentation of weekly inspections of control valves shall be maintained.
- D. Documentation of testing of all alarm systems shall be maintained.
- E. The Community Use of School District facilities shall include the requirement for insurance with the appropriate indemnification.
- F. All accidents shall be investigated by the supervisor. Directive details shall be disseminated regarding what to do if an accident occurs when the nurse or supervisor is not present.
- G. Follow up with injured claimants shall be conducted to ensure that the best care is made available.
- H. "Light duty" as a result of workers' compensation shall be established. Light duty job descriptions shall be shared with the Insurance provider.
- I. Students shall be reminded, as needed, during morning announcements and assemblies about safety concerns.

## Use & Storage of Hazardous Substances

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

For the purposes of this policy, "hazardous substances" are defined as those chemicals which are capable of causing harm, and substances with one or more of the following intrinsic hazardous properties: explosiveness, flammability, oxidizing capacity, corrosiveness and/or toxicity.

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

- Any article containing a hazardous substance if the hazardous substance is present in a solid form which does not pose any acute or chronic health hazard to any person exposed to it;
- Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of 500 pounds or more in a container in a public school building;
- Any hazardous substance which is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services pursuant to P.L.1983, c.315 (C.34:5A-1 et seq.), for that special health hazardous substance when present in a mixture;
- Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use;
- Any fuel in a motor vehicle;

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- Tobacco or tobacco products;
- Wood or wood products;
- Foods, drugs, or cosmetics;
- Hazardous substances which are an integral part of a building's structure or furnishings;
- Products which are personal property and are intended for personal use; and,
- Any substance used in the routine maintenance of a school building or its grounds, any substance used in a classroom science laboratory, any substance used in a school occupational training facility, including laboratories and shops, and any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center, including any substance used in the heating or cooling of the school.

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

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

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

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

- A. Any construction or other activities involving hazardous substances;
- B. Hazardous substances that 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 administration shall ensure that notice of soil contamination on school property is provided. Notice will be provided to each parent or guardian of a student enrolled at the school, and to each staff member of the school.

Notice will be provided within 10 business days of the discovery of the soil contamination, when the contamination is found by the Department of Environmental Protection or a licensed site remediation professional to exceed the department's direct contact soil remediation standards for residential use.

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The notice shall include:

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

The documented notice may be provided by any or all of the following:

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

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

## Implementation

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

The rules and programs shall include but not be limited to; pupil safety in school; employee job safety; vehicle safety programs; care of injured pupils; plant safety emergency procedures; pupil traffic safety in transit to and from school; and eye protection. They shall address as a minimum the requirements of law and the applicable rules and regulations of various departments of state government along with the guidelines mandated by the annual insurance report and this policy.

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

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## Legal References

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

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

# Brick Township Board of Education District Policy Manual 1

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**Series 3000**

**First Aid**

**Policy 3516.3**

Date Adopted:

Date Revised:

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Date Reviewed:

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

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

## Legal References

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

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Vandalism**

**Policy 3516.5**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

## Vandalism

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

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

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

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

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

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

## Legal References

NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure   
2A:53A  15 Liability of parent /guardian for willful destruction of property  
18A:25  2 Authority over pupils   
18A:37  1 et seq. Discipline of Pupils

NJAC 6A:14-2.8 Discipline/suspension/expulsion   
6A:16-1.1 et seq. Programs to Support Student Development

H.A. v. Warren Hills Regional School District, 1976 S.L.D. 336

Commissioners' Decisions indexed under "Pupils - Punishment of" in Index  to N.J. School Law Decisions

No Child Left Behind Act of 2001, Pub. L. 107-110

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Property Records**

**Policy 3518**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

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

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

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

## Legal References

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



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**Series 3000**

**Insurance & Indemnification**

**Policy 3530**

Date Adopted:

Date Revised:

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## Liability Insurance

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

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

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

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

## Property Insurance

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

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

## Indemnification of Legal Expenses Incurred by School Board Members

The Board of Education shall indemnify Board Members whenever a civil administrative, criminal or quasi-criminal action or other legal proceeding has been or shall be brought against him/her for any act or omission arising out of and in the course of the performance of his/her duties as a member of a Board of Education. In the case of a criminal or quasi-criminal action when such

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action results in final disposition in favor of the Board Member, the Board of Education shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with the costs of appeal, if any, and shall save harmless and protect such persons from any financial loss resulting there from. Indemnification for exemplary or punitive damages shall not be mandated and shall be governed by this policy.

## Indemnification & School Employees / Board Members

### Indemnification in a Civil Matter

Whenever any civil or administrative action or other legal proceeding has been or shall be brought against an employee of this district, including any student teacher or person assigned to other professional pre-teaching field experience for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching or other assignment to professional field experience, the Board of Education shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with the costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting there from. However, no employee shall be entitled to be held harmless or have his/her defense cost defrayed in a disciplinary proceeding instituted against him/her by the Board of Education or when the employee is appealing an action taken by the Board of Education.

