



**BEVERLY CITY BOARD OF EDUCATION**

**601 Bentley Avenue**

**Beverly, New Jersey 08010**

**[www.beverlycityschool.org](http://www.beverlycityschool.org)**

**REGULAR MEETING**

**Beverly City School**

**6:00 PM**

**October 13, 2022**

**Beverly School Library**

**AGENDA**

**1. CALL TO ORDER**

The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on May 5, 2022. A copy was also submitted to the Beverly Post Office.

There will be two opportunities for public input at every Board of Education meeting. The first opportunity, titled "Public Comment on Agenda Items Only," is your opportunity to provide comments to the Board of Education, prior to the Board taking action. This opportunity is only for items that appear on the agenda.

The second opportunity, titled "Public Comment," is your opportunity to ask questions or provide comment that may be of interest to the educational welfare of the district but is not restricted to agenda items only.

At no time during these public comment periods will the Board allow disparaging remarks about students, district personnel, or members of the Board of Education. In addition, the Board will not allow remarks about specific students or district personnel. If such remarks are made, the Board President will declare the speaker out of order and will request the speaker cease and desist from making such comments. Refusal to do so may result in removal from the Board meeting.



2. Pledge of Allegiance

3. Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		_____

4. President opens meeting

5. Board Member Comments on the Agenda

6. Public Comment on Agenda Items Only

7. Student Recognition

8. Data Presentation

9. MOTION: BE IT RESOLVED, that the Board of Education approve the regular meeting minutes for September 15, 2022.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		_____

MONTHLY FINANCIALS/CONTRACTS:

10. The following action items A through F will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To accept the financial Report of the Secretary for the month ending August 2022: Balance on hand \$3,073,585.89

Board Secretary's Month Certification

Budgetary Line Item Status

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Dr. Brian F. Savage, Board Secretary, certifies that as of August 2022, budgetary line item account has obligations and payments



(contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

\_\_\_\_\_  
School Business Administrator/Board Secretary                      Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of August 2022, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

B. MOTION: To accept the financial report of the Treasurer of School Monies ending August 2022.

C. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of August 2022.

D. MOTION: To approve the purchase orders in the amount of \$421,281.11 for the month of October 2022.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$584,146.46 for the month of October 2022 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

F. MOTION: To approve the gross payroll wages for the pay period ending September 15, 2022 in the amount of \$177,400.17 and for the pay period ending September 30, 2022 in the amount of \$191,654.97 in the total amount of \$369,055.14 for the month of September 2022.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		



FINANCIALS/CONTRACTS:

11. The following action items A through D will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To approve the following 2022-2023 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
BCAHS	2	\$27,236.00	9/1/2022-6/30/2023		\$54,472.00
GCSSSD	1	\$64,080.00	9/1/2022-6/30/2023		\$64,080.00
GCSSSD	1	\$18.00 per day	9/1/2022-6/30/2023	Out of County Fee	\$3,240.00
Cinnaminson Township	2	\$3,308.42	ESY		\$6,616.84
Cinnaminson Township	1	\$30,384.00	9/1/2022-6/30/2023		\$30,384.00
Cinnaminson Township	1	\$28,217.10	9/1/2022-6/30/2023		\$28,217.10
Cinnaminson Township	1	\$26,282.60	9/1/2022-6/30/2023		\$26,282.60

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Memorandum of Agreement between Education and Law Enforcement Officials.

C. MOTION: BE IT RESOLVED, that the Board of Education approve to accept the following:

- Comprehensive Maintenance Plan (CMP)
- Annual Maintenance Budget Amount Worksheet (M-1)
- Healthy and Safety Evaluation of School Buildings Checklist

D. MOTION: BE IT RESOLVED, that the Board of Education approve the transportation services for out of district student to Bankbridge Regional-South Transportation provided by Delaware City Bus:  
 2022-2023 school year - \$247.00 per diem – Total: \$44,460.00  
 Admin Fees 7% = \$3,112.20





Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

PERSONNEL:

12. Consent Agenda:

The following action items A through F will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A.MOTION: BE IT RESOLVED, that the Board of Education approve Sarahann Wells, paraprofessional, at the rate of \$19.21 per hour, Step #11, retroactive October 3, 2022 through June 30, 2023.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Susan Johnson, paraprofessional, at the rate of \$19.21 per hour, Step #11, effective October 18, 2022 through June 30, 2023.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Roseline Minhas, paraprofessional, at the rate of \$19.21 per hour, Step #11, effective October 17, 2022 through June 30, 2023.

D. MOTION: BE IT RESOLVED, that the Board of Education approve 1 student for home instruction, 10 hours per week, at the rate of \$40.00 per hour, retroactive, September 21, 2022, plus related services with OT/Speech.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Kathleen Kehlenbeck and Karen Spratt to conduct home instruction for 1 student, hours will be split.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Glenn Dempster and Kathleen Kehlenbeck as Basketball Coach stipend position for the 2022-2023 school year in the amount of \$2,426.00 each.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		



CURRICULUM & INSTRUCTION:

13. Consent Agenda:

The following action items A and B will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A.MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for July 1, 2021-June 30, 2022 with a score of 73/78, which is a 94%.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the submission and approval of the IDEA Consolidated Application:

Basic: \$206,831.00  
Preschool: \$7,824.00

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

POLICIES:

14. Consent Agenda:

The following action items A and B will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A.MOTION: BE IT RESOLVED, that the Board of Education approve the second reading of the following policies:

- Policy 3221/Evaluation of Teachers
- Policy 3222/Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- Policy 3223/Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- Policy 3224/Evaluation of Principals, Vice Principals, and Assistant Principals
- Policy 6471/School District Travel
- Policy 8561/Procurement Procedures for School Nutrition Programs
- Policy 1648.11/The Road Forward COVID-19 – Health and Safety
- Policy 2422/Comprehensive Health and Physical Education
- Policy 2467/Surrogate Parents and Resource Family Parents
- Policy 5111/Eligibility of Resident/Nonresident Students



Policy 6115.01/Federal Awards/Funds Internal Controls – Allowability of Costs  
Policy 6115.02/Federal Awards/Funds Internal Controls – Mandatory Disclosures  
Policy 6115.03/Federal Awards/Funds Internal Controls – Conflict of Interest  
Policy 6311/Contracts for Goods or Services Funded by Federal Grants  
Policy 7432/Eye Protection  
Policy 8420/Emergency and Crisis Situations  
Policy 8540/School Nutrition Programs  
Policy 8550/Meal Charges/Outstanding Food Service Bill  
Policy 8600/Student Transportation  
Policy 1648.13/School Employee Vaccination Requirements  
Policy 1648.14/Safety Plan For Healthcare Settings In School Buildings – COVID-19  
Policy 2425/Emergency Virtual or Remote Instruction Program  
Policy 5751/Sexual Harassment of Students  
Policy 2415.05/Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment  
Policy 2431.4/Prevention and Treatment of Sports-Related Concussions and Head Injuries  
Policy 2622/Student Assessment  
Policy 5541/Anti-Hazing  
Policy 8465/Bias Crimes and Bias-Related Acts  
Policy 9560/Administration of School Surveys  
Policy 1648.15/Recordkeeping for Healthcare Settings in School Buildings – COVID-19  
Policy 2415.04/Title I – District-Wide Parent and Family Engagement  
Policy 2415.50/Beverly City Title I – School Parent and Family Engagement  
Policy 2417/Student Intervention and Referral Services  
Policy 5512/Harassment, Intimidation, and Bullying  
Policy 7410/Maintenance and Repair  
Policy 8420/Emergency and Crisis Situations  
Policy 9320/Cooperation with Law Enforcement Agencies  
Policy 1511/Board of Education Website Accessibility  
Policy 2415/Every Student Succeeds Act  
Policy 5513/Care of School Property  
Policy 5517/School District Issued Student Identification Cards  
Policy 5722/Student Journalism

B.MOTION: BE IT RESOLVED, that the Board of Education approve the first reading of the following policies:

Policy 0145 Board Member Resignation and Removal (M) (Revised)  
Policy 0164.6 Remote Public Board Meetings During A Declared Emergency (M) (New)  
Policy 1643 Family Leave (M) (New)  
Policy 3431.1 Family Leave (M) (Abolished)  
Policy 4431.1 Family Leave (M) (Abolished)  
Policy 3431.3 New Jersey Family Leave Insurance Program (Abolished)  
Policy 4431.3 New Jersey Family Leave Insurance Program (Abolished)  
Policy 5330.01 Administration of Medical Cannabis (M) (Revised)  
Policy 7425 Lead Testing of Water in Schools (M) (Revised)

Policy 7430	School Safety (M) (Abolished)
Policy 2415	Every Student Succeeds Act (M) (Revised)
Policy 2415.01	Academic Standards, Academic Assessments, and Accountability (M) (Abolished)
Policy 2415.02	Title I – Fiscal Responsibilities (M) (Revised)
Policy 2415.03	Highly Qualified Teachers (M) (Abolished)
Policy 2415.05	Student Surveys, Analysis, and/or Evaluations (M) (Revised)
Policy 2415.20	Every Student Succeeds Act Complaints (M) (Revised)
Policy 4125	Employment of Support Staff Members (M) (Revised)
Policy 6360	Political Contributions (M) (Revised)
Policy 8330	Student Records (M) (Revised)
Policy 9713	Recruitment by Special Interest Groups (M) (Revised)
Policy 1620	Administrative Employment Contracts (M) (Revised)
Policy 2431	Athletic Competition (M) (Revised)
Policy 2451	Adult High School (M) (Revised)
Policy 2464	Gifted and Talented Students (M) (Revised)
Policy 5330.05	Seizure Action Plan (M) (New)
Policy 6440	Cooperative Purchasing (M) (Revised)
Policy 6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
Policy 7440	School District Security (M) (Revised)
Policy 7450	Property Inventory (M) (Revised)
Policy 7510	Use of School Facilities (M) (Revised)
Policy 8420	Emergency and Crisis Situations (M) (Revised)
Policy 8561	Procurement Procedures for School Nutrition Programs (M) (Revised)
Policy 1648	Restart and Recovery Plan (M) (Revised)
Policy 1648.02	Remote Learning Options for Families (M) (New)
Policy 1648.03	Restart and Recovery Plan – Full-Time Remote Instruction (M) (New)
Policy 1649	Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) (M) (New)
Policy 2431.3	Heat Participation Policy for Student-Athlete Safety (M) (Revised)
Policy 2622	Student Assessment (M) (Revised)
Policy 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
Policy 5200	Attendance (M) (Revised)
Policy 5330.04	Administering an Opioid Antidote (M) (Revised)
Policy 5610	Suspension (M) (Revised)
Policy 5620	Expulsion (M) (Revised)
Policy 8320	Personnel Records (M) (Revised)
Policy 1581	Domestic Violence (M) (Revised)
Policy 2422	Health and Physical Education (M) (Revised)
Policy 5330	Administration of Medication (M) (Revised)
Policy 7243	Supervision of Construction (M) (Revised)
Policy 8220	School Day (M) (Revised)
Policy 8462	Reporting Potentially Missing or Abused Children (M) (Revised)
Policy 1642	Earned Sick Leave Law (M) (New)
Policy 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
Policy 3218	Use, Possession, or Distribution of Substances (M) (Revised)

- Policy 4218 Use, Possession, or Distribution of Substances (M) (Revised)
- Policy 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
- Policy 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- Policy 7440 School District Security (M) (Revised)
- Policy 8600 Student Transportation (M) (Revised)
- Policy 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- Policy 8670 Transportation of Special Needs Students (M) (Revised)

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

15. Old Business –

- BPU Grant
- Modular Building

16. New Business

17. Superintendent's Report:

A. Enrollment Report

B. Attendance Report

C. Nurse's Report

D. H.I.B. Incidents:

0 incidents reported: \_\_\_\_\_ was confirmed bullying, \_\_\_\_\_ determined to be non-HIB related or non-actionable HIB, and \_\_\_\_\_ inconclusive.

E. Discipline Report:

Total Suspensions: 1



F. Drills

- Shelter in Place – September 16, 2022 – 2:00 PM
- Fire Drill – September 21, 2022 – 9:20 AM – 3 minutes 10 seconds
- Shelter in Place – September 22, 2022 – 10:30 AM
- Fire Drill – October 11, 2022 – 10:20 AM – 3 minutes 53 seconds

18. Correspondence

19. Board Comments

20. Public Comments

21. Adjournment

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		





BEVERLY CITY BOARD OF EDUCATION  
601 Bentley Avenue  
Beverly, New Jersey 08010  
[www.beverlycityschool.org](http://www.beverlycityschool.org)  
REGULAR MEETING

Beverly City School  
September 15, 2022

6:00 PM  
Beverly School Library

Minutes

1. CALL TO ORDER

The meeting was called to order at 6:10 p.m. by the Board President, Richard Wolbert and the following was read: The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on May 5, 2022. A copy was also submitted to the Beverly Post Office.

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The second opportunity, titled "Public Comment," is your opportunity to ask questions or provide comment that may be of interest to the educational welfare of the district but is not restricted to agenda items only.

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2. Board President, Richard Wolbert led the Pledge of Allegiance

3. Roll Call

Luis Crespo	Absent	Robert Thibault	Present
Barbara Kelly	Present	Richard Wolbert	Present
Donato Marable	Present		

4. Richard Wolbert, Board President opened the meeting.



5. Board Member Comments on the Agenda

There were no Board Member comments on the agenda.

6. Public Comment on Agenda Items Only

There were no public comments on the agenda.

7. A motion was made by Barbara Kelly and seconded by Donato Marable to approve the following action item: BE IT RESOLVED, that the Board of Education approve the regular meeting minutes for August 18, 2022.

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

MONTHLY FINANCIALS/CONTRACTS:

8. A motion was made by Donato Marable and seconded by Barbara Kelly to approve the following action items A through C will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To approve the purchase orders in the amount of \$1,749,648.15 for the month of September 2022.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$300,145.49 for the month of September 2022 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

C. MOTION: To approve the gross payroll wages for the pay period ending August 15, 2022 in the amount of \$62,580.48 and for the pay period ending August 31, 2022 in the amount of \$47,611.06 in the total amount of \$110,191.54 for the month of August 2022.

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		



**FINANCIALS/CONTRACTS:**

9. A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items A through E will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To approve the following 2022-2023 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
BCSSSD	17		9/1/2022-6/30/2023		\$838,907.00
BCIT West	55	\$3,659.00	9/1/2022-6/30/2023		\$201,245.00

B. MOTION: BE IT RESOLVED, that the Board of Education approve the resolution authorizing the City of Beverly to perfect a deed of consolidation for block 843, lots 2.01, 2.02, and minor subdivision for block 843 new lot 2 and lot 3.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the annual contract for Cooper University Hospital Employee Assistance Program in the total amount of \$2,047.50.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Garden State Transportation (GST) to transport for the 2022-2023 school year to BCIT West in the total amount of \$33,607.80.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the Vanguard as a 403B provider. This request was from the Beverly City Education Association.

**Roll Call**

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

**PERSONNEL:**

10. Consent Agenda:

A motion was made by Barbara Kelly and seconded by Donato Marable to approve the following action items A and B will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.



