

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3000/3010**

**Name: Concepts and Rules in Business
and Non-Instruction
Board Approval Date: November 22, 2011**

WHERE FISCAL MATTERS ARE CONCERNED, THE BURCH CHARTER SCHOOL OF EXCELLENCE FISCAL PROCEDURE MANUAL SUPERSEDES THIS POLICY MANUAL AND HIS HEREBY INCORPORATED BY REFERENCE. THE FISCAL PROCEDURE MANUAL IS ANNEXED TO HIS POLICY MANUAL AS APPENDIX I.

Fiscal Management

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

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

Internal Controls/Standard Operating Procedures

The Board of Trustees is committed to financial integrity and directs the Chief School Administrator to establish specific regulations and standard operating procedures for business functions which are designed to be in accordance with the auditing standards generally accepted in the United States under Generally Accepted Accounting Principles (GAAP) and standards contained in Government Auditing Standards (GAS) issued by the Comptroller General of the United States, and as deemed necessary and appropriate by school management. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies and comply with law and regulation.

Support Services

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

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

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

Legal References:

N.J.S.A. 2C:30-4	Disbursement of public monies, incurrence of obligations in excess of appropriation
N.J.S.A. 18A:4-14	Uniform system of bookkeeping for school districts
N.J.S.A. 18A:17-14.1 through -14.3	Appointment of school business administrator; duties; subcontracting; tenure acquisition
N.J.S.A. 18A:17-24.1	Sharing of superintendent, school business administrator; procedure
N.J.S.A. 18A:18A-1 et seq.	Public School Contracts Law

N.J.S.A. 18A:20-1 et seq.	Title in board of education
N.J.S.A. 18A:33-1 et seq.	Facilities in general
N.J.S.A. 40A:65-1 et seq.	Uniform Shared Services and Consolidation Act
N.J.A.C. 2:36-1.1 et seq.	Child Nutrition Programs
N.J.A.C. 6A:9-12.1 et seq. <u>See particularly:</u> N.J.A.C. 6A:9-12.1, -12.2, -12.3(d), -12.7	Requirements for administrative certification
N.J.A.C. 6A:23A-1.1 et seq.	Fiscal accountability, efficiency and budgeting procedure
N.J.A.C. 6A:23A-22.12	Financial Operations of Charter Schools; Internal Controls
N.J.A.C. 6A:26-1.1 et seq.	Educational Facilities
N.J.A.C. 6A:27-1.1 et seq.	Student Transportation

Corresponds to NJSBA Policy No. 3000/3010

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3100**

**Name: Budget Planning, Preparation
and Adoption
Board Approval Date: November 22, 2011**

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

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

In reviewing budget proposals, the Board will consider priorities to be accomplished during the subsequent year, based on the needs identified through the school's planning process. 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 Chief School Administrator and school business administrator/board secretary to develop a schedule of events associated with the development, presentation and adoption of the budget. This calendar of events shall conform to all dates set out in the statute and shall be reviewed and adopted by the Board annually. The tentative school budget shall be prepared and submitted to the Board for review within the time frame specified in the calendar and submitted to the executive county superintendent and the State Department of Education on or before the required submission date. The Chief School Administrator and school business administrator/board secretary shall confer with the department heads, board committees and other school personnel, as necessary, to make the tentative budget realistic.

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

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

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

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

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

To meet the objective of this policy, the Board directs the Chief School Administrator to:

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

In order to ensure adequate time for the preparation and review of the proposed budget, the Board directs that the Chief School Administrator present to the Board all available information associated with the budget including a budget summary, budget narrative and cash flow statement in time to be submitted to the Commissioner on or before March 30th of each year.

The annual budget proposal must be adopted a roll-call majority vote of the full membership of the Board.

Budget Hearings and Reviews

Upon preparation of the annual school budget, the Board of Trustees shall hold a budget hearing at which the public may review and comment on the proposed budget. The annual budget proposal once adopted represents the position of the Board. All reasonable means shall be employed the Board to present and explain the budget position to the residents and taxpayers of the community.

The proposed budget as approved by the Board shall be submitted to the Department of Education and the executive county superintendent on the Annual School Budget Form. The school budget shall be made available to the Chief School Administrator, the school business administrator and to the public as required by law.