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

### Indemnification & Criminal Matters

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

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## Indemnification for Exemplary or Punitive Damages

The Board of Education shall not indemnify Board Members and employees for exemplary or punitive damages resulting from the Board Members' and employees' civil violation of State or federal law if, in the opinion of the Board of Education, the act or acts committed by the Board Member or employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

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

## Legal References

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

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**Series 3000**

**Payroll Authorization**

**Policy 3533**

Date Adopted: April 19, 1983

Date Revised: March 9, 2006

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Date Reviewed:

The wages and period of performance, whether by the hour, day, week, month or year of each employee shall, when approved by the Board, be entered upon the minutes thereof before the employee shall become eligible for payment. The resignation, nonrenewal, leave without pay, retirement or discharge of any employee during the period of his/her employment contract shall also be entered in the minutes of the Board. This policy shall apply to summer school and adult school as well.

The Board meeting minutes shall provide sufficient information in the case of contracted personnel to enable the Business Administrator/Board Secretary to calculate the intended gross earning per pay period. The minute book shall provide sufficient information in the case of noncontract personnel to enable the Business Administrator/Board Secretary to determine gross earnings per unit period of time employed.

The Superintendent is authorized to employ substitutes in professional and nonprofessional positions, as so required, provided each such substitute has been placed on an approved list by prior action of the Board.

No employee may claim pay for overtime worked unless the employee received prior approval from the Business Administrator/Board Secretary to do such work, and all such pay must be approved by the Business Administrator/Board Secretary.

In the event an employee is overpaid, the Board of Education authorizes the Business Administrator/Board Secretary to notify the employee in writing of the overpayment and request a refund of the overpaid monies within 90 days. If an employee fails to refund the said monies to the Board of Education within 90 days of written notice, the Board of Education authorizes the Business Administrator to begin legal proceedings to recoup the amount of overpayment.

## Legal References

NJSA 18A:19-9 et seq Compensation of teachers; payroll

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**Series 3000**

**Payroll Deductions**

**Policy 3534**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

The Board may in its discretion act in behalf of individual employees to deduct a certain amount from the employee's paycheck and remit an equal amount to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act in behalf of an employee.

No deduction may be made from the wages of an employee except for federal income tax, social security, N.J. Income Tax, N.J. Unemployment Assistance without proper authorization by the N.J. Division of Pensions; all other deductions are authorized only by the employee.

The Board declares its willingness to enter into the following voluntary payroll agreements with any of its employees, subject to the below listed conditions, whereby the employee permits a deduction to be made in the employee's salary for the purpose stated and the Board remits such amounts deducted for one or more of the following purposes to the specified agency:

- A. Organization dues – remitted to the employee organization office, provided such organization has been officially recognized by the Board.
- B. Disability Insurance – remitted to the insurer.
- C. Summer payment plan – remitted to an interest bearing savings account approved annually by the Board.
- D. Government bonds – remitted to authorized depository.
- E. Tax sheltered annuity – remitted to authorized agent or agents.
- F. Employee Federal Credit Union – remitted to credit union.

Any such agreement shall comply with all provisions of the law and may be terminated as the law provides upon notice, in writing, by either party.

It shall be clearly understood that the Board's responsibility with regard to the above deductions shall be the withholding and remittance of the employee's funds only.

## Legal References

- NJSA 18A:16-9 Responsibility of board
- 18A:19-9 et seq Compensation of teachers; payroll
- 18A:66-19 Payroll deductions
- 18A:66-70 Veterans' free membership in fund
- 18A:66-127 Employees agreement to reduce salary for purchase of annuity
- 18A:66-128 Reduction of salary for obtaining certain benefits
- 43:3C-9 Payroll deductions
- 52:14-15.9 Bona fide organizational dues
- 52:18A:107 et seq, Payroll deductions

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**Payroll Remittance**

**Policy 3535**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

The Board authorizes the use of automated procedures for the preparation of the district's payroll following the approval of such procedures and associated forms by the State Department of Education, Division of Business and Finance.

The Secretary and President of the Board must authorize monthly the payroll for subsequent remittance. One voucher-order check may be drawn for the total amount of each payroll and credited to the payroll account for dispersal by the Custodian.

All contract employees shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month during the term of their contract, except as otherwise provided in an agreement of this Board.

Extra pay for extra service will be paid at the nearest payday at the completion of the services rendered and authorized by the Board.

## Legal References

- NJSA 18A:16-9 Responsibility of board
- 18A:19-9 et seq Compensation of teachers; payroll
- 18A:66-19 Payroll deductions
- 18A:66-70 Veterans' free membership in fund
- 18A:66-127 Employees agreement to reduce salary for purchase of annuity
- 18A:66-128 Reduction of salary for obtaining certain benefits
- 43:3C-9 Payroll deductions
- 52:14-15.9 Bona fide organizational dues
- 52:18A:107 et seq, Payroll deductions
  
- NJAC 6A:23A-2.8 Employee organizational dues
- 6A23-2.10 Summer payment plan

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**Business & Non-Instructional Operations**

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**Unsafe Conditions**

**Policy 3540.3**

Date Adopted:

Date Revised:

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Date Reviewed:

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

## Legal References

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

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

# **Brick Township Board of Education District Policy Manual 2**

**Business & Non-Instructional Operations**

**Series 3000**

**Transportation Routes & Services**

**Policy 3541.1 [M]**

Date Adopted: September 15, 2011

Date Revised:

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Date Reviewed:

The Board of Education shall transport eligible pupils to and from school and school related activities in accordance with N.J.S.A.18A:39-1 et seq., N.J.A.C.6A:2701 et seq. and Board policy. Transportation shall be provided only to eligible public and non-public (and charter, if applicable) school pupils, authorized school staff members, and adults serving as approved chaperones.