A. MOTION: BE IT RESOLVED, that the Board of Education approve Angela Buggs, Teacher, at the REVISED salary of \$67,198.00 Step #14 BA+15 effective September 1, 2022 through June 30, 2023.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Pre-Season Basketball Fitness Club conducted by Kathleen Kehlenbeck in the amount of \$40.50 per hour (see attachment).

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

CURRICULUM & INSTRUCTION:

11. A motion was made by Barbara Kelly and seconded by Donato Marable to approve the following action item: BE IT RESOLVED, that the Board of Education approve the Emergency Virtual or Remote Instructional Plan for the 2022-2023 school year.

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

POLICIES:

12. A motion was made by Barbara Kelly and seconded by Donato Marable to approve the following action item: BE IT RESOLVED, that the Board of Education approve the first reading of the following policies:

- Policy 3221/Evaluation of Teachers
- Policy 3222/Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- Policy 3223/Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- Policy 3224/Evaluation of Principals, Vice Principals, and Assistant Principals
- Policy 6471/School District Travel
- Policy 8561/Procurement Procedures for School Nutrition Programs
- Policy 1648.11/The Road Forward COVID-19 – Health and Safety
- Policy 2422/Comprehensive Health and Physical Education
- Policy 2467/Surrogate Parents and Resource Family Parents
- Policy 5111/Eligibility of Resident/Nonresident Students
- Policy 6115.01/Federal Awards/Funds Internal Controls – Allowability of Costs
- Policy 6115.02/Federal Awards/Funds Internal Controls – Mandatory Disclosures
- Policy 6115.03/Federal Awards/Funds Internal Controls – Conflict of Interest



- Policy 6311/Contracts for Goods or Services Funded by Federal Grants
- Policy 7432/Eye Protection
- Policy 8420/Emergency and Crisis Situations
- Policy 8540/School Nutrition Programs
- Policy 8550/Meal Charges/Outstanding Food Service Bill
- Policy 8600/Student Transportation
- Policy 1648.13/School Employee Vaccination Requirements
- Policy 1648.14/Safety Plan For Healthcare Settings In School Buildings – COVID-19
- Policy 2425/Emergency Virtual or Remote Instruction Program
- Policy 5751/Sexual Harassment of Students
- Policy 2415.05/Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment
- Policy 2431.4/Prevention and Treatment of Sports-Related Concussions and Head Injuries
- Policy 2622/Student Assessment
- Policy 5541/Anti-Hazing
- Policy 8465/Bias Crimes and Bias-Related Acts
- Policy 9560/Administration of School Surveys
- Policy 1648.15/Recordkeeping for Healthcare Settings in School Buildings – COVID-19
- Policy 2415.04/Title I – District-Wide Parent and Family Engagement
- Policy 2415.50/Beverly City Title I – School Parent and Family Engagement
- Policy 2417/Student Intervention and Referral Services
- Policy 5512/Harassment, Intimidation, and Bullying
- Policy 7410/Maintenance and Repair
- Policy 8420/Emergency and Crisis Situations
- Policy 9320/Cooperation with Law Enforcement Agencies
- Policy 1511/Board of Education Website Accessibility
- Policy 2415/Every Student Succeeds Act
- Policy 5513/Care of School Property
- Policy 5517/School District Issued Student Identification Cards
- Policy 5722/Student Journalism

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

13. Old Business –

- BPU Grant – Dr. Savage updated the Board of Education on the status of the BPU Grant noting that the engineers are completing the final drawings and scope on the project and preparing the project to go out for bid.



- Modular Building – Dr. Savage gave an update to the Board of Education regarding the modular building noting that progress is finally moving along and additional site work will be happening over the next few weeks.

14. New Business - There was no new business for the month.

15. Superintendent's Report:

A. Enrollment Report: 338

B. Attendance Report: 97%

C. Nurse's Report: The report was reviewed.

D. H.I.B. Incidents:

0 incidents reported: 0 were confirmed bullying, 0 determined to be non-HIB related or non-actionable HIB, and 0 inconclusive.

E. Discipline Report:

Total Suspensions: 0

16. Correspondence: There was a letter that was sent to Senator Singleton thanking him and his team for all the help painting the school.

17. Board Comments: Robert Thibault noted that he was pleased with the modular building progress.

18. Public Comments

The open to the public comment portion of the meeting began at 6:36 p.m. and closed at 6:48 p.m.

Ms. Gerri Sabasko, 617 Broad Street, Beverly NJ raised some concerns about the fencing by the modular building as well as concerns about the website being out dated and the crossing guard at one of the locations was missing. The Administration noted that they have contacted the contractor to address any fencing issues as well as noted that the website is in a constant state of being updated. The City will address the crossing guard concern.

19. Adjournment

A motion was made by Barbara Kelly and seconded by Donato Marable to adjourn the board of Education Meeting at 6:49 p.m.





Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

Respectfully submitted:

**Brian F. Savage**

Brian F. Savage, Ed.D.

Staff Accountant/Board Secretary

9/12 10:10am

**REPORT OF THE SECRETARY**  
**TO THE BOARD OF EDUCATION**  
**Beverly City Board of Education**  
**General Fund - Fund 10**  
**Interim Balance Sheet**  
**For 2 Month Period Ending 08/31/2022**

=====  
**ASSETS AND RESOURCES**  
 =====

--- A S S E T S ---

101	Cash in bank	\$2,311,244.82
102-107	Cash and cash equivalents	\$500.00
116	Capital reserve Account	\$181,976.00
121	Tax levy receivable	\$34,422.12
	Accounts receivable:	
132	Interfund	\$0.23
141	Intergovernmental - State	\$955,206.80
		\$955,207.03

--- R E S O U R C E S ---

301	Estimated Revenues	\$8,808,440.00
302	Less Revenues	(\$557,812.00)
		\$8,250,628.00

	<b>Total assets and resources</b> <b>\$11,733,977.97</b> =====
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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/2022

=====  
 LIABILITIES AND FUND EQUITY  
 =====

--- LIABILITIES ---

Other current liabilities including Net Assets (\$231,078.00)

TOTAL LIABILITIES (\$231,078.00)

=====

FUND BALANCE

--- App r o p r i a t e d ---

753	Reserve for Encumbrances - Current Year		\$5,084,874.41
	Reserved fund balance:		
760	Reserved Fund Balance		\$392,738.95
601	Appropriations	\$9,949,004.00	
602	Less : Expenditures	\$527,210.32	
603	Encumbrances	\$5,084,874.41	(\$5,612,084.73)
			\$4,336,919.27

Total Appropriated \$9,814,532.63

--- U n a p p r o p r i a t e d ---

770	Unreserved Fund Balance -		\$3,291,087.34
303	Budgeted Fund Balance		(\$1,140,564.00)

TOTAL FUND BALANCE \$11,965,055.97

TOTAL LIABILITIES AND FUND EQUITY \$11,733,977.97

=====

Beverly City Board of Education  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/2022

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$9,949,004.00	\$5,612,084.73	\$4,336,919.27
Revenues	(\$8,808,440.00)	(\$557,812.00)	(\$8,250,628.00)
	<u>\$1,140,564.00</u>	<u>\$5,054,272.73</u>	<u>(\$3,913,708.73)</u>
Less: Adjust for prior year encumb.	<u>\$0.00</u>	<u>\$0.00</u>	
Budgeted Fund Balance	<u>\$1,140,564.00</u>	<u>\$5,054,272.73</u>	<u>(\$3,913,708.73)</u>
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund Fund 10 (includes 10, 11, 12, and 13)	\$1,140,564.00	\$5,054,272.73	(\$3,913,708.73)
TOTAL Budgeted Fund Balance	<u>\$1,140,564.00</u>	<u>\$5,054,272.73</u>	<u>(\$3,913,708.73)</u>
	=====	=====	=====

**REPORT OF THE SECRETARY**  
**TO THE BOARD OF EDUCATION**  
**Beverly City Board of Education**  
**GENERAL FUND - FUND 10**  
**INTERIM STATEMENTS COMPARING**  
**BUDGET REVENUE WITH ACTUAL TO DATE AND**  
**APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE**  
**For 2 Month Period Ending 08/31/2022**

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>					
1XXX	From Local Sources	\$3,009,773.00	\$548,722.91		\$2,461,050.09
3XXX	From State Sources	\$5,756,461.00	.00		\$5,756,461.00
4XXX	From Federal Sources	\$42,206.00	\$9,089.09		\$33,116.91
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>		<b>\$8,808,440.00</b>	<b>\$557,812.00</b>		<b>\$8,250,628.00</b>
		=====	=====	=====	=====
<b>*** EXPENDITURES ***</b>					
		<b>APPROPRIATIONS</b>	<b>EXPENDITURES</b>	<b>ENCUMBRANCES</b>	<b>AVAILABLE BALANCE</b>
<b>--- CURRENT EXPENSE ---</b>					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,706,191.00	\$65,865.18	\$1,155,133.15	\$485,192.67
11-2XX-100-XXX	Special Education - Instruction	\$368,035.00	\$14,624.00	\$335,243.00	\$18,168.00
11-230-100-XXX	Basic Skills - Remedial Instruction	\$149,921.00	\$0.00	\$149,110.60	\$810.40
11-240-100-XXX	Bilingual Education - Instruction	\$99,200.00	\$0.00	\$51,100.00	\$48,100.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$13,000.00	\$0.00	\$0.00	\$13,000.00
11-402-100-XXX	School-Spons. Athletics - Instruction	\$9,000.00	\$0.00	\$2,083.25	\$6,916.75
<b>--- UNDISTRIBUTED EXPENDITURES ---</b>					
11-000-100-XXX	Instruction	\$3,191,959.00	\$14,859.21	\$1,462,429.24	\$1,714,670.55
11-000-211-XXX	Attendance and Social Work Services	\$44,408.00	\$9,655.20	\$34,747.40	\$5.40
11-000-213-XXX	Health Services	\$139,154.00	\$9,991.68	\$127,045.68	\$2,116.64
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$182,498.00	(\$3,705.90)	\$95,635.75	\$90,568.15
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$29,323.00	\$0.00	\$0.00	\$29,323.00
11-000-218-XXX	Guidance	\$23,883.00	\$10,378.50	\$13,494.00	\$10.50
11-000-219-XXX	Child Study Teams	\$271,720.00	\$5,972.74	\$195,367.44	\$70,379.82
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$217,102.00	\$33,451.50	\$180,275.20	\$3,375.30
11-000-222-XXX	Educational Media Serv/School Library	\$4,920.00	\$0.00	\$0.00	\$4,920.00
11-000-223-XXX	Instructional Staff Training Services	\$29,500.00	\$13,000.00	\$4,453.42	\$12,046.58
11-000-230-XXX	Supp. Serv.-General Administration	\$255,588.00	\$57,312.60	\$152,922.38	\$45,353.02
11-000-240-XXX	Supp. Serv.-School Administration	\$33,441.00	\$4,862.24	\$22,070.56	\$6,508.20
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$142,638.00	\$29,755.99	\$106,801.68	\$6,080.33
11-000-261-XXX	Require Maint. for School Facilities	\$155,000.00	\$12,454.62	\$15,199.82	\$127,345.56
11-000-262-XXX	Custodial Services	\$446,360.00	\$57,095.82	\$117,207.73	\$272,056.45
11-000-266-XXX	Security	\$55,896.00	\$9,268.20	\$46,597.00	\$30.80
11-000-270-XXX	Student Transportation Services	\$462,911.00	\$2,915.71	\$47,355.20	\$412,640.09
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$1,113,356.00	\$132,953.03	\$770,601.91	\$209,801.06
<b>TOTAL GENERAL CURRENT EXPENSE</b>					
<b>EXPENDITURES/USES OF FUNDS</b>		<b>\$9,145,004.00</b>	<b>\$480,710.32</b>	<b>\$5,084,874.41</b>	<b>\$3,579,419.27</b>
		=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education  
 GENERAL FUND - FUND 10  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 2 Month Period Ending 08/31/2022

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$4,000.00	\$0.00	\$0.00	\$4,000.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$800,000.00	\$46,500.00	.00	\$753,500.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$804,000.00	\$46,500.00	\$0.00	\$757,500.00
TOTAL GENERAL FUND EXPENDITURES	\$9,949,004.00	\$527,210.32	\$5,084,874.41	\$4,336,919.27



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
GENERAL FUND - FUND 10  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 2 Month Period Ending 08/31/2022

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$2,996,899.00	\$533,522.00	\$2,463,377.00
1XXX	Miscellaneous	\$12,874.00	\$15,200.91	(\$2,326.91)
TOTAL LOCAL		\$3,009,773.00	\$548,722.91	\$2,461,050.09
		=====	=====	=====
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	\$193,173.00	.00	\$193,173.00
3131	Extraordinary Aid	\$65,000.00	.00	\$65,000.00
3176	Equalization	\$4,452,104.00	.00	\$4,452,104.00
3177	Categorical Security	\$105,269.00	.00	\$105,269.00
3178	Adjustment Aid	\$758,309.00	.00	\$758,309.00
3XXX	Other State Aids	\$182,606.00	\$0.00	\$182,606.00
TOTAL		\$5,756,461.00	\$0.00	\$5,756,461.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4200	Federal Grants including Medicaid Reimbursement	\$19,986.00	\$9,089.09	\$10,896.91
4XXX	Other Federal Aids	\$22,220.00	\$0.00	\$22,220.00
TOTAL		\$42,206.00	\$9,089.09	\$33,116.91
		=====	=====	=====
--- OTHER FINANCING SOURCES ---				
TOTAL REVENUES/SOURCES OF FUNDS		\$8,808,440.00	\$557,812.00	\$8,250,628.00
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$146,649.00	.00	\$72,059.20	\$74,589.80
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$529,883.00	.00	\$500,819.00	\$29,064.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$452,634.00	.00	\$433,388.20	\$19,245.80
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$3,000.00	\$0.00	\$0.00	\$3,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$3,000.00	.00	.00	\$3,000.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$320,025.00	.00	\$33,244.00	\$286,781.00
11-190-100-320 Purchased Prof.-Ed. Services	\$39,300.00	.00	\$3,500.00	\$35,800.00
11-190-100-340 Purchased Technical Services	\$60,700.00	\$16,199.68	\$44,499.32	\$1.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$40,000.00	\$5,497.54	\$30,873.14	\$3,629.32
11-190-100-610 General Supplies	\$70,000.00	\$25,937.78	\$33,576.84	\$10,485.38
11-190-100-640 Textbooks	\$35,000.00	\$18,230.18	\$3,173.45	\$13,596.37
11-190-100-800 Other Objects	\$6,000.00	.00	.00	\$6,000.00
TOTAL	\$1,706,191.00	\$65,865.18	\$1,155,133.15	\$485,192.67
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$152,202.00	\$120.00	\$148,714.00	\$3,368.00
11-204-100-610 General Supplies	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$153,202.00	\$120.00	\$148,714.00	\$4,368.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$205,089.00	\$8,560.00	\$186,529.00	\$10,000.00
11-213-100-106 Other Salaries for Instruction	\$5,944.00	\$5,944.00	.00	.00
11-213-100-610 General supplies	\$3,800.00	.00	.00	\$3,800.00
TOTAL	\$214,833.00	\$14,504.00	\$186,529.00	\$13,800.00
TOTAL SPECIAL ED - INSTRUCTION				
	\$368,035.00	\$14,624.00	\$335,243.00	\$18,168.00
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$149,921.00	\$0.00	\$149,110.60	\$810.40
TOTAL	\$149,921.00	\$0.00	\$149,110.60	\$810.40
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$99,200.00	\$0.00	\$51,100.00	\$48,100.00
TOTAL	\$99,200.00	\$0.00	\$51,100.00	\$48,100.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$10,000.00	.00	.00	\$10,000.00
11-401-100-500 Purchased Services (300-500 series)	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$13,000.00	\$0.00	\$0.00	\$13,000.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$5,000.00	.00	.00	\$5,000.00
11-402-100-600 Supplies and Materials	\$4,000.00	.00	\$2,083.25	\$1,916.75