Legal References:

N.J.S.A.18A:7F-43 et seq.	School Funding Reform Act of 2008
N.J.S.A. 18A:13-17, -19, -23	Submission of budget; annual regional school election
N.J.S.A. 18A:22-7,-8 through 13	Preparation of budgets
N.J.S.A. 18A:39-1.5	Adoption of policy regarding transportation of students along hazardous routes
N.J.A.C. 6A:8-1.1 et seq.	Standards of Assessment
N.J.A.C. 6A:23A-15.2	Per student calculation, notification and caps (charter schools)
N.J.A.C. 6A:23A-15.3	Enrollment counts payments process and aid adjustment (charter schools)
N.J.A.C. 6A:23-22.4	Financial requirements (charter schools)
N.J.A.C. 6A:26-10.1 et seq.	Purchase and lease agreements

Corresponds to NJSBA Policy No. 3100

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3160**

**Name: Transfer of Funds Between Line Items/
Amendments/Purchases Not Budgeted
Board Approval Date: November 22, 2011**

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

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

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

Legal References:

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

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

Guidelines for Development of Application – Basic Skills Improvement Plan – New Jersey State Department of Education, revised annually

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

Corresponds to NJSBA Policy No. 3160

The Burch Charter School of Excellence Policy

Category: Business Non-Instructional
Code: 3220/3230

Name: State Funds; Federal Funds
Board Approval Date: November 22, 2011

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

Then the law requires the development and implementation of administrative procedures for submitting state and federal financial reports, with specified time schedules, the school administration and board secretary shall ensure that the staff has properly completed the reports and that in each instance the reports have been submitted within the specified time.

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

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

Maintenance of Effort

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

Equivalence

To be in compliance with the requirements of federal law, the Board of Trustees directs the Chief School Administrator or designee to assign staff and distribute curriculum materials and instructional supplies to the school in such a way that equivalence of personnel and materials is ensured among the school.

Supplement, Not Supplant

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

Parent/Guardian Participation

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

Control of Equipment

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

Reimbursement Requests

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

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

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

Financial Fraud and Theft Prevention

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

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

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

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

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

In the event the concern or complaint involves the Chief School Administrator, the concern shall be brought to the attention of the board president, who is hereby empowered to contact the Board's legal counsel, auditing firm and any other agency to investigate the concern or complaint.

Legal References:

N.J.S.A. 18A:7F-43 et seq.	School Funding Reform Act of 2008
N.J.S.A. 18A:7G-1 through -44 et al.	Educational Facilities Construction and Financing Act
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:34-1	Textbooks; selection; furnished free with supplies; appropriations
N.J.S.A. 18A:36A-1 et seq.	Charter School Program Act of 1995
N.J.S.A. 18A:38-7.7 through -7.14	Legislative findings and declarations (impact aid)
N.J.S.A. 18A:58-7.1	School lunch program
N.J.S.A. 18A:58-7.2	School lunch program; additional state aid
N.J.S.A. 18A:58-11	Emergency aid
N.J.S.A. 18A:58-33.6 through -33.21	Additional State School Building Aid Act of 1970

N.J.S.A. 18A:58-37.1 through -37.7	Textbook Aid to Public and Nonpublic Schools
N.J.S.A. 18A:59-1	Federal aid through -3
N.J.A.C. 6A:14-1.1 et seq.	Annual budget development, review and approval
N.J.A.C. 6A:23A-19.1	Emergency aid
N.J.A.C. 6A:23A-22.4	Financial requirements (charter schools)
N.J.A.C. 6A:26-1.1 et seq.	Educational Facilities
N.J.A.C. 6A:27-8.1 et seq.	State Aid
N.J.A.C. 6A:32-14.1	Review of mandated programs and services
Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (Pub. L. 100-97)	
20 U.S.C.A. 1401 et seq.	Individuals with Disabilities Education Act
29 U.S.C.A. 794 et seq.	Section 504 of the Rehabilitation Act of 1973
Drug-Free Workplace Act of 1988	
34 CFR 80 (7-1-05) monitoring district's use of federal grant funds	
Education Department General Administrative Regulations (EDGAR)	
34 CFR Part 85, Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)	
34 CFR 200.1 et seq.	
34 CFR 80 (7-1-05) monitoring district's use of federal grant funds	
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.	

Corresponds to NJSBA Policy No. 3220/3230

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3250**

**Name: Income From Fees, Fines, Charges
Board Approval Date: November 22, 2011**

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

Reasonable charges for admission to school-sponsored athletic events shall be approved by the Board on recommendation of the Chief School Administrator.

The Chief School Administrator shall oversee preparation of a schedule of fines for lost or damaged textbooks and/or equipment.

Legal References:

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

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

Corresponds to NJSBA Policy No. 3250

The Burch Charter School of Excellence Policy

Category: Business Non-Instructional
Code: 3260/3270

**Name: Sale and Disposal of Books,
Equipment and Supplies**
Board Approval Date: November 22, 2011

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

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

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

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

Legal References:

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

Corresponds to NJSBA Policy No. 3260/3270

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3280**

**Name: Gifts, Grants and Bequests
Board Approval Date: November 22, 2011**

Only the Board of Trustees of the Burch Charter School of Excellence may accept bequests or gifts of money, property or goods for the school, except that the Chief School Administrator may accept gifts on behalf of the Board. Any gift accepted by the Chief School Administrator must be approved by the Board.