The Board will provide transportation to and from school for public school pupils less than remote from their school in grades Kindergarten through Eighth who live more than one mile from the school they attend, and in grades Ninth through Twelfth who live more than one and a half miles from the school they attend.

The Board has determined that no public school pupil in grades Kindergarten through Twelfth shall be required to ride a school bus more than seventy minutes one way per day. The Board has determined that no non-public and/or charter school pupil shall be required to ride a school bus more than one hundred twenty minutes one way per day.

Pupils in grades Kindergarten through Twelfth shall not be required to walk more than one thousand five hundred feet to the bus stop to which they have been assigned.

The Board will transport pupils certified by a physician as temporarily disabled regardless of the distance between their home and school.

The Board will transport disabled pupils in accordance with N.J.S.A.18A:46-1 et seq.

The Board will approve all bus routes prior to the beginning of each school year. Bus routes for all non-remote pupils who must walk to and from school along hazardous routes will be designated. The Board will consider, but shall not be limited to, the criteria outlined in N.J.S.A.18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of non-resident pupils to or from school, except that transportation to and from school will be provided for homeless children for whom the district is determined to be the district of residence, and for homeless children enrolled in this district when no district of residence has been determined.

The Board will transport resident children who attend a non-public or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of pupils enrolled in the schools of this district. Pursuant to N.J.A.C.6A:27-2.2, pupils living more than twenty miles from their non-public school are eligible for transportation services when other pupils living within the district, whose residence is less than twenty miles from school, are transported to the same non-public school.



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Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) of non-public and charter pupils pursuant to N.J.S.A.18A:39-1. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for pupils enrolled in any public, non-public and/or charter school.

When the Board provides transportation of pupils to and from county vocational schools and/or schools classified pursuant to Chapter 46 of N.J.S.A.18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any non-public schools pursuant to N.J.S.A.18A:39-1, or the Board cannot provide transportation services in accordance with N.J.S.A.18a:39-11.1, the Board will attempt to use MOESC prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide MOESC any unique limitations or restrictions of the required transportation.

When the costs to provide transportation in cooperation with MOESC is less than the aid in lieu of payments, the Board will contract with MOESC to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A.18A:39-11.1 and shall notify the non-public school and the parent(s) or legal guardian(s) of the non-public school prior to the beginning of the school year.

Transportation in cooperation with MOESC will not be required when the district can provide transportation at a lower cost than MOESC, or the transportation provided by MOESC does not fall within the policies of the Board regarding length of ride and assignment of pupils to a route based on pupil age or classification.

Vehicles used to transport pupils to and from school or school related activities shall meet standards, registration and inspection requirements of the New Jersey Departments of Education and Transportation. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.

The Superintendent of Schools shall develop procedures for the safe drop-off of PreSchool and Kindergarten students so that a responsible party is available to accept delivery of the child.

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**Policy 3541.1**

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## Legal References

- NJSA 18A:7F-25 Transportation aid □  
18A:22-8.6 Transportation (budget line item) □  
18A:39-1 et seq. Transportation To and From Schools □  
18A:46-19.6 Transportation to location or maintenance of vehicular □ classrooms to obtain services; payment of cost □  
18A:46-23 Transportation of pupils; special classes; handicapped children; state aid □  
39:3-10.9 et al. New Jersey Commercial Drivers License Act □  
39:3-27 Free registration of certain vehicles; transfer to other motor vehicles □

- NJAC 6A:27-1.1 et seq. Student Transportation □  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts □

Parents for Student Safety, Inc., v. Morris Bd. of Ed., 1986 S.L.D. (February 5), St. Bd. □ rev'g 1984 S.L.D. (August 24), aff'd App. Div., unreported decision (docket no. A-3257-□ 85-T7, decided February 17, 1987) certif. den. 108 N.J. 180 (1987) □ □  
Wayne Board of Education v. Kraft et al., 139 NJ 597 (1995) □ □  
Policies and Procedure Manual for Pupil Transportation NJ State Department of Education  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Use of District Vehicles**

**Policy 3541.26 [M]**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

The Board of Education, upon the recommendation of the Superintendent of Schools may authorize, at its discretion, by an affirmative vote of the Board's full membership, the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the organization for pool use according to the following classifications:

1. Vehicles may be assigned permanently and individually to the Superintendent, Business Administrator/Board Secretary or other supervisory employees who based on their job duties may be called upon on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
2. A unit may be permanently assigned one or more district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.
3. Board Members or employees may be temporarily assigned a district vehicle for travel events.
4. The Board of Education directs that the Business Administrator/Board Secretary or his/her designee is assigned the functions of district vehicle coordinator.
5. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.
6. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
7. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.
8. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in Internal Revenue Service law or regulation, shall be purchased, lease-purchased or leased by the district. If a vehicle is assigned to the Superintendent, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.
9. The district vehicle shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.
10. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.
11. No physical alterations shall be made to a vehicle without prior Board approval.
12. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey.