Beverly City Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$9,000.00	\$0.00	\$2,083.25	\$6,916.75
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$1,078,120.00	.00	\$1,078,120.00	.00
11-000-100-562 Tuition to Other LEAs within State Special	\$549,437.00	(\$15,260.79)	\$336,937.00	\$227,760.79
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$190,111.00	.00	.00	\$190,111.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$1,220,568.00	\$30,120.00	\$4,590.00	\$1,185,858.00
11-000-100-566 Tuition to Priv Sch for Disabl w/i State	\$139,496.00	.00	\$42,782.24	\$96,713.76
11-000-100-568 Tuition - State Facilities	\$14,227.00	.00	.00	\$14,227.00
TOTAL	\$3,191,959.00	\$14,859.21	\$1,462,429.24	\$1,714,670.55
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$39,998.00	\$6,647.70	\$33,347.40	\$2.90
11-000-211-300 Purchased Prof. & Tech. Svc.	\$4,410.00	\$3,007.50	\$1,400.00	\$2.50
TOTAL	\$44,408.00	\$9,655.20	\$34,747.40	\$5.40
--- Health services ---				
11-000-213-100 Salaries	\$94,754.00	\$3,471.62	\$91,224.40	\$57.98
11-000-213-300 Purchased Prof. & Tech. Svc.	\$41,400.00	\$6,379.50	\$35,000.00	\$20.50
11-000-213-600 Supplies and Materials	\$2,500.00	\$140.56	\$821.28	\$1,538.16
11-000-213-800 Other Objects	\$500.00	.00	.00	\$500.00
TOTAL	\$139,154.00	\$9,991.68	\$127,045.68	\$2,116.64
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$70,998.00	\$480.20	\$70,498.00	\$19.80
11-000-216-320 Purchased Prof. Ed. Services	\$110,000.00	(\$4,186.10)	\$25,137.75	\$89,048.35
11-000-216-600 Supplies and Materials	\$1,500.00	.00	.00	\$1,500.00
TOTAL	\$182,498.00	(\$3,705.90)	\$95,635.75	\$90,568.15
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$21,323.00	.00	.00	\$21,323.00
11-000-217-320 Purchased Prof. Ed. Services	\$8,000.00	.00	.00	\$8,000.00
TOTAL	\$29,323.00	\$0.00	\$0.00	\$29,323.00
--- Guidance ---				
11-000-218-105 Sal Secr. & Clerical Asst.	\$16,163.00	\$2,659.50	\$13,494.00	\$9.50
11-000-218-320 Purchased Prof. - Ed. Services	\$7,720.00	\$7,719.00	.00	\$1.00
TOTAL	\$23,883.00	\$10,378.50	\$13,494.00	\$10.50
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$174,242.00	\$1,653.46	\$168,497.20	\$4,091.34
11-000-219-105 Sal Secr. & Clerical Asst.	\$25,916.00	\$4,319.28	\$21,596.40	\$0.32
11-000-219-320 Purchased Prof. - Ed. Services	\$16,895.00	.00	.00	\$16,895.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$47,587.00	.00	.00	\$47,587.00
11-000-219-600 Supplies and Materials	\$5,300.00	.00	\$5,273.84	\$26.16
11-000-219-800 Other Objects	\$1,780.00	.00	.00	\$1,780.00

Beverly City Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$271,720.00	\$5,972.74	\$195,367.44	\$70,379.82
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$192,027.00	\$25,219.26	\$166,660.00	\$147.74
11-000-221-104 Salaries Other Prof. Staff	\$8,350.00	\$1,352.82	\$6,590.60	\$406.58
11-000-221-105 Sal Secr. & Clerical Asst.	\$2,625.00	\$423.62	\$2,052.60	\$148.78
11-000-221-11X Other Salaries	\$6,000.00	\$959.70	\$4,972.00	\$68.30
11-000-221-390 Other Purch. Prof. & Tech Svc.	\$5,500.00	\$5,496.10	.00	\$3.90
11-000-221-600 Supplies and Materials	\$2,600.00	.00	.00	\$2,600.00
TOTAL	\$217,102.00	\$33,451.50	\$180,275.20	\$3,375.30
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	\$1,420.00	.00	.00	\$1,420.00
11-000-222-500 Other Purchased Services (400-500 series)	\$1,500.00	.00	.00	\$1,500.00
11-000-222-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
11-000-222-800 Other Objects	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$4,920.00	\$0.00	\$0.00	\$4,920.00
--- Instructional Staff Training Services ---				
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-223-500 Other Purchased Services (400-500 series)	\$28,500.00	\$13,000.00	\$4,453.42	\$11,046.58
TOTAL	\$29,500.00	\$13,000.00	\$4,453.42	\$12,046.58
--- Support services-general administration ---				
11-000-230-100 Salaries	\$176,588.00	\$28,803.68	\$144,018.40	\$3,765.92
11-000-230-331 Legal Services	\$26,165.00	\$210.00	\$5,290.00	\$20,665.00
11-000-230-332 Audit Fees	\$20,000.00	\$15,200.00	\$3,000.00	\$1,800.00
11-000-230-339 Other Purchased Prof. Svc.	\$4,835.00	\$4,835.00	.00	.00
11-000-230-340 Purchased Tech. Services	\$2,000.00	.00	.00	\$2,000.00
11-000-230-530 Communications/Telephone	\$6,000.00	.00	\$347.40	\$5,652.60
11-000-230-585 BOE Other Purchased Prof. Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-230-590 Other Purchased Services	\$5,000.00	\$500.00	\$0.00	\$4,500.00
11-000-230-610 General Supplies	\$4,000.00	\$1,477.23	\$266.58	\$2,256.19
11-000-230-890 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,286.69	.00	\$713.31
TOTAL	\$255,588.00	\$57,312.60	\$152,922.38	\$45,353.02
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	\$29,441.00	\$4,362.24	\$21,811.20	\$3,267.56
11-000-240-600 Supplies and Materials	\$3,500.00	.00	\$259.36	\$3,240.64
11-000-240-800 Other Objects	\$500.00	\$500.00	.00	.00
TOTAL	\$33,441.00	\$4,862.24	\$22,070.56	\$6,508.20
--- Central Services ---				
11-000-251-100 Salaries	\$114,338.00	\$19,948.44	\$95,089.00	\$300.56
11-000-251-340 Purchased Technical Services	\$4,900.00	\$1,712.55	\$2,617.68	\$569.77
11-000-251-592 Misc Pur Serv (400-500 series)	\$1,000.00	.00	.00	\$1,000.00
11-000-251-600 Supplies and Materials	\$4,000.00	.00	.00	\$4,000.00
11-000-251-89X Other Objects	\$200.00	.00	.00	\$200.00

Beverly City Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$124,438.00	\$20,660.99	\$97,706.68	\$6,070.33
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	\$18,200.00	\$9,095.00	\$9,095.00	\$10.00
TOTAL	\$18,200.00	\$9,095.00	\$9,095.00	\$10.00
TOTAL Cent. Svcs. & Admin IT	\$142,638.00	\$29,755.99	\$106,801.68	\$6,080.33
--- Required Maint. for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc	\$120,000.00	\$9,264.45	\$749.32	\$109,986.23
11-000-261-610 General Supplies	\$35,000.00	\$3,190.17	\$14,450.50	\$17,359.33
TOTAL	\$155,000.00	\$12,454.62	\$15,199.82	\$127,345.56
--- Custodial Services ---				
11-000-262-1XX Salaries	\$121,159.00	\$26,001.94	\$31,716.60	\$63,440.46
11-000-262-300 Purchased Prof. & Tech. Svc.	\$30,000.00	\$10,034.73	\$19,952.30	\$12.97
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$45,000.00	\$8,797.07	\$11,740.91	\$24,462.02
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$9,000.00	\$156.21	\$437.43	\$8,406.36
11-000-262-490 Other Purchased Property Svc.	\$4,000.00	\$406.00	.00	\$3,594.00
11-000-262-520 Insurance	\$56,701.00	.00	.00	\$56,701.00
11-000-262-590 Misc. Purchased Services	\$7,000.00	.00	.00	\$7,000.00
11-000-262-610 General Supplies	\$6,000.00	\$1,598.00	.00	\$4,402.00
11-000-262-621 Energy (Natural Gas)	\$76,250.00	\$548.73	\$24,451.27	\$51,250.00
11-000-262-622 Energy (Electricity)	\$86,250.00	\$9,553.14	\$28,909.22	\$47,787.64
11-000-262-8XX Other Objects	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTAL	\$446,360.00	\$57,095.82	\$117,207.73	\$272,056.45
--- Security ---				
11-000-266-100 Salaries	\$55,896.00	\$9,268.20	\$46,597.00	\$30.80
TOTAL	\$55,896.00	\$9,268.20	\$46,597.00	\$30.80
TOTAL Oper & Maint of Plant Services	\$657,256.00	\$78,818.64	\$179,004.55	\$399,432.81
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans (Bet Home & Sch)-Sp Ed	\$37,492.00	\$4,235.32	\$26,178.60	\$7,078.08
11-000-270-162 Sal Pupil Trans. Other than Bet Home & Sch	\$25,436.00	\$4,235.32	\$21,176.60	\$24.08
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$40,000.00	.00	.00	\$40,000.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$40,499.00	\$50.00	.00	\$40,449.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$10,000.00	.00	.00	\$10,000.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$10,000.00	.00	.00	\$10,000.00
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	\$18,492.00	\$1,355.07	.00	\$17,136.93
11-000-270-517 Contract Svc (reg std) - ESCs	\$88,596.00	.00	.00	\$88,596.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$186,396.00	(\$6,960.00)	.00	\$193,356.00
11-000-270-800 Misc. Expenditures	\$6,000.00	.00	.00	\$6,000.00
TOTAL	\$462,911.00	\$2,915.71	\$47,355.20	\$412,640.09
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$46,268.00	.00	.00	\$46,268.00

Beverly City Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-220 Social Security Contributions	\$84,000.00	\$10,475.11	\$73,524.89	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$80,000.00	.00	.00	\$80,000.00
11-XXX-XXX-242 Other Retirement Contrb. - ERIP	\$1,000.00	.00	.00	\$1,000.00
11-XXX-XXX-250 Unemployment Compensation	\$25,000.00	\$5,465.80	\$19,534.20	.00
11-XXX-XXX-260 Workman's Compensation	\$51,425.00	.00	.00	\$51,425.00
11-XXX-XXX-270 Health Benefits	\$782,163.00	\$116,978.36	\$664,076.58	\$1,108.06
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	.00	.00	\$30,000.00
11-XXX-XXX-290 Other Employee Benefits	\$13,500.00	\$33.76	\$13,466.24	.00
<b>TOTAL</b>	<b>\$1,113,356.00</b>	<b>\$132,953.03</b>	<b>\$770,601.91</b>	<b>\$209,801.06</b>
 Total Undistributed Expenditures	 \$6,799,657.00	 \$400,221.14	 \$3,392,204.41	 \$3,007,231.45
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$9,145,004.00	\$480,710.32	\$5,084,874.41	\$3,579,419.27
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$9,145,004.00	\$480,710.32	\$5,084,874.41	\$3,579,419.27
	=====	=====	=====	=====



Beverly City Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Undist. Exp. - Non-instructional Services				
12-000-300-730 Non-instructional services	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$4,000.00	\$0.00	\$0.00	\$4,000.00
--- Facilities acquisition and construction services ---				
12-000-400-390 Other Purchased Prof. & Tech Services	\$46,500.00	\$46,500.00	.00	.00
12-000-400-450 Construction Services	\$653,500.00	.00	.00	\$653,500.00
12-000-400-710 Land and improvements	\$100,000.00	.00	.00	\$100,000.00
Sub Total	\$800,000.00	\$46,500.00	\$0.00	\$753,500.00
TOTAL	\$800,000.00	\$46,500.00	\$0.00	\$753,500.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$804,000.00	\$46,500.00	\$0.00	\$757,500.00

Beverly City Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL GENERAL FUND EXPENDITURES	\$9,949,004.00	\$527,210.32	\$5,084,874.41	\$4,336,919.27

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
General Fund - Fund 10

For 2 Month Period Ending 08/31/2022

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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9/12 10:10am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education  
 School-Based Budget - Fund 15  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/22

\*\*\*\*\*  
 ASSETS AND RESOURCES  
 \*\*\*\*\*

--- A S S E T S ---

--- R E S O U R C E S ---

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
School-Based Budget - Fund 15  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/22

\*\*\*\*\*  
LIABILITIES AND FUND EQUITY  
\*\*\*\*\*

FUND BALANCE

-----

--- Appropriated ---

Reserved fund balance:

--- Unappropriated ---

-----  
\*\*\*\*\*

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education  
 School-Based Budget - Fund 15  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/22

\*\*\*\*\*  
 LIABILITIES AND FUND EQUITY  
 \*\*\*\*\*

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
	<u>          </u>	<u>          </u>	<u>          </u>
Less: Adjust for prior year encumb.	<u>          </u> \$0.00	<u>          </u> \$0.00	<u>          </u>
	<u>          </u>	<u>          </u>	<u>          </u>

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education

School-Based Budget - Fund 15  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE  
 For 2 Month Period Ending 08/31/22

\*\*\* REVENUES/SOURCES OF FUNDS \*\*\*

BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
_____	_____	_____	_____
_____	_____	_____	_____
=====	=====	=====	=====
ESTIMATED	ACTUAL	UNREALIZED	
_____	_____	_____	



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education

School-Based Budget - FUND 15  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/22

	Appropriations	Expenditures	Encumbrances	Available Balance
*** APPROPRIATIONS ***				
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- UNDISTRIBUTED EXPENDITURES ---				

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
School-Based Budget - Fund 15  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/22

\*\*\*\*\*  
C A P I T A L O U T L A Y  
\*\*\*\*\*

Appropriations	Expenditures	Encumbrances	Available Balance
_____	_____	_____	_____
*****	*****	*****	*****

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
School-Based Budget - Fund 15

For 2 Month Period Ending 08/31/22

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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9/12 10:10am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/22