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

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

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

Grants

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

Educational Foundation

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

Legal References:

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

Corresponds to NJSBA Policy No. 3280

The Burch Charter School of Excellence Policy

Category: Business Non-Instructional
Code: 3320

Name: Purchasing Procedures
Board Approval Date: November 22, 2011

WHERE FISCAL MATTERS ARE CONCERNED, THE BURCH CHARTER SCHOOL OF EXCELLENCE FISCAL PROCEDURE MANUAL SUPERSEDES THIS POLICY MANUAL AND HIS HEREBY INCORPORATED BY REFERENCE. THE FISCAL PROCEDURE MANUAL IS ANNEXED TO THIS POLICY MANUAL AS APPENDIX I.

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

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

Purchase Subject to Bid

All supplies, equipment and services procured by the school whether by purchase, contract or agreement including acquisitions by sale, lease, exchange, discount, negotiation, mortgage, pledge, lien, issue or reissue or any other voluntary transaction for consideration creating an interest in property not made by contract or agreement by subject to bidding whenever the aggregate value of such purchase exceeds the state threshold as determined by the Governor within one fiscal year unless exempted by law.

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

Each bid specification shall indicate the Board's right to reject all bids, to re-advice and/or to accept equivalents. The Board also recognizes that emergencies may occur when imminent danger exists to persons or property and time for bidding cannot be provided because of the need for immediate action. However, it is not intended that "emergencies" be permitted to occur as a result of inadequate planning, delay or negligence.

If a Request For Proposal (RFP) only produces one response and all other means have been exhausted, the school business administrator may recommend the award of the proposal and shall be relieved from the requirement of re-advertising.

Cooperative Purchasing

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

Multi-Year Contracts

The Board of Trustees will enter a multiple year contract for goods and services permitted by law whenever the extended contract will serve the needs of the school and yield greater return for the expenditure upon the recommendation of the Chief School Administrator and the school business administrator.

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

Competitive Contracting

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

Choice of Vendor

The Board recognizes its position as a major purchaser of goods and services in the community served by the school district. It is the intention of the Board to purchase goods and services of the requisite quality at the lowest possible cost and to invite widespread competition in order to achieve this end. Where all other considerations are equal, however, the Board will exercise a preference for dealing with established local merchants and service providers from within the boundaries of the school district, and small, minority and women businesses.

All purchases shall be approved by resolution of the Board.

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

Internal Review Requirements for Contracts

To ensure that all contracts with vendors are in compliance with public bidding laws and are legal and proper as to content and form, the Chief School Administrator will establish internal procedures requiring review of all contracts with vendors by the board attorney before submission for board approval.

Legal References:

N.J.S.A. 10:5-1 et seq.	Law Against Discrimination <u>See particularly:</u> N.J.S.A. 10:5-31 through -35
N.J.S.A. 18A:18A-1 et seq.	Public Schools Contracts Law
N.J.S.A. 18A:19-1 et seq.	Expenditure of Funds; Audit and Payment of Claims
N.J.S.A. 52:32-44	Business registration for providers of goods and service (definitions)
N.J.A.C. 6A:7-1.8	Equity in employment and contract practices
N.J.A.C. 6A:23A-1.2	Definitions
N.J.A.C. 6A:23A-16.5	Supplies and equipment
N.J.A.C. 6A:23A-20.4	Ownership and storage of textbooks
N.J.A.C. 6A:23A-21.1 et seq.	Management of Public School Contracts
N.J.A.C. 6A:27-9.1 et seq.	Contracting for Transportation Services
N.J.A.C. 6A:32-14.1	Review of mandated programs and services
20 U.S.C.A. 1681 et seq.	Title IX of the Education Amendments of 1972
42 U.S.C.A. 2000e et seq. Opportunities Act of 1972	Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment
29 U.S.C.A. 794 et seq.	Section 504 of the Rehabilitation Act of 1973

Corresponds to NJSBA Policy No. 3320

The Burch Charter School of Excellence Policy

Category: Business Non-Instructional
Code: 3326

Name: Payment for Goods and Services
Board Approval Date: November 22, 2011

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

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

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

Purchase Orders

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

Financial Systems to Avoid Over-Payments

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

- A. Limiting system access so that only appropriate staff may make purchase order adjustments;
- B. Reject adjustments in excess of any established approved thresholds;
- C. Prevent unauthorized charges to be processed;
- D. 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 amount plus any authorized adjustments;
- E. Reject duplicate purchase order and invoice numbers; and
- F. Prepare an edit/change report listing all payments made in excess of the approved purchase order amount.

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

Legal References:

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

Corresponds to NJSBA Policy No. 3326

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3450**

**Name: Money in School Buildings
Board Approval Date: November 22, 2011**

All funds from athletic events or other activities of student organizations collected by Burch Charter School of Excellence employees and by student treasurers under the auspices of the Board shall be handled and accounted for pursuant to prudent business procedures and rules of state statute and code.