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**Policy 3541.26**

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13. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.
14. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
15. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles.
16. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.
17. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.
18. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate.
  - Frequent violation of traffic laws,
  - Flagrant violation of the traffic laws.
  - Operation of a vehicle which the police or insurance company determined was the cause of an accident.
  - Use of a vehicle for unauthorized use whether personal use, business use, or commuting.
  - Violation of these rules or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule.
  - Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes.
  - Use of a district vehicle by an unauthorized individual while assigned to an employee.
  - Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities.
  - Use of radar detectors in district vehicles.

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

## Legal References

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

# **Brick Township Board of Education**

## **District Policy Manual 2**

**Business & Non-Instructional Operations**

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**District Vehicle Tracking, Maintenance & Accounting Policy 3541.27 [M]**

Date Adopted:

Date Revised:

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Date Reviewed:

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

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

### Legal References

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

# **Brick Township Board of Education District Policy Manual 3**

**Business & Non-Instructional Operations**

**Series 3000**

**Advertising on School Buses**

**Policy 3541.28**

Date Adopted:

Date Revised:

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Date Reviewed:

Consistent with the provisions of NJSA 18A:39-31 and NJAC 6A:27-7.10, 6A:27-7.11 and 6A:27-7.12, the Board of Education, at its discretion, may authorize the sale of advertising space on the exterior of school buses that are owned or leased by the district.

In addition, the Public School Contracts Law shall apply to any such contract or agreement entered into by the Board of Education for the purpose of advertisements on school buses.

All such advertisements shall require the prior written approval of the Board of Education and the advertiser will be considered an advertising vendor and shall not be deemed to be an agent, servant, employee or representative of the Board of Education or this district. In the event the advertiser fails to provide service in accordance with the contract for advertisement, the advertiser shall be considered in breach of contract. Cancellation of the advertisement and/or enforcement of the advertiser's performance bond may result.

At its sole discretion and at any time, the Board of Education reserves the right to reject any advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy. No advertising space may be used or resold by the advertiser for the promotion, either directly or indirectly, of any business, organization or enterprise other than the one defined in the original contract for advertisement. The advertiser will protect, defend and hold harmless the Board of Education from any suits or actions of every nature and description brought against it by reason of the advertisement.

Fifty percent of the funds generated from the placement of advertisements on the outside of school buses shall be used to offset fuel costs associated with the provision of pupil transportation services and the remaining fifty percent shall be used to support any programs or services deemed appropriate by the Board of Education.

The Board of Education will approve the specifications for advertisements on school buses that will include, but not be limited to:

1. Advertisement sizes and colors;
2. Advertisement mounting procedures and devices;
3. Location of advertisements on school buses;
4. Duration of advertisement contracts; and,
5. Any other specifications for advertisements the Board of Educations deems appropriate.

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In addition, all advertisements shall be in accordance with the New Jersey Motor Vehicle Commission (NJMVC) regulations and shall not prevent the school bus from passing the NJMVC required inspections for school buses.

The Board of Education will not accept advertisements to be displayed or maintained on school buses if, in the opinion of the Board of Education and/or its Solicitor, the advertisement or information contained in it:

1. Is false, misleading, deceptive, disrespectful, fraudulent or libelous;
2. Contains material or language that is obscene, profane, vulgar, offensive or reasonably determined to be in poor taste;
3. Promotes unlawful or illegal goods, services or activities;
4. Promotes gambling, the sale or use of tobacco or tobacco-related products or the sale or use of alcoholic beverages;
5. Promotes the sale or use of products associated with violence or violent activities;
6. Promotes the sale or use of products designed for used in connection with sexual activity;
7. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;
8. Resembles a traffic control device;
9. States or implies an endorsement by the Board of Education; or,
10. Is political, religious, issue-related, controversial in nature or not age-appropriate.

The Board of Education will not allow any of its school buses to become a public forum for the dissemination, debate or discussion of public issues. The Board of Education has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the Board of Education, the district or its pupils.

If the Board of Education permits advertisements on school buses, it shall submit a report to the Commissioner of Education no later than the date established in state law, that shall include, but not be limited to the number of district-owned school buses upon which advertising has been placed, the length of time the advisements have been on these school buses and the total revenue earned by the district as a result of the advertisement.

## Legal References

- NJSA 18A:11-1 General mandatory powers and duties  
18A:39-31 Contract for sale of advertising space on school buses, use of revenue
- NJAC 6A:27-7.2 Student transportation  
6A:27-7.10 Contracting for advertisements on school buses  
6A:27-7.11 Advertisements on school buses  
6A:27-7.12 Reporting requirements for advertisements on school buses

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Nonschool Use of District Vehicles**

**Policy 3541.3**

Date Adopted: October 23, 2008

Date Revised:

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Date Reviewed:

The Board may make school-owned vehicles available to transport groups of qualified senior or disabled citizens to civic, social, cultural, educational, recreational, nutritional and health programs and activities within the district, or in the immediately surrounding districts.