\*\*\*\*\*  
ASSETS AND RESOURCES  
\*\*\*\*\*

## --- A S S E T S ---

101	Cash in bank		(\$466,699.11)
	Accounts receivable:		
141	Intergovernmental - State	\$5,522.00	
142	Intergovernmental - Federal	\$8,653.06	
		<hr/>	\$14,175.06

## --- R E S O U R C E S ---

301	Estimated Revenues	\$2,064,662.94	
302	Less Revenues	(\$12,757.00)	
		<hr/>	\$2,051,905.94

Total assets and resources

---

\$1,599,381.89  
\*\*\*\*\*

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/22

=====  
 LIABILITIES AND FUND EQUITY  
 =====

--- LIABILITIES ---  
 481      Deferred revenues

(\$9,440.00)

TOTAL LIABILITIES

(\$9,440.00)

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$1,241,852.03
601	Appropriations	\$2,064,662.94
602	Less: Expenditures	\$455,841.05
603	Encumbrances	\$1,241,852.03    (\$1,697,693.08)
		\$366,969.86

TOTAL FUND BALANCE

\$1,608,821.89

TOTAL LIABILITIES AND FUND EQUITY

\$1,599,381.89

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/22

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
3000 From State Sources	\$740,340.00	.00		\$740,340.00
4000 From Federal Sources	\$1,324,322.94	\$12,757.00		\$1,311,565.94
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>	<b>\$2,064,662.94</b>	<b>\$12,757.00</b>		<b>\$2,051,905.94</b>
=====				
				<b>AVAILABLE</b>
<b>*** EXPENDITURES ***</b>				
	<b>APPROPRIATIONS</b>	<b>EXPENDITURES</b>	<b>ENCUMBRANCES</b>	<b>BALANCE</b>
=====				
<b>STATE PROJECTS:</b>				
Preschool Education Aid (218)	\$740,340.00	\$46,123.18	\$624,888.90	\$69,327.92
<b>TOTAL STATE PROJECTS</b>	<b>\$740,340.00</b>	<b>\$46,123.18</b>	<b>\$624,888.90</b>	<b>\$69,327.92</b>
=====				
<b>FEDERAL PROJECTS:</b>				
ESSA Title I - Part A/D (231-239)	\$130,628.00	.00	\$82,850.00	\$47,778.00
I.D.E.A. Part B (Handicapped) (250-259)	\$131,972.00	\$17,233.87	\$110,890.13	\$3,848.00
ESSA Title II - Part A/D (270-279)	\$11,715.00	.00	\$11,715.00	.00
ESSA Title IV (280-289)	\$11,520.00	.00	\$11,520.00	.00
CARES Act Education Stabilization Fund (477)	\$7,235.00	.00	.00	\$7,235.00
ARP - ESSER Grant Program (487)	\$831,156.00	\$369,628.00	\$234,987.00	\$226,541.00
ARP - ESSER Accelerated Learning Coaching (488)	\$50,000.00	.00	\$40,000.00	\$10,000.00
ARP - ESSER Evidence-Based Summer Learning (489)	\$25,095.94	\$22,856.00	.00	\$2,239.94
ARP - ESSER Evidence-Based Comprehensive (490)	\$36,500.00	.00	\$36,500.00	.00
ARP - ESSER NJ Tiered System of Supports (491)	\$88,501.00	.00	\$88,501.00	.00
<b>TOTAL FEDERAL PROJECTS</b>	<b>\$1,324,322.94</b>	<b>\$409,717.87</b>	<b>\$616,963.13</b>	<b>\$297,641.94</b>
=====				
<b>*** TOTAL EXPENDITURES ***</b>	<b>\$2,064,662.94</b>	<b>\$455,841.05</b>	<b>\$1,241,852.03</b>	<b>\$366,969.86</b>
=====				

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 3 Month Period Ending 08/31/22

	ESTIMATED	ACTUAL	UNREALIZED
--- STATE SOURCES ---			
3218      Preschool Education Aid	\$740,340.00	.00	\$740,340.00
	-----	-----	-----
Total Revenue from State Sources	\$740,340.00	\$0.00	\$740,340.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16    Title I	\$130,628.00	\$5,522.00	\$125,106.00
4451-55    Title II	\$11,715.00	.00	\$11,715.00
4420-29    I.D.E.A. Part B (Handicapped)	\$131,972.00	.00	\$131,972.00
4530      CARES Act Education Stabilization Fund	\$7,235.00	\$7,235.00	.00
4540      ARP-ESSER Grant Program	\$831,156.00	.00	\$831,156.00
4541      ARP-ESSER Accelerated Learning Coaching	\$50,000.00	.00	\$50,000.00
4542      ARP-ESSER Evidence-Based Summer Learning	\$25,095.94	.00	\$25,095.94
4543      ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$36,500.00	.00	\$36,500.00
4544      ARP-ESSER NJ NTiered System of Supports	\$88,501.00	.00	\$88,501.00
4XXK      Other Federal Aids	\$11,520.00	\$0.00	\$11,520.00
	-----	-----	-----
Total Revenues from Federal Sources	\$1,324,322.94	\$12,757.00	\$1,311,565.94
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$2,064,662.94	\$12,757.00	\$2,051,905.94
	=====	=====	=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/22

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
State Projects:				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$261,490.00	.00	\$261,490.00	.00
20-218-100-106 Other Sal. For Instruction	\$87,410.00	.00	\$27,600.00	\$59,810.00
20-218-100-321 Purchased Prof & Ed Services	\$5,000.00	.00	.00	\$5,000.00
<b>Total Instruction</b>	<b>\$353,900.00</b>	<b>\$0.00</b>	<b>\$289,090.00</b>	<b>\$64,810.00</b>
--- Preschool Education Aid - Support Services ---				
20-218-200-102 Salaries of Supervisors of Instruction	\$35,121.00	\$5,931.62	\$29,189.38	.00
20-218-200-103 Salaries of Program Directors	\$38,004.00	\$6,458.08	\$31,545.92	.00
20-218-200-104 Salaries of Other Professional Staff	\$13,606.00	\$1,130.00	\$11,300.00	\$1,176.00
20-218-200-105 Salaries of Secur. And Clerical Assistants	\$22,384.00	\$3,768.58	\$18,603.00	\$12.42
20-218-200-110 Other Salaries	\$41,180.00	\$6,974.90	\$34,193.80	\$11.30
20-218-200-173 Salaries of Community Parent Involvement Spec.	\$12,263.00	.00	\$12,215.80	\$47.20
20-218-200-176 Salaries of Master Teachers	\$89,467.00	.00	\$89,467.00	.00
20-218-200-200 Personal Services - Employee Benefits	\$131,144.00	\$21,860.00	\$109,284.00	.00
<b>Total Support Services</b>	<b>\$383,169.00</b>	<b>\$46,123.18</b>	<b>\$335,798.90</b>	<b>\$1,246.92</b>
-- TOTAL Preschool Education Aid --	\$737,069.00	\$46,123.18	\$624,888.90	\$66,056.92
=====				
<b>TOTAL STATE PROJECTS</b>	<b>\$737,069.00</b>	<b>\$46,123.18</b>	<b>\$624,888.90</b>	<b>\$66,056.92</b>
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Support Services ---				
20-477-200-600 Supplies and Materials	\$7,235.00	.00	.00	\$7,235.00
<b>Total Support Services</b>	<b>\$7,235.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,235.00</b>
<b>TOTAL CARES Act Education Stabilization Fund</b>	<b>\$7,235.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,235.00</b>
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$130,628.00	.00	\$82,850.00	\$47,778.00
20-25X-XXX-XXX I.D.E.A. Part B	\$131,972.00	\$17,233.87	\$110,890.13	\$3,848.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$11,715.00	.00	\$11,715.00	.00
20-28X-XXX-XXX ESSA Title IV	\$11,520.00	.00	\$11,520.00	.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$831,156.00	\$369,628.00	\$234,987.00	\$226,541.00
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$50,000.00	.00	\$40,000.00	\$10,000.00
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$25,095.94	\$22,856.00	.00	\$2,239.94
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$36,500.00	.00	\$36,500.00	.00
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$88,501.00	.00	\$88,501.00	.00

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
TOTAL Other Federal Programs	\$1,317,087.94	\$409,717.87	\$616,963.13	\$290,406.94
	=====	=====	=====	=====
TOTAL FEDERAL PROJECTS	\$1,324,322.94	\$409,717.87	\$616,963.13	\$297,641.94
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$3,271.00	\$0.00	\$0.00	\$3,271.00
	=====	=====	=====	=====
T O T A L    E X P E N D I T U R E S	\$2,064,662.94	\$455,841.05	\$1,241,852.03	\$366,969.86
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education

Special Revenue Fund - Fund 20  
For 2 Month Period Ending 08/31/22

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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9/12 10:10am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/22

\*\*\*\*\*  
 ASSETS AND RESOURCES  
 \*\*\*\*\*

--- A S S E T S ---

101	Cash in bank		(\$48,624.56)
	Accounts receivable:		
141	Intergovernmental - State	(\$185,244.00)	
			-----
			(\$185,244.00)

--- R E S O U R C E S ---

			-----
	Total assets and resources		(\$233,868.56)
			*****

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/22

\*\*\*\*\*  
LIABILITIES AND FUND EQUITY  
\*\*\*\*\*

FUND BALANCE

--- Appropriated ---

--- Unappropriated ---

770 Fund balance (\$233,868.56)

TOTAL FUND BALANCE (\$233,868.56)

TOTAL LIABILITIES AND FUND EQUITY (\$233,868.56)  
\*\*\*\*\*

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education

Capital Projects Fund - Fund 30  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 2 Month Period Ending 08/31/22

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
	_____	_____	_____	_____
	=====	=====	=====	=====
*** EXPENDITURES ***				AVAILABLE BALANCE
	_____	_____	_____	_____
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education

Capital Projects Fund - Fund 30  
For 2 Month Period Ending 08/31/22

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date



All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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9/12 10:10am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education  
 Debt Service Fund - Fund 40  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/22

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank	\$0.48
-----	--------------	--------

--- R E S O U R C E S ---

301	Estimated Revenues	\$86,894.00
		\$86,894.00

Total assets and resources	\$86,894.48
	\$86,894.48

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education

Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/22

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601 Appropriations	\$86,894.00		\$86,894.00
			<u>\$86,894.00</u>
Total Appropriated			\$86,894.00

--- Unappropriated ---

770 Fund Balance			\$0.48
------------------	--	--	--------

TOTAL FUND BALANCE			\$86,894.48
TOTAL LIABILITIES AND FUND EQUITY			\$86,894.48

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$86,894.00	\$0.00	\$86,894.00
Revenues	(\$86,894.00)	\$0.00	(\$86,894.00)
--- Change in Maint. / Capital reserve account ---			
Less: Adjust for prior year encumb.	\$0.00	\$0.00	

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education

Debt Service Fund - Fund 40  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 2 Month Period Ending 08/31/22

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy	\$86,894.00	.00		\$86,894.00
Total Local Sources	\$86,894.00	\$0.00		\$86,894.00
TOTAL REVENUE/SOURCES OF FUNDS	\$86,894.00	\$0.00		\$86,894.00

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education

Debt Service Fund - Fund 40  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 2 Month Period Ending 08/31/22

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	-----	-----	-----
--- Additional State School Bldg. Aid - Ch. 10 ---			
40-703-510-830 Interest	\$16,894.00	.00	\$16,894.00
40-703-510-910 Redemption of principal	\$70,000.00	.00	\$70,000.00
	-----	-----	-----
TOTAL	\$86,894.00	\$0.00	\$86,894.00
	=====	=====	=====
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$86,894.00	\$0.00	\$86,894.00
	=====	=====	=====
*** TOTAL USES OF FUNDS ***	\$86,894.00	\$0.00	\$86,894.00
	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
Debt Service Fund - Fund 40

For 2 Month Period Ending 08/31/22

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Administrator

\_\_\_\_\_  
Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

---

REPORT OF THE TREASURER TO THE BOARD

BEVERLY CITY SCHOOLS  
ALL FUNDS

FOR THE MONTH ENDING: AUGUST

FUNDS		(1) Beginning Cash Balance <b>REVISED</b>
<b>GOVERNMENTAL FUNDS</b>		
1	General Fund - Fund 10	2,939,039.68
2		0.00
3	ED JOBS - Fund 18	-
4	Special Revenue Fund - Fund 20 (see page 2)	312,321.84
5	Capital Project Fund - Fund 30	16,338.34
	Debt Service Fund - Fund 40	48,811.34
6		
	Total Governmental Funds (Lines 1 thru 5)	<b>3,316,511.20</b>
<b>ENTERPRISE FUNDS</b>		
7		
10	Food Program Fund - Fund 60	244,854.16
8		
9		
11		
12		
	Total Operating Account	<b>3,561,365.36</b>
<b>TRUST AND AGENCY FUNDS</b>		
13		
14	Payroll	19,867.37
15	Payroll Agency - Fund 90	24,243.45
16	FSA account	110.84
17		
	Other - School Activities	9,716.41
18		
	Total Trust & Agency Funds (Lines 13 thru 15)	<b>53,938.07</b>
19		
	Total All Funds (Lines 6,12, and 16)	<b>3,615,303.43</b>



D OF EDUCATION

ST 2022

CASH REPORT

(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance	Reconciled Bank Statements
278,249.12	387,809.89	2,829,478.91	
		0.00	
		-	
	430,995.03	(118,673.19)	
1.25	0.00	16,339.59	16,339.59
		48,811.34	
<b>278,250.37</b>	<b>818,804.92</b>	<b>2,775,956.65</b>	3,019,315.81
	1,495.00	243,359.16	
		-	
		-	
		-	#REF!
<b>278,250.37</b>	<b>820,299.92</b>	<b>3,019,315.81</b>	
76,656.88	76,656.88	19,867.37	19,867.37
41,894.15	41,562.90	24,574.70	24,574.70
0.01		110.85	110.85
0.75		9,717.16	9,717.16
<b>118,551.79</b>	<b>118,219.78</b>	<b>54,270.08</b>	
<b>396,802.16</b>	<b>938,519.70</b>	<b>3,073,585.89</b>	

	255213.77		
14758.1			
14,758.10			
	Balance		
	Sheets		
		0.00	(2,829,478.91)
		0.00	(0.00)
		0.00	-
-			(16,339.59)
	0.00		(48,811.34)
0.00			
		-	-
		-	-
#REF!			
		0.00	
(0.00)			
-			
0.00			
-			
-			
	0.00		0.00