The Chief School Administrator 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 monies.

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

Lost money shall be replaced by the person responsible.

Legal References:

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

Corresponds to NJSBA Policy No. 3450

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3451**

**Name: Petty Cash Funds
Board Approval Date: November 22, 2011**

The Board of Trustees authorized establishment of imprest petty cash accounts by resolution. The resolution will include:

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

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

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

Legal References:

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

Corresponds to NJSBA Policy No. 3451

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3453**

**Name: School Activity Funds
Board Approval Date: November 22, 2011**

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

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

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

Borrowing from the student activity accounts is prohibited.

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

Legal References:

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

Corresponds to NJSBA Policy No. 3453

The Burch Charter School of Excellence Policy

Category: Business Non-Instructional
Code: 3510

Name: Operation and Maintenance of Plant
Board Approval Date: August 14, 2017

OPERATION AND MAINTENANCE OF PLANT

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

The chief school administrator shall ensure the development and enforcement of detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and provided to all staff annually at the beginning of each school year and when revisions are formulated. The chief school administrator and board secretary shall develop a multi-year comprehensive maintenance plan for board approval, to be updated annually.

The district shall ensure barrier free access for all students, staff and visitors to school facilities.

Safe Drinking Water

The board of trustees shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq., N.J.A.C. 6A:26-6, and N.J.A.C. 7:10 et seq.). In accordance with law and board policy 3516 Safety, the board shall test all drinking water outlets, make the results publicly available and notify parents/guardians and the New Jersey Department of Education.

The board of trustees directs the chief school administrator to ensure the development of lead sampling plan with sample collection is consistent with the district's Quality Assurance Project Plan (QAPP) and to ensure that QAPP is signed by the laboratory certified to sample the district's water, the individual responsible for conducting the sampling and is presented to the board for signature.

Within 24-hours after the board has reviewed and verified the final laboratory results of the sampling, the board shall ensure that test results are publicly available at the school facility and on the board's website. If any laboratory results exceed the permissible lead action level, the board shall provide written notification to the parents/guardians of all students attending that facility as well as to the Department of Education. The notice must include measures taken to curtail immediately the use of any drinking water outlet where lead levels exceed the permissible action level, measures taken to ensure that alternate drinking water is available to all students and staff, and information regarding the health effects of lead.

Within six years of the adoption of this policy, and within each six-year period thereafter, the board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

Annually, the board must submit to the Department of Education, a statement of assurance that lead testing was completed in accordance with existing Department of Education regulations and that where required, alternate drinking water is available to students and staff.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, each local school board of a school district, the Chief Administrator of a public school, each board of trustees of a charter school, and each principal or chief school administrator of a nonpublic school as appropriate, shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Burch Charter School of Excellence shall develop and maintain an IPM plan as part of the school's policy.

Integrated Pest Management Procedures in Schools

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

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

Development of IPM Plans

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

IPM Coordinator

The board of trustees or chief school administrator shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

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

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

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

Record Keeping

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

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

Notification/Posting

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

Re-entry

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

Pesticide applicators

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

Evaluation

Annually, for public schools, the chief school administrator will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the chief school administrator(s) or principal(s) shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board directs the chief school administrator to develop regulations/procedures for the implementation of this policy.

Legal References:

N.J.S.A. 13:1F-19 through -33	School Integrated Pest Management Act
N.J.S.A. 18A:17-49 through -52	Buildings and grounds supervisors to be certified educational facilities managers
N.J.S.A. 18A:22-8	Contents of budget; program budgeting system
N.J.S.A. 34:5A-1 et seq.	Worker and Community Right to Know Act

N.J.S.A. 34:6A-25 et seq.	New Jersey Public Employees Occupational Safety and Health Act
N.J.A.C. 6A:23A-1 et seq.	Accountability regulations
N.J.A.C. 6A:26-12.4	Educational Facilities
N.J.A.C. 7:30-13.1 et seq.	NJDEP Pesticide Regulations

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3514**

**Name: Equipment
Board Approval Date: November 22, 2011**

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

The Chief School Administrator shall oversee the maintenance of all school educational and non-educational equipment in safe working condition. No employee or student shall use equipment found unsafe. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

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

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

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

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

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

Legal References:

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

Corresponds to NJSBA Policy No. 3514

The Burch Charter School of Excellence Policy

Category: Business Non-Instructional
Code: 3515

Name: Smoking Prohibition
Board Approval Date: August 14, 2017

To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, the Boards of Trustees of the Burch Charter School of Excellence (School) prohibits all smoking or use of tobacco products in all school facilities on all school ground at all times. Definitions of "school facilities" and "school grounds" shall be in accord with definitions in the administrative code.