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

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

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

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

## Legal References

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

18A:39-22 School buses, use by senior citizens

6A:27-7.2 Student transportation

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



# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Student Transportation in Private Vehicles**

**Policy 3541.31 [M]**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

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

### Transportation by Volunteer Drivers

The Superintendent of Schools may supplement the transportation recourses of the district by identifying qualified school personnel and parents/guardians who are willing to provide transportation for district pupils to and from school-related activities.

Qualifications shall include:

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

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

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

### Transportation of Pupils by District Employees as Part of Assigned Duties

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

- A. Have a current New Jersey (or other state) driver's license with no convictions for moving violations;
- B. A private passenger vehicle of eight or fewer capacity, with a current New Jersey or other state inspection sticker; and a private passenger vehicle with a seat belt for each passenger; and
- C. Conform to all safety practices set forth in the regulations of this policy.

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

# Brick Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**  
**Student Transportation in Private Vehicles**

**Series 3000**  
**Policy 3541.31**

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

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

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

## Legal References

- NJSA 18A:16-6 Indemnity of officers and employees against civil actions □  
18A:39-20.1 Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents □
- NJAC 6A:27-7.6 Transportation to and from related school activities □  
6A:27-7.7 Parent transporting his or her own child or children

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Transportation Safety**

**Policy 3541.33 [M]**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation.

The Board directs the Superintendent of Schools to oversee development of regulations to govern pupil conduct on buses and in-service for bus drivers to include:

- Management of pupils;
- Safe driving practices; recognition of hazards;
- Special concerns in transporting pupils with disabilities;
- Emergency procedures on the road; accident report;
- Information on required drug and alcohol testing;
- Ban on the use of cell phones while driving. Bus drivers are prohibited from using a cell phone while driving a school bus. They may only use a cell phone when the bus is parked in a safe area off a highway, or in an emergency situation.

## 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:

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

It shall be the responsibility of the Superintendent of Schools 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. All pupils must receive evacuation instruction at least once within the school year.

## Vehicles & 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.

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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. Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle. Bus drivers are prohibited from using a cell phone while driving a school bus.

## Legal References

- NJSA 18A:6-7.1 Criminal history record; employee in regular contact with pupils;
- 18A:25-2 Authority over pupils□
- 18A:39-1 et seq. Transportation To and From Schools□
- 39:3-10.9 et seq New Jersey Commercial Driver License Act□
- 39:3B-1.1 et seq. School Buses, Equipment and Regulations□
- NJAC 6A:27-1.1et seq. Student Transportation□
  
- 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
- 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

# Brick Township Board of Education District Policy Manual 3

**Business & Non-Instructional Operations**

**Series 3000**

**Monitoring Devices on School Vehicles**

**Policy 3541.36**

Date Adopted:

Date Revised:

Page 1 of 1

Date Reviewed:

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

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

“Video And/Or Audio Monitoring Devices Are Used On School-Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time”

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

## Legal References

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

20 USCA 1231g

30 CFR 300.571 Part 99, 300.572, 300.5773

# **Brick Township Board of Education District Policy Manual 2**

**Business & Non-Instructional Operations**

**Series 3000**

**Food Service**

**Policy 3542**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

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

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

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

The School Lunch Program shall:

- A. Operate with prices to be approved by the Board as necessary;
- B. Be operated in strict compliance with all laws and regulations pertaining to health, sanitation and safety; internal accounting; employment practices; nutritional standards; costs of lunches; and periodic reporting;
- C. Charge school personnel a price in accordance with state school nutrition guidelines;
- D. Restrict the sale of federally defined “junk foods” in schools that operate the National School Lunch Program from the beginning of the school day until the end of the last lunch period.

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

The Business Administrator/Board Secretary, working in conjunction with the Superintendent of Schools, has overall responsibility for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the Board.

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## Legal References

NJSA 18A:11-1 General mandatory powers and duties□  
18A:18A-5 Exceptions to requirement for advertising□  
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations□  
18A:33-3□through -5 Cafeterias for pupils□  
18A:58-7.1□through -7.2 School lunch program

NJAC 2:36-1.1 et seq. Child Nutrition Programs□  
6A:23A-2.6 Supplies and equipment□  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts□  
6A:32-12.1 Reporting requirements□  
6A:32-14.1 Review of mandated programs and services

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

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Wellness & Nutrition**

**Policy 3542.1 [M]**

Date Adopted: June 21, 2012

Date Revised:

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Date Reviewed:

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

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

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



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**Policy 3542.1**

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

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

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

## Advisory Committee

The Superintendent of Schools shall oversee the formation and support of an advisory committee comprised of teachers, parents, coaches, school administrators and community partners working to promote awareness of the requirements of this policy and to make suggestions for improvements to the nutrition of students and this policy. The committee shall also undertake additional tasks as consistent with the wellness policy guidelines issued by the USDA.

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn.

The Board of Education is committed to:

1. Providing students with healthy and nutritious foods;
2. Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
3. Supporting healthy eating through nutrition education;
4. Encouraging students to select and consume all components of the school meal; and,
5. Providing students with the opportunity to engage in daily physical activity.

# Brick Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**  
**Wellness & Nutrition**

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**Policy 3542.1**

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All reimbursable meals shall meet federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of the After School Snack Program shall meet the standards as outlined within this policy.