*Pablo Canela*

---

Treasurer of School Moneys

	9/18/2022		
--	-----------	--	--





## REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS  
SPECIAL REVENUE FUND

FOR THE MONTH ENDING: AUGUST 2022

CASH R

SPECIAL REVENUE FUND		(1) Beginning Cash Balance	(2) Cash Receipts This Month
1	Local Project	307,345.76	
2	Early Childhood Program Aid	98,850.23	
3	Preschool Education Aid	-	
4	DEPA	10,752.22	
	TARA	8,806.06	
	Distance Learning Network Aid	3,508.00	
	Character Education Aid	3,470.95	
	Mentoring Aid	2,058.00	
11	Other- State	7,643.00	
12	P.L. 103-382 Title I & III	(155,613.93)	
13	P.L. 103-382 Title II	(39,768.04)	
14	P.L. 103-382 Title IV	(42,279.87)	
15	P.L. 103-382 Title V	47.90	
0	I.D.E.A. Part B (Handicapped)	(137,208.89)	
18	P.L. 101-392 Vocational	-	
19	P.L. 91-230 Adult Basic Education	-	
20	Other -	244,710.45	
		-	
21	Total Special Revenues (Line 1 thru 20) (Must agree with line 3, page 1	312,321.84	-
		-	



REPORT

(3) Cash Disbursements this Month	(4) Ending Cash
	307,345.76
50,019.34	48,830.89
	-
	10,752.22
	8,806.06
	3,508.00
	3,470.95
	2,058.00
	7,643.00
	(155,613.93)
	(39,768.04)
	(42,279.87)
	47.90
18.00	(137,226.89)
	-
	-
380,957.69	(136,247.24)
	-
430,995.03	(118,673.19)
	-

\

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank			
Account number	General operating Acct			
Statement Date	August 31, 2022			
Fund/Funds	10,,20,40,			
1	Balance per Bank			
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date	Amount		
2a				
2b				
2c				
2d	Total D.I.T.'s			
2	Misc	2,349.85		
3	Total Additions			2,349.85
	Deductions			
	Outstanding Checks			
4	(attached list)	499,521.39		
5	Other (explain)			
6	Total Deductions			499,521.39
7	Net Reconciling Items			
8	Adjusted Balance per Bank As of			August 31, 2022
9	Balance per Board Secretary's Records As of		8/31/2022	**
	Reconciling Items:			
	Additions			
10	Interest Earned		-	
11	Other (Explain)			Pending journal entries
12	Total Additions			-
	Deductions			
13	Bank Charges			
14	Other (Explain)		(748,703.36)	Pending journal entries
15	Total deductions			(748,703.36)
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of			August 31, 2022
	* Line 8 MUST EQUAL line 17.			
	** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report			

Prepared by

Date:

3,500,147.76

Health bene

(497,171.54)

3,002,976.22

2,254,272.86

748,703.36

3,002,976.22

-

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank		
Account number	REFERENDUM ACCT		
Statement Date	August 31, 2022		
Fund/Funds	FUND 30		
1	Balance per Bank		
Reconciling Items			
Additions			
Deposits in transit			
	Date	Amount	
2a			
2b			
2c			
2d	Total D.I.T.'s		
2	Misc	-	
3	Total Additions		-
Deductions			
4	Outstanding Checks (attached list)		-
5	Other (explain)		-
6	Total Deductions		-
7	Net Reconciling Items		
8	Adjusted Balance per Bank As of		August 31, 2022
9	Balance per Board Secretary's Records As of		8/31/2022 **
Reconciling Items:			
Additions			
10	Interest Earned		-
11	Other (Explain)		64,964.15 Pending journal entries
12	Total Additions		64,964.15
Deductions			
13	Bank Charges		
14	Other (Explain)		Pending journal entries
15	Total deductions		-
16	Net Reconciling items		
17	Adjusted Board Secretary's Balance As of		August 31, 2022
* Line 8 MUST EQUAL line 17.			
** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report			

Prepared by

Date:

16,339.59

-

16,339.59

(48,624.56)

64,964.15

16,339.59

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank			
Account number	2400000357			
Statement Date	August 31, 2022			
Fund/Funds	Net Payroll			
1	Balance per Bank			
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date	Amount		
2a				
2b				
2c	Misc			
2d	Misc			
2	Misc		-	
3	Total Additions			-
	Deductions			
	Outstanding Checks (attached list)		5,791.04	
4	Other (explain)		-	
5	Total Deductions			5,791.04
6	Net Reconciling Items			
7				
8	Adjusted Balance per Bank As of			August 31, 2022
9	Balance per Board Secretary's Records As of			**
	Reconciling Items:			
	Additions			
10	Interest Earned			
11	Other (Explain)			
12	Total Additions			-
	Deductions			
13	Bank Charges			
14	Other (Explain)			
15	Total deductions			-
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of			*
	* Line 8 MUST EQUAL line 17.			
	** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report			
				0

Prepared by

Date.

25,658.41

(5,791.04)

19,867.37

-

-

-

-

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank			
Account number	6101433275			
Statement Date	August 31, 2022			
Fund/Funds	Payroll Agency (90)			
1	Balance per Bank			
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date	Amount		
2a				
2b				
2c				
2d				
2	MISC	WSFS Bank		
3	Total Additions			-
	Deductions			
	Outstanding Checks (attached list)		3,784.32	
4	Other (prior period voids)		-	
5	Total Deductions			3,784.32
6	Net Reconciling Items			
7				
8	Adjusted Balance per Bank As of			August 31, 2022
9	Balance per Board Secretary's Records As of			**
	Reconciling Items:			
	Additions			
10	Interest Earned			
11	Other (Explain)			
12	Total Additions			-
	Deductions			
13	Bank Charges			
14	Other (Explain)			
15	Total deductions			-
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of			*
	* Line 8 MUST EQUAL line 17.			
	** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report			
Page 3d				



Prepared by

Date:

28,359.02

(3,784.32)

24,574.70

-

-

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank			
Account number	2400000340			
Statement Date	August 31, 2022			
Fund/Funds	School Activities			
<b>1 Balance per Bank</b>				
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date	Amount		
2a				
2b				
2c				
2d				
2	total D.I.T.'s			
3	Total Additions			
	Deductions			
	Outstanding Checks			
4	(attached list)		0.00	
5	Other - due current fund		0.00	
6	Total Deductions			0.00
7	Net Reconciling Items			
8	Adjusted Balance per Bank As of			August 31, 2022
<b>See Page 3d for Summary</b>				
9	Balance per Board Secretary's Records As of			**
	Reconciling Items:			
	Additions			
10	Interest Earned			
11	Other (Explain)			
12	Total Additions			-
	Deductions			
13	Bank Charges			
14	Other (Explain)			
15	Total deductions			-
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of			*
	* Line 8 MUST EQUAL line 17.			
	** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report			
Page 3h-e				

Prepared by

Date.

9,717.16

0.00

9,717.16

-

-

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank			
Account number	9500064390			
Statement Date	August 31, 2022			
Fund/Funds	FSA account			
<b>1 Balance per Bank</b>				
	<b>Reconciling Items</b>			
	<b>Additions</b>			
	Deposits in transit			
	Date	Amount		
2a				
2b				
2c				
2d				
2	total D.I.T.'s			
3	Total Additions			
	<b>Deductions</b>			
	Outstanding Checks			
4	(attached list)		0.00	
5	Other - due current fund		0.00	
6	Total Deductions			0.00
7	Net Reconciling Items			
8	Adjusted Balance per Bank As of		August 31, 2022	
<b>See Page 3d for Summary</b>				
9	Balance per Board Secretary's Records As of			**
	<b>Reconciling Items:</b>			
	<b>Additions</b>			
10	Interest Earned			
11	Other (Explain)			
12	Total Additions			-
	<b>Deductions</b>			
13	Bank Charges			
14	Other (Explain)			
15	Total deductions			-
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of			*
	* Line 8 MUST EQUAL line 17.			
	** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report			
Page 3h-f				

Prepared by

Date:

110.85

0.00

110.85

-

-

BEVERLY CITY SCHOOLS  
ANALYSIS OF RECONCILING ITEMS  
As of 7-31-22

**FUND-10**

cash per Board Secretary's Report ( Fund 10,16,17)

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

Prior year diff 6-30-22 344,704.97

Audit adj - 6-30-21

July - June serv charges

**WIRE /PAYROLL POSTING**

May transfers

8/31/2022 wire (8,446.88)

---

**2,493,220.82**

**336,258.09**

**cash per Treasurer school monies report**

**FUND 20**                      20  
**cash per Board Secretary's Report**                      \_\_\_\_\_ -

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

**Prior year diff 6-30-21**    348,025.92  
    Audit adj - 6-30-21

**cash per Treasurer school monies report**

**FUND 30**  
**cash per Board Secretary's Report**                      \_\_\_\_\_

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

**Prior year diff 6-30-21**    64,946.95  
    Audit adj - 6-30-21  
    **Due to current fund -payroll charges**  
    **Due to current fund disb adj**  
**trsfer from general fund**  
    fund 30 acct check  
**Interest**    17.20

**cash per Treasurer school monies report**

**FUND 40**  
**cash per Board Secretary's Report**                      \_\_\_\_\_



**2,829,478.91**

**(466,699.11)**

**348,025.92**

**(118,673.19)**

**(48,624.56)**

**64,964.15**

**16,339.59**

**0.48**

---

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

<b>Prior year diff 6-30-21</b>	<b>48,810.86</b>
Audit adj - 6-30-21	

**cash per Treasurer school monies report**

MISC

**FUND 60**

cash per Balance Sheet.

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

<b>Prior year diff 6-30-21</b>	<b>15,608.49</b>
Audit adj - 6-30-21	

---

**cash per Treasurer school monies report**



BEVERLY CITY SCHOOLS  
 OUSTANDING CHECK LIST

8/31/2022

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #
<u>OPERATING ACCOUNT</u>				
			-	
16502	34.65	26376	810.00	26526
17961	867.83	26380	9,846.00	26534
18116	1,605.20	26402	3,743.25	26535
18815	7.50	26425	7,830.00	26539
18870	180.00	26428	375.00	26542
19035	600.00	26431	9,900.30	26545
19086	437.50	26432	7,500.00	26546
19652	12.40	26439	2,680.00	26548
19653	14.20	26444	3,430.35	
21136	391.68	26445	21.50	
21845	32,981.00			
22596	11,720.00	26466	30,120.00	
22605	36,399.00	26469	660.00	
22976	8,287.50	26471	576.00	
23357	166,061.03	26473	14.90	
23367	200.00	26475	49.03	
23992	500.00	26477	5,058.90	
24114	31,023.70	26480	414.34	
24156	158.00	26486	527.50	
24160	21.1	26487	3,295.00	
24731	500.00	26493	7,719.00	
24842	1,250.00	26500	4,650.00	
24854	39,871.00	26506	68.00	
24905	1,150.00	26514	6,930.00	
25021	5,793.48	26517	211.28	
25589	23,500.20	26518	2,572.00	
25792	437.00	26519	50.00	
25889	300.00	26521	2,100.00	
25922	535.50	26523	4,994.50	
25923	495.00			
26072	16.24			
26242	421.16			
	<u>365,771.87</u>		<u>116,146.85</u>	

AMOUNT

PAGE 1

3,007.50  
1,131.32  
385.00  
462.36  
156.21  
6,195.25  
5,995.08  
269.95

---

17,602.67

---

OPERATING ACCOUNT

PAGE 2

TOTAL OPERATING A

36,009.22

BEG BAL OS

NET PAYROLL ACCOUNT

202822 182.23

205215 167.61

206123 984.06

206225 539.01

207363 128.39

209414 1,470.75

211739 85.80

212824 5.27

214204 87.25

214205 198.20

216090 963.13

216862 307.27

217139 138.20

217513

218176 85.82

218362 448.05



CCT OS	<u>499,521.39</u>
--------	-------------------

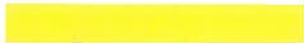
CKS	437,597.57
-----	------------

ISSUED	624,970.64
--------	------------

CASHED	(563,046.82)
--------	--------------

void	<u>499,521.39</u>
------	-------------------

-



5,791.04

-

TOTAL O/S CHECKS -PAYROLL ACCT

BEG BAL OS CKS

ISSUED  
CASHED

PAYROLL AGENCY

10539	14.20
11994	400.00
12257	1,329.16
12258	1,421.06
12259	600.00
12260	19.90

3,784.32

-		
<b>5,791.04</b>		
5,791.04		
3,903.76		
(3,903.76)		
<b>5,791.04</b>		
-		

BEG BAL OS CKS

2,363.26

ISSUED

5,319.18

CASHED

(3,898.12)

void

3,784.32

-

FUND 30 REFERENDUM ACCOUNT

18

-

BEG BAL OS CKS

-



		ISSUED	
		CASHED	-
		void	-
			<hr/>
			-
			<hr/> <hr/>
			-

# Beverly City Board of Education Monthly Transfer Report

va\_s1701  
09/15/2022

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
<b>INSTRUCTION</b>									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	1,816,191.00	0.00	1,816,191.00	181,619.10	( 110,000.00)	-6.06	71,619.10	476,248.21
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	678,473.00	0.00	678,473.00	67,847.30	150,504.00	22.18	218,351.30	186,626.85
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	22,000.00	0.00	22,000.00	2,200.00	0.00	0.00	2,200.00	19,916.75
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL INSTRUMENTAL EXPENSE</b>		<b>2,516,664.00</b>	<b>0.00</b>	<b>2,516,664.00</b>					<b>682,791.81</b>
<b>UNDISTRIBUTED EXPENDITURES</b>									
Tuition	11-000-100-XXX	3,191,959.00	0.00	3,191,959.00	319,195.90	0.00	0.00	319,195.90	481,750.55
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	484,085.00	0.00	484,085.00	48,408.50	0.00	0.00	48,408.50	77,140.04
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	233,502.00	0.00	233,502.00	23,350.20	13,100.00	5.61	36,450.20	15,346.88
General Administration	1X-000-230-XXX	255,588.00	0.00	255,588.00	25,558.80	0.00	0.00	25,558.80	41,144.12
School Administration	1X-000-240-XXX	33,441.00	0.00	33,441.00	3,344.10	0.00	0.00	3,344.10	6,508.20
Central Services & Administrative Information Technology	1X-000-25X-XXX	142,638.00	0.00	142,638.00	14,263.80	0.00	0.00	14,263.80	6,080.33
Operation and Maintenance of Plant Services	1X-000-26X-XXX	657,256.00	0.00	657,256.00	65,725.60	0.00	0.00	65,725.60	375,898.66
Student Transportation Services	1X-000-270-XXX	496,515.00	0.00	496,515.00	49,651.50	( 33,604.00)	-6.77	16,047.50	215,860.81
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	1,133,356.00	0.00	1,133,356.00	113,335.60	( 20,000.00)	-1.76	93,335.60	206,934.56
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Beverly City Board of Education Monthly Transfer Report

va\_s1701  
09/15/2022

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UNDISTRIBUTED EXPENSE</b>		<b>6,628,340.00</b>	<b>0.00</b>	<b>6,628,340.00</b>					<b>1,426,664.15</b>
<b>TOTAL GENERAL CURRENT EXPENSE</b>		<b>9,145,004.00</b>	<b>0.00</b>	<b>9,145,004.00</b>					<b>2,109,455.96</b>
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	4,000.00	0.00	4,000.00	400.00	0.00	0.00	400.00	4,000.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	800,000.00	0.00	800,000.00	0.00	0.00	0.00	0.00	689,711.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>804,000.00</b>	<b>0.00</b>	<b>804,000.00</b>					<b>693,711.00</b>
<b>TOTAL SPECIAL SCHOOLS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Transfer of Funds to Charter Schools	10-000-100-56X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>OPERATING BUDGET GRAND TOTAL</b>		<b>9,949,004.00</b>	<b>0.00</b>	<b>9,949,004.00</b>					<b>2,803,166.96</b>