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

The Chief School Administrator is authorized to report violations, in accordance with law, to the Irvington Board of Health. Students and school employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures. The Chief School Administrator shall prepare and the Board shall adopt regulations prohibiting smoking in all school buildings and on school grounds.

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

Legal References:

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

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

Corresponds to NJSBA Policy No. 3515

The Burch Charter School of Excellence Policy

Category: Students
Code: 3516

Name: Safety
Board Approval Date: August 14, 2017

SAFETY

The chief school administrator 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.

Use and 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 chief school administrator.

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

If any hazardous substance is stored on any school site, the chief school administrator shall make available the hazardous substance fact sheet for that substance to anyone who requests it.

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

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

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

Soil Contamination on School Property

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

The notice shall include:

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

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;

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

The notice may be provided by:

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

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

Safe Drinking Water

The board of education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq.).

The board directs that lead sampling and analysis be conducted in all drinking water outlets to which a student or staff member has or may have access, in each school facility, other facility, or temporary facility no later than July 13, 2017. Sampling shall be conducted according to the lead sampling plan. * The lead sampling plan shall include:

- A. A plumbing survey for each facility that identifies how water enters and flows through each facility, the types of plumbing materials used in the facility, such as the service line, piping, solder, fixtures, drinking water outlets where students or staff have or may have access, and point of use treatment, such as drinking water filters;
- B. The names and responsibilities of all individuals involved in sampling; and
- C. The following sampling procedures:
 - 1. Samples shall be taken after water has sat, undisturbed in the school pipes for at least eight hours but no more than 48 hours before the sample is taken;
 - 2. At least eight hours prior to sampling, signs shall be posted to indicate that water shall not be used and access to the buildings jet to the sampling shall be restricted to all but authorized staff members;
 - 3. Existing aerators, screens, and filters shall not be replaced or removed prior to or during sampling; and
 - 4. All samples shall be collected in pre-cleaned high-density polyethylene (HDPE) 250 milliliter (mL) wide-mouth single-use rigid sample containers that are properly labeled.

The board shall test all drinking water outlets within six years following the initial testing and every six years thereafter. Sampling shall be prioritized in buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead. The water outlets in these buildings and facilities shall be sampled first in accordance with the sampling plan. In addition, sampling for lead shall be conducted after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.

*See Resources below. The lead sampling plan, <http://www.nj.gov/dep/watersupply/pdf/techguide.pdf>

Drinking Water Sample Analysis

Analysis of water samples shall be conducted by a certified laboratory to analyze for lead in drinking water. The laboratory shall use an approved analytical method pursuant to the Federal Safe Drinking Water Act at 40 CFR 141.23(k)(1). Sample analysis shall be conducted in accordance with a Quality Assurance Project Plan (QAPP)**, which shall be signed by the board of education, the certified laboratory, and the individual responsible for conducting sampling. The QAPP shall include:

- A. Identification of analytical methods;
- B. Chain of custody procedures;
- C. Data validation and reporting processes;
- D. Detection limits;
- E. Reporting to three significant figures;
- F. Field blanks; and
- G. Quality control measures required by the certified method

** See Resources below. Quality Assurance Project Plan (QAPP): <http://www.nj.gov/dep/watersupply/pdf/techguide.pdf>

Water Sample Analysis Results: Notifications

Within 24 hours after the board has reviewed and verified the final laboratory results, the board shall make the test results of all water samples publicly available at the school facility and on the district website. If any results exceed the permissible lead action level, written notification shall be provided to the parents/guardians of all students attending the facility, as well as to the New Jersey Department of Education (NJDOE). This notification shall include a description of the measures taken by the board to:

- A. Immediately end use of each drinking water outlet where water quality exceeds the permissible lead action level;
- B. Ensure that alternate drinking water has been made available to all students and staff members, and information regarding the health effects of lead is provided.

The board shall annually submit a statement of assurance to the NJDOE that lead testing was completed, that notifications were provided, and that alternate drinking water continues to be made available to all students and staff in accordance law and board policy.

Within six years of the adoption of this policy, and within each six-year period thereafter, the board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

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.