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

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient;
- All forms of candy; and,
- Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products.

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:

1. Based on manufacturers nutritional data or nutrient facts labels:
  - No more than 8 grams of total fat per serving, with the exception of nuts and seeds.
  - No more than 2 grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
  - Water.
  - Milk containing 2% or less fat.
3. Whole milk shall not exceed 8 ounces.

In elementary schools 100% of all beverages offered shall be milk (non-fat or unflavored 1%), water or 100% fruit or vegetable juices.

In middle schools at least 60% of all beverages offered, other than milk (non-fat or unflavored 1%) and water, shall be 100% fruit or vegetable juices. Any “other” beverages that are offered must meet the standards set forth in this policy.

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**Wellness & Nutrition**

**Series 3000**  
**Policy 3542.1**

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## Healthy Snack Guidelines

The following additional nutrient requirements shall also apply:

1. Calorie Limits – Snack Items  $\leq$  200 calories; Entrée Items  $\leq$  350 calories
2. Sodium Limits - Snack Items  $\leq$  230 mg.\*; Entrée Items  $\leq$  480 mg.
3. Fat Limits - Snack Items  $\leq$  35% of calories; Entrée Items  $\leq$  10% of calories;  
Trans fat: zero grams
4. Sugar Limit -  $\leq$  35% of weight from total sugars in foods

\* On July 1, 2016, snack items must contain  $\leq$  200 mg. sodium per item.

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

For the health and safety of students and staff members, all beverages distributed, sold or brought to school must be in sealed containers.

Classroom celebrations shall not include any food items defined by the regulations of the USDA as “foods of minimal nutritional value.” Occasionally, however, classroom celebrations and curriculum-related activities may be exempt from the provisions of this policy, however, strong effort shall be made to include healthy choices when planning such activities.

Food items are not to be used as a reward for academic performance or behavior unless noted as part of a student’s Individualized Education Plan. Withholding food as a punishment is strictly prohibited.

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

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

## Nutrition Education and Promotion

This school district’s curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

Students will receive consistent nutrition messages throughout schools, classrooms, cafeterias, and other appropriate means as follows:

- Teachers will integrate nutrition education into core curricula;
- Nutrition promotion may include participatory activities such as contests, promotions, farm visits, and experience working in school gardens;

# Brick Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**  
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**Policy 3542.1**

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- The nutrition education program will be linked to school meal programs, , cafeteria nutrition promotion, after-school programs, and school breakfast programs;
- Nutrition education will be offered in the cafeteria as well as the classroom, with coordination between the foodservice staff and teachers;
- Nutrition education will promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes;
- Students will have opportunities to taste foods that are low in saturated and trans fats, sodium and added sugar;
- Staff members responsible for nutrition education will regularly participate in relevant professional development (e.g., training on the Dietary Guidelines for Americans and how to teach them);
- Staff will only use approved nutrition curriculum in the classroom. Curriculum developed by corporate interests is prohibited;
- Nutrition education will be provided to families via handouts, newsletters, postings on the web-site, presentations, and workshops. The school menu may be posted online;
- Staff members are strongly encouraged to model healthful eating habits, and discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum. Staff members are not permitted to eat or drink out of branded packaging in front of children (e.g., coffee containers with specific company logos);
- Families will be requested to pack lunches and snacks that meet district nutrition standards and will be provided with written guidance on how to accomplish this.

Specifically, the nutrition curriculum will encompass:

- Promotion of adequate nutrient intake and healthy eating practices;
- Skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning, analysis of health information;
- Examination of the problems associated with food marketing to children;
- Nutrition themes including, but not limited to USDA's MY Plate, Dietary Guidelines for Americans, adequate nutrient intake (such as carbohydrates, proteins, fats), body image and food safety.

## Physical Activity

All students will have opportunities for physical activity beyond physical education class on a daily basis. Classroom health education will reinforce the knowledge and skills needed to maintain a physically active lifestyle. Students will be encouraged to reduce sedentary time. It is recommended that students not be required to engage in sedentary activities for more than two hours without an opportunity to stretch and move around. Short (3-5 minute) "energy release" physical activity breaks are recommended between classes to incorporate short activity breaks into the day.

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Teachers are expected to incorporate opportunities for physical activity in the classroom whenever possible and will be encouraged to serve as role models by being physically active alongside the students.

## Fundraising Activities

Any and all fundraising activities that include food items shall encourage healthy eating habits by promoting the sale of healthy food and/or beverage items. All fundraising involving the sale of food and/or beverage items shall take place outside of the regular school day.

## Notification

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

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

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

The Superintendent of Schools will provide a report to the Board of Education annually. The following information will be included in this report:

- The extent to which each school is in compliance with the wellness policy;
- The progress made in attaining the goals of the policy;
- Any recommend changes to this policy;
- A detailed action plan for the following school year to achieve annual goals and objectives; and,
- Any additional information required by the USDA.

Revisions to this policy will take into account new research and evidence on health trends, new national and state standards and guidelines, new state and federal initiatives, local evaluation data, changing district priorities, and other issues.