\_\_\_\_\_  
School Business Administrator Signature

\_\_\_\_\_  
Date



# Beverly City Board of Education

## Expense Account Adjustment Analysis By Account#

Current Cycle : August

va\_exaa1.082406  
08/31/2022

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-211-105-	ATTEND SVCS- CLER SAL	bt - august	000015	08/18/2022	BSAVAGE	\$39,943.00	\$55.00	\$39,998.00
11-000-211-320-	ATTENDANCE SVCS- PRCH SV	bt - august	000015	08/18/2022	BSAVAGE	\$3,010.00	\$1,400.00	\$4,410.00
11-000-213-104-	HEALTH SVC SALARIES	bt - august	000015	08/18/2022	BSAVAGE	\$42,695.00	\$39,100.00	\$81,795.00
11-000-213-300-	HEALTH PURCHASED PROF/ED	bt - august	000015	08/18/2022	BSAVAGE	\$36,500.00	\$4,900.00	\$41,400.00
11-000-216-100-	SPEECH TEACHER SALARY	bt - august	000015	08/18/2022	BSAVAGE	\$70,498.00	\$500.00	\$70,998.00
11-000-216-610-	SPEECH SUPPLIES	bt - august	000015	08/18/2022	BSAVAGE	\$2,000.00	(\$500.00)	\$1,500.00
11-000-218-105-	GUID SECY/CLER SALARIES	bt - august	000015	08/18/2022	BSAVAGE	\$16,013.00	\$150.00	\$16,163.00
11-000-219-104-	CST SALARIES	bt - august	000015	08/18/2022	BSAVAGE	\$195,742.00	(\$25,000.00)	\$170,742.00
11-000-219-320-	CST PROF/ED SVS	bt - august	000015	08/18/2022	BSAVAGE	\$40,000.00	(\$23,105.00)	\$16,895.00
11-000-219-610-	CST SUPPLIES	bt - august	000015	08/18/2022	BSAVAGE	\$2,800.00	\$2,500.00	\$5,300.00
11-000-221-102-	CURR/INSTR SALARIES	bt - august	000015	08/18/2022	BSAVAGE	\$178,927.00	\$13,100.00	\$192,027.00
11-000-251-104-	BUSINESS ADMIN SALARIES	bt - august	000015	08/18/2022	BSAVAGE	\$88,252.00	\$800.00	\$89,052.00
11-000-251-340-	BUS OFF PURCH TECH SERV	bt - august	000015	08/18/2022	BSAVAGE	\$5,700.00	(\$800.00)	\$4,900.00
11-000-262-300-	OPER PURCH PROF/TECH SVS	bt - august	000015	08/18/2022	BSAVAGE	\$29,000.00	\$1,000.00	\$30,000.00
11-000-262-420-	OPER CONTRACT SERVICES	bt - august	000015	08/18/2022	BSAVAGE	\$46,000.00	(\$1,000.00)	\$45,000.00
11-000-270-518-	TRANS ESC SP ED CONTRACT	bt - august	000015	08/18/2022	BSAVAGE	\$220,000.00	(\$33,604.00)	\$186,396.00
11-000-291-270-	OTHER HEALTH BENEFITS	bt - august	000015	08/18/2022	BSAVAGE	\$802,163.00	(\$20,000.00)	\$782,163.00
11-120-100-101-	GR. 1-5 TEACHER SALARIES	bt - august	000015	08/18/2022	BSAVAGE	\$534,883.00	(\$20,000.00)	\$514,883.00
11-130-100-101-	GR. 6-8 TEACHER SALARIES	bt - august	000015	08/18/2022	BSAVAGE	\$527,634.00	(\$90,000.00)	\$437,634.00
11-204-100-101-	LLD TEACHER SALARIES	bt - august	000015	08/18/2022	BSAVAGE	\$118,702.00	\$30,500.00	\$149,202.00
11-213-100-101-	RR TEACHER SALARIES	bt - august	000015	08/18/2022	BSAVAGE	\$185,529.00	\$9,560.00	\$195,089.00
11-213-100-106-	OTHER SALARIES FOR INSTR	bt - august	000015	08/18/2022	BSAVAGE	\$5,500.00	\$444.00	\$5,944.00
11-230-100-101-	BSC SKILLS TEACHER SALAR	bt - august	000015	08/18/2022	BSAVAGE	\$39,921.00	\$110,000.00	\$149,921.00
12-000-400-390-	FACILITIES-PROF/TECH SVC	bt - august	000016	08/18/2022	BSAVAGE	\$36,000.00	\$10,500.00	\$46,500.00
12-000-400-450-	FACILITIES-CONSTRUCTION	bt - august	000016	08/18/2022	BSAVAGE	\$664,000.00	(\$10,500.00)	\$653,500.00

**Total Current Appr.**

**\$0.00**

# Beverly City Board of Education Entered Purchase Order Report By PO Number

va\_po04.102317  
09/15/2022

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00267		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610-	GENERAL SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	1,192.36
23-00268		1266/B.C.S.S.S.D.	11-000-100-565-	TUITION-CSSD & DAY	09/15/22	1 DBRYSONREQ	CR-	54,472.00
23-00269		1266/B.C.S.S.S.D.	11-000-100-565-	TUITION-CSSD & DAY	10/13/22	1 DBRYSONREQ	CR-	54,327.00
23-00270		1914/GLOUCESTER COUNTY SPECIAL	11-000-270-515-	TRANS SP ED JOINT AGREE	10/13/22	1 DBRYSONREQ	CR-	49,686.52
23-00271		1914/GLOUCESTER COUNTY SPECIAL	11-000-100-565-	TUITION-CSSD & DAY	10/13/22	1 DBRYSONREQ	CR-	64,080.00
23-00272		1008/LAKESHORE LEARNING MAT.	11-190-100-610-	GENERAL SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	39,533.25
23-00273		1752/SCHOOL SPECIALTY, LLC.	20-218-100-600-	PRE-K-PEA IN SUPPLS & MA	10/13/22	1 DBRYSONREQ	CR-	2,354.08
23-00274		3706/MUSIC TOGETHER, LLC	20-218-100-321-	PRE-K PURCHASED	10/13/22	1 DBRYSONREQ	CR-	200.00
23-00275		3518/E3 MIDLANTIC TECHNOLOGIES	11-000-213-610-	HEALTH SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	235.00
23-00276		1059/GENERAL CHEMICAL CO.	11-000-261-610-	MAINT SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	1,267.44
23-00277		1059/GENERAL CHEMICAL CO.	11-000-261-610-	MAINT SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	1,111.60
23-00278		1931/POWER EQUIPMENT COMPANY	11-000-261-420-	MAINT CLEANING/REPAIRS	10/13/22	1 DBRYSONREQ	CR-	175.00
23-00279		1869/NJ PRINCIPALS & SUPERVISORS AS	11-000-230-895-	BOE	10/13/22	1 DBRYSONREQ	CR-	845.00
23-00280		3073/CMRS-FP	11-000-230-530-	TELEPHONE POSTAGE	10/13/22	1 DBRYSONREQ	CR-	1,200.00
23-00281		3424/THE RICHLAND-KNOWLES AGENCY	11-000-262-590-	OPER MISC PURCHASE	10/13/22	1 DBRYSONREQ	CR-	4,264.00
23-00282		2940/TILLEY FIRE SOLUTIONS, LLC	11-000-261-420-	MAINT CLEANING/REPAIRS	10/13/22	1 DBRYSONREQ	CR-	418.11
23-00283		2821/NUTRI-SERVE FOOD MGMT	60-910-310-500-	FOOD SERVICE COSTS	10/13/22	1 DBRYSONREQ	CR-	325.00

# Beverly City Board of Education

## Entered Purchase Order Report By PO Number

va\_po04.102317  
09/15/2022

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00284		3463/RNB DESIGN, LLC	11-190-100-340-	PURCHASED TECH SVC	10/13/22	1 DBRYSONREQ	CR-	750.00
23-00285		2213/DELL COMPUTER CORPORATION	11-000-251-610-	BUSINESS SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	1,356.93
23-00286		2272/CILC LOCKSMITHS LLC	11-000-261-420-	MAINT CLEANING/REPAIRS	10/13/22	1 DBRYSONREQ	CR-	285.00
23-00287		3632/RMR SERVICES & REPAIR, LLC	11-000-261-420-	MAINT CLEANING/REPAIRS	10/13/22	1 DBRYSONREQ	CR-	913.14
23-00288		3486/DE LONG SERVICE COMPANY, INC.	60-910-310-420-	FOOD SERV EQP REPAIR	10/13/22	1 DBRYSONREQ	CR-	930.00
23-00289		3232/DON J. URIE ASSOCIATES, INC.	60-910-310-420-	FOOD SERV EQP REPAIR	10/13/22	1 DBRYSONREQ	CR-	758.70
23-00290		2865/CM3 BUILDING SOLUTIONS INC	20-477-200-600-	CARES SUPPLIES AND	10/13/22	1 DBRYSONREQ	CR-	3,058.45

### Report Totals

**Current Entered**      \$283,738.58  
**Prior Entered**        \$0.00  
**Total Entered**        \$283,738.58

# Beverly City Board of Education

## Entered Purchase Order Report By PO Number

va\_po04.102317  
09/15/2022

Approval Status Legend: IF=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00291		3086/TREASURER, STATE OF NJ DEPT ED11-000-291-270- -		OTHER HEALTH BENEFITS	09/29/22	1 DBRYSONREQ	CR-	58,981.95

### Report Totals

Current Entered \$58,981.95  
 Prior Entered \$0.00  
 Total Entered \$58,981.95

# Beverly City Board of Education

## Entered Purchase Order Report By PO Number

va\_po04.102317  
10/13/2022

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00292		2314/STATE OF NJ; DEPT OF LABOR	11-000-291-241- -	EMP BEN OTH RETIRE	10/13/22	1 DBRYSONREQ	CR-	181.50
23-00293		2988/HENRY SCHEIN INC	11-190-100-610- -	GENERAL SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	10.93
23-00294		3654/CENGAGE LEARNING	11-190-100-610- -	GENERAL SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	134.07
23-00295		3738/EMPPOWER RETIREMENT	11-000-291-290-A -	OTHER RETIREMENT -	10/13/22	1 DBRYSONREQ	CR-	36.75
23-00296		3191/CNNH, LLC	11-000-216-320- -	SPEECH/OT/PT PROF SER	10/13/22	1 DBRYSONREQ	CR-	660.00
23-00297		2884/CDW GOVERNMENT INC.	11-000-262-300- -	OPER PURCH PROF/TECH	10/13/22	1 DBRYSONREQ	CR-	892.79
23-00298		2884/CDW GOVERNMENT INC.	11-000-262-300- -	OPER PURCH PROF/TECH	10/13/22	1 DBRYSONREQ	CR-	655.90
23-00299		3268/PARA PLUS TRANSLATIONS, INC.	11-000-216-320- -	SPEECH/OT/PT PROF SER	10/13/22	1 DBRYSONREQ	CR-	496.25
23-00300		3367/LEARNING A-Z	11-190-100-610- -	GENERAL SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	128.00
23-00301		3712/PROGRESSIVE THERAPY OF NJ,	11-000-216-320- -	SPEECH/OT/PT PROF SER	10/13/22	1 DBRYSONREQ	CR-	2,100.00
23-00302		3583/JAY'S LANDSCAPING,LLC	11-000-262-420- -	OPER CONTRACT	10/13/22	1 DBRYSONREQ	CR-	2,010.00
23-00303		2272/CLC LOCKSMITHS LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	10/13/22	1 DBRYSONREQ	CR-	39.00
23-00304		2912/TPAF PENSION PEANLTIES	11-000-291-241- -	EMP BEN OTH RETIRE	10/13/22	1 DBRYSONREQ	CR-	6,629.83
23-00305		2865/CM3 BUILDING SOLUTIONS INC	11-000-261-610- -	MAINT SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	1,020.00
23-00306		3632/RMR SERVICES & REPAIR, LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	10/13/22	1 DBRYSONREQ	CR-	495.50
23-00307		1059/GENERAL CHEMICAL CO.	11-000-261-610- -	MAINT SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	51.44
23-00308		3739/THE BILINGUAL CHILD STUDY TEAM	11-000-216-320- -	SPEECH/OT/PT PROF SER	10/13/22	1 DBRYSONREQ	CR-	2,200.00

# Beverly City Board of Education

## Entered Purchase Order Report By PO Number

va\_po04.102317  
10/13/2022

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00309		3361/NEW JERSEY SCHOOLS	11-000-262-590- -	OPER MISC PURCHASE	10/13/22	1 DBRYSONREQ	CR-	40,754.33
			11-000-291-260- -	WORKERS' COMP.	10/13/22	1 DBRYSONREQ	CR-	19,862.12
Total For 2 Transactions On PO# 23-00309								\$60,616.45
23-00310		3206/ATLANTIC BUSINESS PRODUCTS	11-190-100-610- -	GENERAL SUPPLIES	10/13/22	1 DBRYSONREQ	CR-	202.17

### Report Totals

Current Entered \$78,560.58  
 Prior Entered \$0.00  
 Total Entered \$78,560.58

# Beverly City Board of Education

## 24 Fully Approved Requisitions converted into Entered Purchase Orders.

va\_areq1  
020514  
09/15/2022

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
23-00267	23-00267	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000		1,192.36
23-00268	23-00268	DBRYSONRE Q	B.C.S.S.S.D.	000		54,472.00
23-00269	23-00269	DBRYSONRE Q	B.C.S.S.S.D.	000		54,327.00
23-00270	23-00270	DBRYSONRE Q	GLOUCESTER COUNTY SPECIAL SVC.	000		49,686.52
23-00271	23-00271	DBRYSONRE Q	GLOUCESTER COUNTY SPECIAL SVC.	000		64,080.00
23-00272	23-00272	DBRYSONRE Q	LAKESHORE LEARNING MAT.	000	AMY HORNBECK	39,533.25
23-00273	23-00273	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	AMY HORNBECK	2,354.08
23-00274	23-00274	DBRYSONRE Q	MUSIC TOGETHER, LLC	000	AMY HORNBECK	200.00
23-00275	23-00275	DBRYSONRE Q	E3 MIDLANTIC TECHNOLOGIES GROUP	000	DELAPENA	235.00
23-00276	23-00276	DBRYSONRE Q	GENERAL CHEMICAL CO.	000		1,267.44
23-00277	23-00277	DBRYSONRE Q	GENERAL CHEMICAL CO.	000		1,111.60
23-00278	23-00278	DBRYSONRE Q	POWER EQUIPMENT COMPANY	000		175.00
23-00279	23-00279	DBRYSONRE Q	NJ PRINCIPALS & SUPERVISORS AS	000	KERRI LAWLER	845.00
23-00280	23-00280	DBRYSONRE Q	CMRS-FP	000		1,200.00
23-00281	23-00281	DBRYSONRE Q	THE RICHLAND-KNOWLES AGENCY	000		4,264.00
23-00282	23-00282	DBRYSONRE Q	TILLEY FIRE SOLUTIONS, LLC	000		418.11
23-00283	23-00283	DBRYSONRE Q	NUTRI-SERVE FOOD MGMT	000		325.00
23-00284	23-00284	DBRYSONRE Q	RNB DESIGN, LLC	000		750.00
23-00285	23-00285	DBRYSONRE Q	DELL COMPUTER CORPORATION	000	JACK DOOLEY	1,356.93
23-00286	23-00286	DBRYSONRE Q	CLC LOCKSMITHS LLC	000		285.00
23-00287	23-00287	DBRYSONRE Q	RMR SERVICES & REPAIR, LLC	000		913.14
23-00288	23-00288	DBRYSONRE Q	DE LONG SERVICE COMPANY, INC.	000		930.00
23-00289	23-00289	DBRYSONRE Q	DON J. URIE ASSOCIATES, INC.	000		758.70
23-00290	23-00290	DBRYSONRE Q	CM3 BUILDING SOLUTIONS INC	000		3,058.45