Legal References:

N.J.S.A. 18A:6-2	Instruction in accident and fire prevention
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:17-42 et seq.	Public School Safety Law
N.J.S.A. 18A:40-12.1, -12.2	Protective eye devices required for teachers, students and visitors in certain cases
N.J.S.A. 18A:41-1 et seq. <u>See particularly:</u> N.J.S.A. 18A:41-5	Fire Drills and Fire Protection
N.J.S.A. 18A:42-1	Safety patrol by students
N.J.S.A. 34:5A-1 et seq. <u>See particularly:</u> N.J.S.A. 4:5A-10.1 through -10.5	Worker and Community Right to Know Act
N.J.S.A. 34:6A-25 et seq.	New Jersey Public Employees Occupational Safety and Health Act
N.J.S.A. 58:10B-24.6 et seq.	Hazardous discharge site remediation
N.J.A.C. 5:23-7	Barrier free subcode of the uniform construction code
N.J.A.C. 6A:16-1.4	District policies and procedures
N.J.A.C. 6A:19-6.1 et seq.	Safety and Health Standards
N.J.A.C. 6A:26-1.1 et seq. <u>See particularly:</u> N.J.A.C. 6A:26-12.1 et seq.	Educational Facilities
N.J.A.C. 6A:27-12.2	Accident reporting
N.J.A.C. 6A:32-12.1	Reporting requirements
N.J.A.C. 6A:26-12.4	Educational Facilities
N.J.A.C. 7:30-13.1 et seq. Corresponds to NJSBA Policy No. 3516	Pesticide Regulations

Category: Business Non-Instructional
Code: 3541.31

Name: Privately Owned Vehicles
Board Approval Date: November 22, 2011

In recommending arrangements for student transportation to and from school-related activities, the Chief School Administrator shall consider the type of activity, the total number of students involved, and the availability of appropriate vehicles. 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 Chief School Administrator shall supplement the transportation resources of the school by identifying qualified school personnel, state employees and parents/guardians who are willing to provide transportation for school students to and from school-related activities.

Qualifications shall include:

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

The school business administrator shall develop and the Board shall adopt detailed regulations to ensure:

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

Transportation of Students by School Employees as Part of Assigned Duties

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

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

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

Legal References:

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

Corresponds to NJSBA Policy No. 3541.31

The Burch Charter School of Excellence Policy

Category: Business Non-Instructional

Name: Transportation Safety

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

The Board of Trustees directs the Chief School Administrator to oversee development of regulations to govern:

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

Accidents

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

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

It shall be the responsibility of the Chief School Administrator to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating personnel performance, and in scheduling inspection of vehicles.

Drills

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

Vehicles and Equipment

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

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

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

Bus Drivers

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

Legal References:

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

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

N.J.S.A. 18A:25-2	Authority over students
N.J.S.A. 18A:39-1 et seq. <u>See particularly:</u> N.J.S.A. 18A:39-17, -18, -19, -20	Transportation To and From Schools
N.J.S.A. 39:3-10.9 et seq.	New Jersey Commercial Driver License Act
N.J.S.A. 39:3B-1.1 et seq. <u>See particularly:</u> N.J.A.C. 6A:27-11.1, -11.2, -12.2, -13.3	School Buses, Equipment and Regulations
34 CFR Part 85.100 et seq.	Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)
49 U.S.C. § 31306 et seq.	Omnibus Transportation Employee Testing Act of 1991
49 CFR Part 40.1 et seq.	Procedures for Transportation Workplace Drug Testing Programs
49 CFR PART 382.101	Controlled Substance and Alcohol Use and Testing
49 CFR Part 391.1 et seq.	Qualification of drivers
Policies and Procedures Manual for Student Transportation, N.J. State Department of Education	

Corresponds to NJSBA Policy No. 3541.33

The Burch Charter School of Excellence Policy

Category: Business Non-Instructional
Code: 3542.1

Name: Local Wellness/Nutrition
Board Approval Date: August 14, 2017

The Board of Trustees, or recognized school authority, 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 inability and motivation to learn.

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

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

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

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

Committee Review

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

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

Triennial Assessment

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

- A. The extent to which each school is in compliance with the school wellness and nutrition policy;

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

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

Physical Activity

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

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

Recordkeeping Requirements

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

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

Marketing

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

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

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

General School Requirements

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

Food and beverages that are not sold such as foods and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy. However, on such occasions healthy food choices such as fruits, vegetable, fruit juice and water shall be made available to all students participating in such activities.

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

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

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

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

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

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

Legal References:

N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:18A-4.1 f, h	Use of competitive contracting in lieu of public bidding; boards of education
N.J.S.A. 18A:18A-5 <u>See particularly:</u> N.J.S.A. 18A:18A-5(a)6	Exceptions to requirement for advertising
N.J.S.A. 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
N.J.S.A. 18A:33-3 through -5	Cafeterias for students
N.J.S.A. 18A:33-9 through -14 <u>See particularly:</u> N.J.S.A. 18A:33-10	Findings, declarations relative to school breakfast programs ...
N.J.S.A. 18A:33-15 through -19	Improved Nutrition and Activity Act (IMPACT Act)
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 1A:58-7.1 through -7.2	School lunch program ...
N.J.A.C. 2:36-1.1 et seq. <u>See particularly:</u> N.J.A.C. 2:36-1.7	Child Nutrition Programs Local school nutrition policy
N.J.A.C. 6A: 16-5.1(b)	School safety plans
N.J.A.C. 6A:23A-16.5	Supplies and equipment
<u>N.J.A.C.</u> 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
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 CFR Part 210	Medically authorized special needs diets
7 CFR Part 220	Healthy, Hunger-Free Kids Act of 2010