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## Legal References

NJSA 18A:11-1 General mandatory powers and duties□  
18A:18A-4.1 f.,h. Use of competitive contracting in lieu of public bidding; boards of education□  
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations□  
18A:33-3 through -5 Cafeterias for pupils□  
18A:33-9□through -14 Findings, declarations relative to school breakfast programs  
18A:58-7.1 through -7.2 School lunch program

NJAC 2:36-1.1 et seq. Child Nutrition Programs□  
6A:16-5.1(b) School safety plans□  
6A:23A-2.6 Supplies and equipment□  
6A:32-12.1 Reporting requirements□  
6A:32--14.1 Review of mandated programs and services□  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts□□

Healthy, Hunger-Free Kids Act of 2010

Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (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

Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Free or Reduced-Price Lunches / Milk**

**Policy 3542.31 [M]**

Date Adopted: November 20, 2008

Date Revised:

Page 1 of 1

Date Reviewed:

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

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

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

## Legal References

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

# Brick Township Board of Education District Policy Manual

**Business & Non-Instructional Operations**

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**Food Services Account**

**Policy 3542.35**

Date Adopted: April 19, 1983

Date Revised:

Page 1 of 1

Date Reviewed:

The Board of Education directs that all moneys derived from the operation, maintenance or sponsorship of the food service facilities of this district be deposited in the Food Services Account, a special checking account, and shall be administered by the Business Administrator/Board Secretary in the same manner as are other moneys belonging to the district.

Cafeteria funds shall be expended in such manner as may be approved by the Board, but no amount shall be transferred from the Food Services Account to any other account or fund of this district, except as authorized by the Board and in accordance with law.

The Business Administrator/Board Secretary is authorized to disburse funds from the Food Services Account in accordance with law.

## Legal References

- NJSA 18A:11-1 General mandatory powers and duties □  
18A:18A-4.1 f.,h. Use of competitive contracting in lieu of public bidding; □boards of education □  
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations □  
18A:33-3 through -5 Cafeterias for pupils □  
18A:33-9 □through -14 Findings, declarations relative to school breakfast programs  
18A:58-7.1 through -7.2 School lunch program
- NJAC 2:36-1.1 et seq. Child Nutrition Programs □  
6A:16-5.1(b) School safety plans □  
6A:23A-2.6 Supplies and equipment □  
6A:32-12.1 Reporting requirements □  
6A:32--14.1 Review of mandated programs and services □  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts □ □



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**Business & Non-Instructional Operations**

**Series 3000**

**Biosecurity Management Plan**

**Policy 3542.40**

Date Adopted:

Date Revised:

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Date Reviewed:

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

The Biosecurity Management Plan:

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

Implementation of the Biosecurity Management Plan shall be the responsibility of the food service director with the oversight of the Business Administrator/Board Secretary/designee, in conjunction with the Superintendent of Schools.

## Legal References

NJAC 2:36-1.13 Biosecurity for School Food Service

# Brick Township Board of Education District Policy Manual 4

**Business & Non-Instructional Operations**

**Series 3000**

**Refunds for Lunch Payments**

**Policy 3542.43**

Date Adopted: September 15, 2011

Date Revised:

Page 1 of 1

Date Reviewed:

The Brick Township Board of Education allows students to put money on account for the purpose of purchasing meals and snacks provided under the Child Nutrition Program.

Pre-paid money is accepted in the form of cash, check, credit or debit card. Parents/guardians can sign up on [brickschools.org](http://brickschools.org) to set up payments via credit or debit card, and accounts can be monitored and automatically funded if the parent/guardian wishes. Pre-payments in the form of cash or check may be made directly to the cashier in a child's cafeteria.

Pre-payment of meals is strongly encouraged as this makes the lines during lunch and breakfast move much more quickly. It also can prevent money from being lost or stolen.

In the event a student is leaving the district or graduating, refunds will be granted if the amount remaining on the account is \$5.00 or over. In either case, the parent/guardian must send a request in writing for the refund. This request may be done via e-mail.

## Legal References

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

# Brick Township Board of Education District Policy

**Business & Non-Instructional Operations**

**Series 3000**

**Food Service Purchasing**

**Policy 3542.44 [M]**

Date Adopted: November 20, 2008

Date Revised: March 20, 2014

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

The Business Administrator/Board Secretary is authorized to purchase food supplies in any month for the cafeterias or food preparation classes up to the amount allowed by law, without soliciting quotations. Such purchases must be documented according to law.

## Legal References

- NJSA 18A:18A-5(a)6 Exceptions to requirements for advertising□
- 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations
  
- NJAC 6A:23A-2.6 Supplies and equipment

# Brick Township Board of Education District Policy

**Business & Non-Instructional Operations**

**Series 3000**

**Meals on Credit / Charged Meals**

**Policy 3542.46**

Date Adopted: August 11, 2011

Date Revised: October 20, 2011, June 26, 2014

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Date Reviewed:

The Board of Education believes that proper nutrition is an integral part of the educational process. Therefore the desire of the Board of Education is to allow students to charge a meal on the occasion when the student may have lost or forgotten his/her meal money. The Board of Education has implemented a prepayment system (Point of Sale) as a means for parents to provide funds for students so that meals may be purchased without the risk of lost or forgotten meal money.