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## Beverly City Board of Education

va\_areq1  
020514  
09/15/2022

# One (1) Fully Approved Requisition converted into an Entered Purchase Order.

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Req#	PO#	Req. by	Vendor	Ship Attention	Total Price
23-00291	23-00291	DBRYSONRE Q	TREASURER, STATE OF NJ DEPT ED	000	58,981.95



## Beverly City Board of Education

va\_req1  
020514  
10/13/2022

# 19 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
23-00292	23-00292	DBRYSONRE Q	STATE OF NJ; DEPT OF LABOR	000		181.50
23-00293	23-00293	DBRYSONRE Q	HENRY SCHEIN INC	000		10.93
23-00294	23-00294	DBRYSONRE Q	CENGAGE LEARNING	000		134.07
23-00295	23-00295	DBRYSONRE Q	EMPOWER RETIREMENT	000		36.75
23-00296	23-00296	DBRYSONRE Q	CNNH, LLC	000		660.00
23-00297	23-00297	DBRYSONRE Q	CDW GOVERNMENT INC.	000	JACK DOOLEY	892.79
23-00298	23-00298	DBRYSONRE Q	CDW GOVERNMENT INC.	000	JACK DOOLEY	655.90
23-00299	23-00299	DBRYSONRE Q	PARA PLUS TRANSLATIONS, INC.	000		486.25
23-00300	23-00300	DBRYSONRE Q	LEARNING A-Z	000	JACK DOOLEY	128.00
23-00301	23-00301	DBRYSONRE Q	PROGRESSIVE THERAPY OF NJ, LLC	000		2,100.00
23-00302	23-00302	DBRYSONRE Q	JAY'S LANDSCAPING,LLC	000		2,010.00
23-00303	23-00303	DBRYSONRE Q	CLC LOCKSMITHS LLC	000		39.00
23-00304	23-00304	DBRYSONRE Q	TPAF PENSION PEANLTIES	000		6,829.83
23-00305	23-00305	DBRYSONRE Q	CM3 BUILDING SOLUTIONS INC	000		1,020.00
23-00306	23-00306	DBRYSONRE Q	RMR SERVICES & REPAIR, LLC	000		495.50
23-00307	23-00307	DBRYSONRE Q	GENERAL CHEMICAL CO.	000		51.44
23-00308	23-00308	DBRYSONRE Q	THE BILINGUAL CHILD STUDY TEAM	000		2,200.00
23-00309	23-00309	DBRYSONRE Q	NEW JERSEY SCHOOLS INSURANCE	000		60,616.45
23-00310	23-00310	DBRYSONRE Q	ATLANTIC BUSINESS PRODUCTS	000		202.17

# Beverly City Board of Education

## Bills And Claims Report By Account Number

for Batch 52 and Check Date is 09/29/2022

ve\_bill1.081021  
09/15/2022

Account #	Description	PO #	Inv #	Vendor # / Name	Check Type * Multi Remit To Check Name	Check Description or	Check#	Check Amount
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**POSTED CHECKS**

11-000-291-270- -	OTHER HEALTH BENEFITS	23-00291		3086 / TREASURER, STATE OF NJ DEPT ED	CF	21-22 TPAF REIMB.	26611	58,981.95
Total for 11-000-291-270- - OTHER HEALTH BENEFITS								\$58,981.95
Total for Posted Checks								\$58,981.95

va\_bill1.081021  
09/15/2022

# Beverly City Board of Education Bills And Claims Report By Account Number for Batch 52 and Check Date is 09/29/2022

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 10/04/2022 at 02:37:50 PM  
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

## Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$58,981.95				\$58,981.95
GRAND	TOTAL	\$58,981.95	\$0.00	\$0.00	\$0.00	\$58,981.95

Chairman Finance Committee

Member Finance Committee

# Beverly City Board of Education Bills And Claims Report By Vendor Name

va\_bill5.102317  
10/13/2022

for Batches 50,51 and Check Date is 10/14/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
ATLANTIC BUSINESS PRODUCTS/ 3206	23-00310	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	396702	26612	202.17
B.C.I.T./ 1952	23-00238	11-000-100-563- / TUITION-CO VOC SCHOOL		CP	OCTOBER 2022	26613	20,124.50
B.C.S.S.D./ 1266	23-00269	11-000-100-565- / TUITION-CSSD & DAY SCHOO		CF	23-0002	26614	54,327.00
	23-00268	11-000-100-565- / TUITION-CSSD & DAY SCHOO		CP	SEPT. 2022 - INV. 23-0141	26614	5,447.20
					Total for B.C.S.S.D./ 1266		\$69,774.20
BAYADA NURSES INC/ 2591	23-00159	11-000-213-300- / HEALTH PURCHASED PROF/ED		CP	17645752 - 907/909	26615	687.50
		11-000-213-300- / HEALTH PURCHASED PROF/ED		CP	17681945	26615	625.00
		11-000-213-300- / HEALTH PURCHASED PROF/ED		CP	17700907	26615	1,275.75
					Total for BAYADA NURSES INC/ 2591		\$2,588.25
BECKER'S SCHOOL SUPPLY/ 3261	23-00042	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	1839188-in	26616	18.47
BEVAN SECURITY SYSTEMS/ 1054	23-00234	11-000-262-420- / OPER CONTRACT SERVICES		CP	00117740	26617	1,000.00
		11-000-262-420- / OPER CONTRACT SERVICES		CF	00117802	26617	259.00
					Total for BEVAN SECURITY SYSTEMS/ 1054		\$1,259.00
BLICK ART MATERIALS/ 2673	23-00224	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	9253515	26618	27.03
BONNIE BRAE/ 3713	23-00235	11-000-100-566- / TUITION-PRIVATE SCHOOL		CP	2022-09-SEPT 2022	26619	8,600.00
CENGAGE LEARNING/ 3654	23-00294	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	78012002	26620	126.00
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	78186223	26620	8.07
					Total for CENGAGE LEARNING/ 3654		\$134.07
CLC LOCKSMITHS LLC/ 2272	23-00286	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	71855	26621	285.00
	23-00303	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	71894	26621	39.00
	23-00258	12-000-400-450- / FACILITIES-CONSTRUCTION		CF	EC71888	26621	5,014.00
					Total for CLC LOCKSMITHS LLC/ 2272		\$5,338.00

# Beverly City Board of Education

## Bills And Claims Report By Vendor Name

va\_bill5.102317  
10/13/2022

for Batches 50,51 and Check Date is 10/14/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
CM3 BUILDING SOLUTIONS INC/ 2865							
	23-00290	20-477-200-600- / CARES SUPPLIES AND MATER		CF	V2172402	26622	3,058.45
CMRS-FP/ 3073							
	23-00280	11-000-230-530- / TELEPHONE POSTAGE		CF	ACT. 600027659	26623	1,200.00
COMCAST CABLEVISION/ 1792							
	23-00076	11-190-100-340- / PURCHASED TECH SVC		CP	8499 05 117 0029668	26624	351.17
		11-190-100-340- / PURCHASED TECH SVC		CP	8499 05 117 0032811	26624	113.17
					<b>Total for COMCAST CABLEVISION/ 1792</b>		<b>\$464.34</b>
CUH EMPLOYEE ASSISTANCE PROGRAM/ 3633							
	23-00241	11-000-230-580-059- / OTHER PURCH SERV (400-50		CF	355822	26625	2,047.50
DAVID B. RUBIN, PC/ 3421							
	23-00122	11-000-230-331- / GEN ADMIN-LEGAL SVC		CP	18408-913/922	26626	105.00
DE LONG SERVICE COMPANY, INC./ 3496							
	23-00288	60-910-310-420- / FOOD SERV EQP REPAIR		CF	39345	26627	930.00
DELL COMPUTER CORPORATION/ 2213							
	23-00285	11-000-251-610- / BUSINESS SUPPLIES		CF	10619659757	26628	1,356.93
DON J. URIE ASSOCIATES, INC./ 3232							
	23-00289	60-910-310-420- / FOOD SERV EQP REPAIR		CF	39503	26629	758.70
EMPOWER RETIREMENT SERVICES-DCRP/ 3738							
	23-00295	11-000-291-290-A / OTHER RETIREMENT - DCRP		CF	OTHER RETIREMENT - DCRP	26630	36.75
FILEBANK INC./ 2887							
	23-00079	11-000-251-340- / BUS OFF PURCH TECH SERV		CP	NOVEMBER 2022	26631	115.02
FP MAILING SOLUTIONS/ 3072							
	23-00086	11-000-230-530- / TELEPHONE POSTAGE		CP	RI105499218- 1003/1/2/2023	26632	86.85
GARFIELD PARK ACADEMY INC/ 2361							
	23-00170	20-250-100-500- / IDEA TUITION		CP	NOV 2022	26633	6,383.81
		20-250-100-500- / IDEA TUITION		CP	NOV 2022 AIDE	26633	2,831.00
					<b>Total for GARFIELD PARK ACADEMY INC/ 2361</b>		<b>\$9,214.81</b>
GENERAL CHEMICAL CO./ 1059							
	23-00307	11-000-261-610- / MAINT SUPPLIES		CF	320881	26634	51.44
	23-00276	11-000-261-610- / MAINT SUPPLIES		CF	320932	26634	1,267.44

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 10/13/2022 at 01:20:07 PM

# Beverly City Board of Education Bills And Claims Report By Vendor Name

ve\_bill# 102317  
10/13/2022

for Batches 50,51 and Check Date is 10/14/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
	23-00277	11-000-261-610- / MAINT SUPPLIES		CF	320970	26634	864.38
Total for GENERAL CHEMICAL CO./ 1059							\$2,183.26
<b>GENESIS STUDENT ATTENDANCE/ 2897</b>							
	23-00215	11-000-230-340- / GEN ADMIN PURCH PRF/TECH		CF	22-501	26635	700.00
<b>GLOUCESTER COUNTY SPECIAL SVC./ 1914</b>							
	23-00169	11-000-100-565- / TUITION-CSSD & DAY SCHOO		CF	3V0207	26636	4,590.00
	23-00271	11-000-100-565- / TUITION-CSSD & DAY SCHOO		CP	3V0497-SEPT 22-OUT OF CTY FEE	26636	324.00
	23-00270	11-000-270-515- / TRANS SP ED JOINT AGREE		CP	AUG 2022 - 3V0142	26636	2,114.32
Total for GLOUCESTER COUNTY SPECIAL SVC./ 1914							\$7,028.32
<b>GOPHER SPORT/ 1405</b>							
	23-00190	11-402-100-610- / ATHLETICS SUPPLIES		CF	in222427	26637	235.19
<b>GOTTLIEB, JODI/ 3203</b>							
	23-00176	20-490-200-100- / ESSER III BEYOND SALARY		CP	912/930-15 DAYS	26638	12,000.00
<b>GST TRANSPORT, CORP/ 2738</b>							
	23-00237	11-000-270-511- / TRANS CONT SVS REG		CP	OCTOBER 2022	26639	3,360.78
<b>HEALTH RESERVES, LLC./ 3676</b>							
	23-00077	11-000-216-320- / SPEECH/OT/PT PROF SER		CP	908/929	26640	4,271.25
<b>HENRY SCHEIN INC/ 2986</b>							
	23-00293	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	82020734	26641	10.93
<b>HORIZON DENTAL OPTION PLAN/ 2999</b>							
	23-00125	11-000-291-270- / OTHER HEALTH BENEFITS		CP	300207289-OCT 2022	26642	3,760.09
<b>INSPIRING YOUNG LEARNERS, LLC/ 3737</b>							
	23-00257	11-213-100-610- / GENERAL SUPPLIES-RR		CF	9A69A3DA-001	26643	219.70
<b>JONES, AMIE/ 3596</b>							
	23-00177	20-280-100-100- / T-4 SALARIES		CP	9/23/2022	26644	576.00
		20-280-100-100- / T-4 SALARIES		CP	9/30/2022	26644	576.00
Total for JONES, AMIE/ 3596							\$1,152.00
<b>KEYSTONE ENGINEERING GROUP, INC./ 3726</b>							
	23-00262	12-000-400-450- / FACILITIES-CONSTRUCTION		CF	2201605	26645	9,300.00
<b>LEXISNEXIS RISK SOLUTIONS FL INC./ 3573</b>							
	23-00078	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	OCTOBER 2022	26646	92.89
<b>LOWE'S/ 3138</b>							

# Beverly City Board of Education Bills And Claims Report By Vendor Name

va\_bill5.102317  
10/13/2022

for Batches 50,51 and Check Date is 10/14/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
MIDDLESEX LAMINATING/ 3462	23-00082	11-000-261-610- / MAINT SUPPLIES		CP	901163	26647	965.40
		11-000-261-610- / MAINT SUPPLIES		CP	901213	26647	108.89
		11-000-261-610- / MAINT SUPPLIES		CP	914104	26647	48.03
		11-000-261-610- / MAINT SUPPLIES		CP	916936 / 902081 CREDIT (147.28)	26647	26.52
		<b>Total for LOWE'S/ 3138</b>					<b>\$1,148.84</b>
MUSIC TOGETHER, LLC/ 3706	23-00274	20-218-100-321- / PRE-K PURCHASED PROFESSI		CF	SI183494	26649	200.00
NATIONAL ART & SCHOOL SUPPLIES/ 3306	23-00225	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	25619	26650	15.96
NETWORK SUPPORT LLC/ 2672	23-00084	11-190-100-340- / PURCHASED TECH SVC		CP	2062	26651	455.00
		11-190-100-340- / PURCHASED TECH SVC		CP	2063	26651	1,113.00
		11-190-100-340- / PURCHASED TECH SVC		CP	2064	26651	954.00
		11-190-100-340- / PURCHASED TECH SVC		CP	2065	26651	227.50
		11-190-100-340- / PURCHASED TECH SVC		CP	2066	26651	795.00
		11-190-100-340- / PURCHASED TECH SVC		CP	2067	26651	795.00
		11-190-100-340- / PURCHASED TECH SVC		CP	2068	26651	617.50
		<b>Total for Network Support LLC/ 2672</b>					<b>\$4,957.00</b>
NEW JERSEY SCHOOLS INSURANCE GROUP/ 3361	23-00309	11-000-262-590- / OPER MISC PURCHASE		CF	CON-0000031970	26652	40,754.33
		11-000-291-260- / WORKERS' COMP.		CF	CON-0000031970	26652	19,862.12
		<b>Total for NEW JERSEY SCHOOLS INSURANCE GROUP/ 3361</b>					<b>\$60,616.45</b>
NJ AMERICAN WATER CO./ 1140	23-00121	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	09/26/2022	26653	273.24
NJ PRINCIPALS & SUPERVISORS AS/ 1869	23-00279	11-000-230-895- / BOE MEMBERSHIP/DUES/FEES		CF	ID-50708	26654	845.00
NUTRI-SERVE FOOD MGMT/ 2821	23-00283	60-910-310-500- / FOOD SERVICE COSTS		CF	9/8/2022	26655	325.00