Corresponds to NJSBA Policy No. 3542.1

Exhibit-Summary of the Federal Nutrition Standards

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

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

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

Sodium	<p>Snack items and side dishes sold a la carte: ≤ 230 mg sodium per item as served. Effective July 1, 2016 snack items and side dishes sold a la carte must be: ≤200 mg sodium per item as served, including any added accompaniments.</p> <p>Entrée items sold a la carte: ≤480 mg sodium per item as served, including any added accompaniments.</p>	
Calories	<p>Snack items and side dishes sold a la carte: ≤ 200 calories per item as served, including any added accompaniments.</p> <p>Entrée items sold a la carte: ≤350 calories per item as served including any added accompaniments.</p>	Entrée items served as an NSLP or SBP entrée are exempt on the day of or day after service in the program meal.
Accompaniments	<p>Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards.</p>	
Caffeine	<p>Elementary and Middle School: foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances.</p> <p>High School: foods and beverages may contain caffeine.</p>	

Beverages

Elementary School

- Plain water or plain carbonated water (no size limit);
- Low fat milk, unflavored (≤8 fl. oz.);
- Nonfat milk, flavored or unflavored (≤8 fl. oz.), including nutritionally equivalent milk alternatives as permitted by the elementary school
- 100% fruit/vegetable juice (≤8 fl. oz.);
- 100% fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners (≤8 fl. oz.).

Middle School

- Plain water or plain carbonated water (no size limit);
- Low-fat milk, unflavored (≤12 fl. oz.);
- Non-fat milk, flavored or unflavored (≤12 fl. oz.), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;
- 100% fruit/vegetable juice (≤12 fl. oz.); and
- 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤12 fl. oz.).

High School

- Plain water or plain carbonated water (no size limit);
- Low-fat milk, unflavored (≤12 fl. oz.);
- Non-fat milk, flavored or unflavored (≤12 fl. oz.), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;
- 100% fruit/vegetable juice (≤12 fl. oz.);
- 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤12 fl. oz.);
- Other flavored and/or carbonated beverages (≤20 fl. oz.) that are labeled to contain ≤5 calories per 8 fl. oz., or ≤10 calories per 20 fl. oz.; and

· Other flavored and/or carbonated beverages (≤ 12 fl. oz.) that are labeled to contain ≤ 40 calories per 8 fl. oz., or ≤ 60 calories per 12 fl. oz.

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3542.31**

**Name: Free or Reduced-Price Lunches/Milk
Board Approval Date: November 22, 2011**

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

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

Legal References:

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

Corresponds to NJSBA Policy No. 3542.31

The Burch Charter School of Excellence Policy

Category: Business Non-Instructional
Code: 3542.35

Name: School Meal Program Arrears
Board Approval Date: September 11, 2017

School Meal Program Arrears

The school meal program shall make a nutritionally adequate meal (breakfast and/or lunch) available to every student and shall operate on the most economically feasible basis. It shall be operated in strict compliance with all laws and regulations pertaining to health; sanitation and safety; internal accounting; employment practices; nutritional standards; costs of meals; and periodic reporting required by New Jersey law.

The board of education believes that regularly consumed nutrition helps maintain the students' energy and facilitates concentration, supporting student achievement (see board policy 3542.1 Wellness and Nutrition). Therefore, it is the expectation of the board that students with the assistance of their parents/guardians come prepared for school each day with lunch/breakfast or meal money. Students repeatedly forgetting their breakfast or lunch meal or their meal money may be subject to consequences including parent/guardian conference, loss of privileges and detention according to the school code of student conduct.

Qualified students whose families have a financial hardship may apply for assistance according to policy 3542.31 Free or Reduced Price Lunches, Milk. The procedures for the administration of the free and reduced price meal program of this school district will be the same as those prescribed in current state and federal laws and regulations.

The board shall strive to make affordable meals available to all students. Students who do not qualify for free or reduced price meals or milk may receive school lunch through the school meal program for a fee that is approved by the board. Any student who has a hardship but does not qualify for free and reduced price lunches or milk, may be considered for other assistance on a case by case basis.

The purchase of meals through the school program shall be optional and shall not prevent any student from bringing their own lunch or breakfast to school.

The school business administrator shall be responsible for the accounting and tracking of revenues and expenses generated by the school meal program. The principal or his or her designee shall oversee the notification of parents/guardians for the payment of charges and arrears associated with the school meal program. Being in arrears shall be defined as being behind in meal payments due, resulting in debt or liability to the district.