The following procedures will be followed in all school cafeterias when a charge is necessary:

- A. On the first occasion, the student will be served the meal of their choice.
- B. On the second and third occasions, the student will be served a cheese or tuna sandwich, fruit, vegetable, and white milk for lunch; or the breakfast of the day for breakfast.
- C. If charges have not been paid after the third charge, a letter will be mailed to the student's parents or guardians, followed by a phone call from the Food Service Department.
- D. Any further charges will only be allowed on a case-by-case basis as determined by the Director of Food and Nutrition Services and the Principal.

## Legal References

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

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**Business & Non-Instructional Operations**  
**Copyrighted Materials**

**Series 3000**  
**Policy 3543.11**

Date Adopted:

Date Revised:

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Date Reviewed:

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

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

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

The Board further directs that:

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

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

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

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

Although there continues to be controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to comply with existing federal regulations.

Legal References:

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

The Copyright Act of 1976, as amended and codified as 17 U.S.C. Sec.101 et seq.

# Brick Township Board of Education District Policy

**Business & Non-Instructional Operations**

**Series 3000**

**District Records & Reports**

**Policy 3570 [M]**

Date Adopted: November 20, 2008

Date Revised: March 20, 2014

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

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

## Exemptions

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

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

# Brick Township Board of Education District Policy Manual

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District Records & Reports**

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Policy 3570**

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13. Provisions of this Policy in N.J.S.A. 47:1A-1 shall not abrogate any exception of a public or government record from public access hereto made pursuant to N.J.S.A. 47:1A-1, et seq.; any other statutes; resolution of either both Houses of the Legislature; regulation promulgated under the authority of any statute or executive order of the Governor; executive order of the Governor; rule of court; any federal law; federal regulation; or federal order.
14. The provision of this Policy and N.J.S.A. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality hereto established or recognized by the Constitution of the State, State statute, court rule or judicial case-law which privilege or grant of confidentiality may be excluded to restrict public access to public or government record.

## Custodian of Board Records

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

## Responsibility of the Custodian of School Records

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

## Timely Access

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

## Redaction of Records

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

# **Brick Township Board of Education District Policy Manual**

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## Fees Charged for Copying Records

Except as otherwise provided by law and regulation, the fee assessed for the duplication of a government record embodied in the form of a printed matter shall be \$.05 per letter size or smaller and \$.07 per legal size page or larger. If the School District can demonstrate that its actual cost for duplication of a government record exceeded the per page rates, the District shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon all copy and fees are based shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copies except for as provided for N.J.S.A. 47:1A-5.Z.

## Appeal of Denial or Access to Records

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



# Brick Township Board of Education District Policy Manual

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## Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act □  
18A:4-14 Uniform system of bookkeeping for school districts □  
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills □  
18A:11-2 Power to sue and be sued; reports; census of school □  
18A:11-2b □ N.J.S.A. 18A:17-7 through -12 Secretary to give notices and keep minutes, etc. □  
18A:17-28(e) Duties of business manager □  
18A:17-35 Records of receipts and payments □  
18A:17-36 Accounting; monthly and annual reports □  
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report □  
18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability □  
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act") □  
47:3-15 et seq. Destruction of Public Records Law □

NJAC 2:36-1.1 et seq. Child Nutrition Programs □  
6A:16-5.3 Incident reporting of violence, vandalism and substance abuse □  
6A:23A-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts □  
6A:27-7.9 Vehicle records □  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts □  
6A:32-7.1 et. seq. Student Records □  
6A:32-12.2 School level planning □  
15:3-2.1 et. seq. Records Retention □ □

Annual Data Collection Plan, New Jersey State Department of Education Records Retention Schedule, New Jersey State Department of Education □ □

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

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

Horner v. Kingsway Regional, 1990 S.L.D. 752 □ □ Beatty v. Chester Bd of Ed, 1999 S.L.D. (Sept.)

Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)

# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Audit**

**Policy 3571.4**

Date Adopted: November 20, 2008

Date Revised:

Page 1 of 1

Date Reviewed:

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

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

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

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

## Legal References

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

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

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# Brick Township Board of Education District Policy Manual 2

**Business & Non-Instructional Operations**

**Series 3000**

**Integrated Pest Management**

**Policy 3575**

Date Adopted: November 20, 2008

Date Revised:

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Date Reviewed:

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the Board of Education directs the Superintendent of Schools to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. In addition, the Board of Education shall adopt and maintain an IPM plan developed by the Superintendent of Schools/designee as part of this policy.

## Definition

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

## Integrated Pest Management Procedures

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

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

## Development of IPM Plans

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

## IPM Coordinator

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

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Integrated Pest Management**

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

## Education /Training

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

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

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

## Record keeping

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

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

## Notification/Posting

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

## Re-entry

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

## Pesticide applicators

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

## Evaluation

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

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

# Brick Township Board of Education District Policy Manual

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**Integrated Pest Management**

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**Policy 3575**

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## Legal References

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

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

The School Integrated Pest Management Act of 2002

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**Business & Non-Instructional Operations**

**Series 3000**

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

**Policy 3600 [M]**

Date Adopted:

Date Revised:

Page 1 of 1

Date Reviewed:

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

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

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

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

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

## Legal References

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

NJAC 6A:23A-6.5 Segregation of duties