Procedures for Charging Lunch

In the event a student's school lunch or breakfast bill is in arrears, the principal or his or her designee shall contact the student's parent/guardian to provide notice of the amount in arrears and shall provide the parent/guardian a period of ten school days to pay the full amount due. If the student's parent/guardian does not make full payment to the school by the end of the ten school days, the principal or his or her designee shall again contact the student's parent/guardian to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student may not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice (N.J.S.A. 18A:33-21).

The building principal or his or her designee shall implement appropriate measures that ensure that students who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears shall not be publicly identified or stigmatized.

Students without breakfast/lunch or meal money may receive a meal through the school meal program according to the following rules:

- A. Students without breakfast/lunch or meal money shall be allowed to select a meal from a limited menu not to exceed the reimbursable meal allowance and shall not be permitted ala carte items, or other food charges during the school day;
- B. Payment on the charge should be made by the student the following school day;
- C. The school business administrator shall notify the principal when the student has accumulated three (3) -- _____ **(OR select your own number)** unpaid meal charges;
- D. The principal or his or her designee shall notify parents/guardians of the breakfast/lunch arrears. This shall constitute the first notification in accordance with law (N.J.S.A. 18A:33-21). The notification shall include:
 1. The board policy 3542.2 School Meal Program Arrears;
 2. The requirement that payment be made within ten school days;
 3. A statement of the meal charges, that includes instructions for payment;
 4. A description and price list for the school breakfast/lunch program;

5. Information regarding participation in the federal free or reduced price lunches, milk program;
6. A request to schedule a conference to investigate and address the problem and to ascertain to what degree the student is responsible or if there are mitigating circumstances or financial hardship that are contributing to the problem;

E. Following the first notice the district shall continue to provide the student with a meal (lunch and/or breakfast). When payment is not received within ten school days following the first notice, the principal or his or her designee shall provide the second notification of the arrears. The second notice shall be mailed/emailed to the student and the parents/guardians and include:

1. A statement that if payment in full is not made within one week from the date of the second notice, the student may not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice;
2. The board policy 3542.2 School Meal Program Arrears;
3. A statement of the meal charges, that includes instructions for payment;
4. A request to schedule a conference with the principal to discuss the arrears;
5. As necessary and appropriate notification that the district shall make a report to the Division of Child Protection and Permanence;
6. As necessary and appropriate notification that the district will enforce collection efforts and related fees, including filing a cause of action in small claims court.

F. Qualified students receiving assistance according to policy 3542.31 Free or Reduced Price Lunches, Milk who accumulate arrears shall continue to receive a meal not to exceed the reimbursable meal allowance regardless of a bill in arrears. The student shall not, however, be permitted ala carte items, or other food charges during the school day;

G. Students found responsible for repeatedly forgetting breakfast/lunch or meal money shall be considered unprepared for school may be subject to consequences including loss of privileges and detention according to the school code of student conduct;

H. A meal from a limited menu not to exceed the reimbursable meal allowances shall always be provided to student in kindergarten through grade 5. The student shall not be permitted ala carte items, or other food charges during the school day;

I. Restrictions related to the purchase of ala carte items or other foods that are offered as part of the school meal program shall cease upon payment of the charges in arrears.

Payment of Charges

The school business administrator shall be responsible for tracking and billing all lunch accounts in arrears. The following guidelines shall apply:

- A. Charges will show a negative account balance on the student's school meal program account, and billed, at a minimum, quarterly to the parent/guardian;
- B. Payments on charges shall be brought directly to the main office or mailed to the main office;
- C. The payment shall be recorded and a receipt generated and given or mailed in acknowledgement of payment received according to the established district business procedures.

Implementation

The policy shall be communicated in writing at the start of the school year to the families of enrolled students and students whose families are transferring into the district. The policy may be distributed in writing, posted in the student handbook, and/or posted on the school and/or district website to meet this communication requirement.

The policy shall be reviewed regularly and updated as necessary.

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3542.44**

**Name: Purchasing
Board Approval Date: November 22, 2011**

WHERE FISCAL MATTERS ARE CONCERNED, THE BURCH CHARTER SCHOOL OF EXCELLENCE FISCAL PROCEDURE MANUAL SUPERSEDES THIS POLICY MANUAL AND HIS HEREBY INCORPORATED BY REFERENCE. THE FISCAL PROCEDURE MANUAL IS ANNEXED TO HIS POLICY MANUAL AS APPENDIX I.

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

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

Legal References:

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

Corresponds to NJSBA Policy No. 3542.44

The Burch Charter School of Excellence Policy

**Category: Business Non-Instructional
Code: 3600**

**Name: Evaluation of Business and Non-
Instructional Operation
Board Approval Date: November 22, 2011**

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

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

Legal References:

N.J.S.A. 18A:11-1	General Mandatory Powers and Duties
N.J.A.C. 6A:23A-22.13	Segregation of duties

Corresponds to NJSBA Policy No. 3600