# Beverly City Board of Education Bills And Claims Report By Vendor Name

va\_bill5.102317  
10/13/2022

for Batches 50,51 and Check Date is 10/14/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
PALMYRA BOARD OF EDUCATION/ 1249	23-00240	60-910-310-500- / FOOD SERVICE COSTS		CP	930091722	26655	5,416.37
		60-910-310-500- / FOOD SERVICE COSTS		CP	930092422	26655	4,507.15
		60-910-310-500- / FOOD SERVICE COSTS		CP	930100122	26655	5,761.71
					<b>Total for NUTRI-SERVE FOOD MGMT/ 2821</b>		<b>\$16,010.23</b>
PALMYRA BOARD OF EDUCATION/ 1249	23-00203	11-000-100-561- / TUITION-LEA REGULAR		CP	OCTOBER 2022	26656	107,812.00
		11-000-100-562- / TUITION-LEA SPECIAL EDUC		CP	OCTOBER 2022	26656	33,693.70
					<b>Total for PALMYRA BOARD OF EDUCATION/ 1249</b>		<b>\$141,505.70</b>
POWER EQUIPMENT COMPANY/ 1931				CF	61350	26657	175.00
PROGRESSIVE THERAPY OF NJ, LLC/ 3712	23-00278	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	211679 - 713/727	26658	2,100.00
PRUDENTIAL INS. CO. - NJEA/ 2395	23-00301	11-000-216-320- / SPEECH/OT/PT PROF SER		CP	0021805747-NOV 2022	26659	102.19
PSE & G/ 1141	23-00264	11-000-291-270- / OTHER HEALTH BENEFITS		CP	9/27/22 - ELECTRICIT	26660	5,169.22
	23-00085	11-000-262-622- / OPER ENERGY - GAS		CP	9/27/22- GAS	26660	307.39
					<b>Total for PSE &amp; G/ 1141</b>		<b>\$5,476.61</b>
RIVELL, LLC/ 3715	23-00083	11-190-100-500- / OTHER PURCHASED SVC		CP	OCTOBER 2022	26661	780.89
RMR SERVICES & REPAIR, LLC/ 3632	23-00287	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	19589	26662	913.14
	23-00306	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	19599	26662	495.50
					<b>Total for RMR SERVICES &amp; REPAIR, LLC/ 3632</b>		<b>\$1,408.64</b>
RNB DESIGN, LLC/ 3463	23-00284	11-190-100-340- / PURCHASED TECH SVC		CF	9481	26663	750.00
SAVVASLEARNING COMPANY,LLC/ 3656	23-00232	11-190-100-640- / TEXTBOOKS INSTRUCTION		CF	4026837910	26664	520.80
SCHOOL HEALTH CORP/ 1795	23-00212	11-000-213-610- / HEALTH SUPPLIES		CP	4106027-00	26665	644.15
		11-000-213-610- / HEALTH SUPPLIES		CP	4106027-01	26665	35.20



# Beverly City Board of Education Bills And Claims Report By Vendor Name

va\_bill5.102317  
10/13/2022

for Batches 50,51 and Check Date is 10/14/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
SCHOOL OUTFITTERS/ 3147		11-000-213-610- / HEALTH SUPPLIES		CP	4106027-02	26665	19.55
	23-00248	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	inv13872344	26666	124.40
<b>SCHOOL SPECIALTY, LLC./ 1752</b>							<b>\$698.90</b>
	23-00208	11-000-219-610- / CST SUPPLIES		CP	208130750314	26667	1,342.76
	23-00214	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130819704	26667	1,187.80
	23-00246	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	208130943788	26667	280.76
	23-00029	11-000-230-610- / GEN ADMIN-SUPPLIES		CP	208130946348	26667	27.65
	23-00025	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130946759	26667	2.63
	23-00008	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130946766	26667	3.64
	23-00027	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130951936	26667	5.34
	23-00024	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130952257	26667	1.62
	23-00028	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130952319	26667	0.81
	23-00004	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130994325	26667	1.68
	23-00213	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131059237	26667	3,361.30
	23-00220	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131066075	26667	97.54
	23-00208	11-000-219-610- / CST SUPPLIES		CP	208131081311	26667	359.96
	23-00188	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131106624	26667	587.83
	23-00028	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208131106690	26667	14.26
	23-00002	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131106922	26667	14.26
	23-00014	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131107064	26667	4.55
	23-00004	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131107066	26667	14.26
	23-00016	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131107232	26667	14.26
	23-00189	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131130064	26667	879.39
	23-00217	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	308104122538	26667	6.01
	23-00267	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	308104124676	26667	1,192.36
<b>SHI INTERNATIONAL CORP./ 3563</b>							<b>\$9,400.67</b>
	23-00165	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	B15788250	26668	5,414.60
	23-00058	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	B15808060	26668	1,192.42
	23-00057	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	B15811564	26668	1,006.25

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va\_bill5.102317  
10/13/2022

for Batches 50,51 and Check Date is 10/14/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
SIMONE, CATHERINE/ 3576	23-00252	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	B15829613	26668	2,628.85
	23-00199	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	B15903025	26668	387.83
					<b>Total for SHI INTERNATIONAL CORP./ 3563</b>		<b>\$10,629.95</b>
SPOTIFY USA, INC./ 3527	23-00178	20-488-200-300- / ESSER III ACCEL LEARN PU		CP	9/15/2022	26669	1,000.00
		20-488-200-300- / ESSER III ACCEL LEARN PU		CP	9/16/2022	26669	1,000.00
		20-488-200-300- / ESSER III ACCEL LEARN PU		CP	9/19/2022	26669	1,000.00
		20-488-200-300- / ESSER III ACCEL LEARN PU		CP	9/20/2022	26669	1,000.00
		20-488-200-300- / ESSER III ACCEL LEARN PU		CP	9/21/2022	26669	1,000.00
						<b>Total for SIMONE, CATHERINE/ 3576</b>	
STAPLES ADVANTAGE/ 2984	23-00155	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	ST4E6789-5646	26670	249.00
STATE OF NJ HEALTH BENEFITS PR/ 2394	23-00223	11-000-213-610- / HEALTH SUPPLIES		CP	3518346533	26671	65.34
	23-00202	11-000-291-270- / OTHER HEALTH BENEFITS		HP	OCTOBER 2022	102022	64,500.05
		20-218-200-200- / PSEA EMP BENEFITS		HP	OCTOBER 2022	102022	10,930.00
					<b>Total for STATE OF NJ HEALTH BENEFITS PR/ 2394</b>		<b>\$75,430.05</b>
STATE OF NJ; DEPT OF LABOR/ 2314	23-00292	11-000-291-241- / EMP BEN OTH RETIRE		CF	12/2021	26672	181.50
STEVE WEISS MUSIC/ 3473	23-00154	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	inv1144370.2	26673	39.99
THE BILINGUAL CHILD STUDY TEAM/ 3739	23-00308	11-000-216-320- / SPEECH/OT/PT PROF SER		CF	109811	26674	2,200.00
THE RICHLAND-KNOWLES AGENCY/ 3424	23-00281	11-000-262-590- / OPER MISC PURCHASE		CP	1858	26675	1,066.00
		11-000-262-590- / OPER MISC PURCHASE		CP	1859	26675	1,066.00
					<b>Total for THE RICHLAND-KNOWLES AGENCY/ 3424</b>		<b>\$2,132.00</b>
TILLEY FIRE SOLUTIONS, LLC/ 2940	23-00282	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	990013439	26676	418.11
TPAF PENSION PEANLTIES/ 2912							

# Beverly City Board of Education Bills And Claims Report By Vendor Name

va\_bill5.102317  
10/13/2022

for Batches 50,51 and Check Date is 10/14/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
UNITED SUPPLY CORP./ 3653	23-00304	11-000-291-241- / EMP BEN OTH RETIRE		CF	115807	26677	6,629.83
VERIZON/ 1139	23-00045	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	600671	26678	47.42
VESPE, FRANK/ 3731	23-00123	11-190-100-500- / OTHER PURCHASED SVC		CP	9/27/2022	26679	142.92
W.B. MASON CO. INC./ 2842	23-00179	20-491-200-100- / ESSER III MENTAL		CP	October 2022	26680	8,850.10
WASTE MANAGEMENT OF NJ/ 1169	23-00227	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	233129258	26681	9.54
WATERLOGIC EAST, INC./ 3453	23-00124	11-000-262-420- / OPER CONTRACT SERVICES		CP	3084883-0502-7	26682	812.25
WESTERN PEST SERVICES/ 2521	23-00087	11-000-262-441- / OPER RENTALS		CP	1774151 10/1/22-12/31/22	26683	156.21
WOODBURN PRESS/ 3735	23-00080	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	OCTOBER 2022	26684	198.50
XEROX CORPORATION/ 3443	23-00216	11-190-100-640- / TEXTBOOKS INSTRUCTION		CF	24550	26685	353.98
	23-00110	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	017191851	26686	556.10
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	SEPT 2022	26686	138.24
					<b>Total for XEROX CORPORATION/ 3443</b>		<b>\$694.34</b>
XTEL COMMUNICATIONS/ 2813	23-00081	11-190-100-500- / OTHER PURCHASED SVC		CP	10000013454	26687	1,898.51
					<b>Total for Posted Checks</b>		<b>\$525,164.51</b>

# Beverly City Board of Education Bills And Claims Report By Vendor Name

va\_bill5.102317  
10/13/2022

for Batches 50,51 and Check Date is 10/14/2022

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.* Run on 10/13/2022 at 01:20:08 PM

## Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$378,246.17		\$64,500.05		\$442,746.22
10	12	\$14,314.00				\$14,314.00
Fund 10	TOTAL	\$392,560.17		\$64,500.05		\$457,060.22
20	20	\$39,475.36		\$10,930.00		\$50,405.36
60	60	\$17,698.93				\$17,698.93
GRAND	TOTAL	\$449,734.46	\$0.00	\$75,430.05	\$0.00	\$525,164.51

Chairman Finance Committee

Member Finance Committee

# Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
1-000-211-105- -	909152022	09/15/2022	1,667.37	ATTEND SVCS- CLER SAL
1-000-213-104- -	909152022	09/15/2022	4,021.30	HEALTH SVC SALARIES
1-000-213-105- -	909152022	09/15/2022	539.92	HEALTH SVCS- CLER SAL
1-000-216-100- -	909152022	09/15/2022	3,524.90	SPEECH TEACHER SALARY
1-000-218-105- -	909152022	09/15/2022	674.70	GUID SECY/CLER SALARIES
1-000-219-104- -	909152022	09/15/2022	8,424.86	CST SALARIES
1-000-219-105- -	909152022	09/15/2022	1,079.82	CST SECY/CLER SALARIES
1-000-221-102- -	909152022	09/15/2022	8,333.00	CURR/INSTR SALARIES
1-000-221-104- -	909152022	09/15/2022	329.53	CURR/INSTR PROF SALARIES
1-000-221-105- -	909152022	09/15/2022	102.63	CURR/INSTR SECY/CLER SAL
1-000-221-110- -	909152022	09/15/2022	248.60	CI OTHER SALARIES
1-000-230-100- -	909152022	09/15/2022	6,013.25	GEN ADMIN SPRINTEND SAL
1-000-230-104- -	909152022	09/15/2022	206.29	TREASURER SALARIES
1-000-230-105- -	909152022	09/15/2022	981.38	GENERAL ADMIN- CLER SAL
1-000-240-105- -	909152022	09/15/2022	1,090.56	SCH ADMIN SEC/CLER SAL
1-000-251-104- -	909152022	09/15/2022	3,711.41	BUSINESS ADMIN SALARIES
1-000-251-105- -	909152022	09/15/2022	1,043.04	BUS ADMIN/SECY SALARIES
1-000-262-110- -	909152022	09/15/2022	2,310.18	OPER/CUST SALARIES
1-000-262-110-OT -	909152022	09/15/2022	3,211.25	OPER/CUSTODIAL OT
1-000-266-100- -	909152022	09/15/2022	2,329.85	UE S SALS OF SEC G & INV
1-000-270-161- -	909152022	09/15/2022	1,308.93	SAL. FOR PUPIL TRANS(BET
1-000-270-162- -	909152022	09/15/2022	1,058.83	SAL. FOR PUPIL TRANS(BET
1-110-100-101- -	909152022	09/15/2022	3,602.96	KNDG TEACHER SALARIES
1-120-100-101- -	909152022	09/15/2022	27,928.55	GR. 1-5 TEACHER SALARIES
1-130-100-101- -	909152022	09/15/2022	21,669.41	GR. 6-8 TEACHER SALARIES
1-190-100-106- -	909152022	09/15/2022	2,287.20	OTHER SALARIES-INSTR
1-204-100-101- -	909152022	09/15/2022	7,435.70	LLD TEACHER SALARIES
1-213-100-101- -	909152022	09/15/2022	9,326.45	RR TEACHER SALARIES
1-230-100-101- -	909152022	09/15/2022	7,455.53	BSC SKILLS TEACHER SALAR
1-240-100-101- -	909152022	09/15/2022	2,555.00	BILINGUAL TEACHER SALARI
!0-218-100-101- -	909152022	09/15/2022	13,074.50	PSEA TEACHER SAL
!0-218-100-106- -	909152022	09/15/2022	1,380.00	PSEA AIDES SAL
!0-218-200-102- -	909152022	09/15/2022	1,462.67	PSEA SUPERV SAL
!0-218-200-103- -	909152022	09/15/2022	1,581.57	PRE-K SALARIES OF SUPERV
!0-218-200-104- -	909152022	09/15/2022	565.00	PSEA OTHER PROF SAL
!0-218-200-105- -	909152022	09/15/2022	930.15	PRE-K SALARIES OF SECR A
!0-218-200-110- -	909152022	09/15/2022	1,709.69	OTHER SALARIES
!0-218-200-173- -	909152022	09/15/2022	610.79	PEA SS CMTY PARENT INV S
!0-218-200-176- -	909152022	09/15/2022	4,673.35	PEA SS MASTER TEACHERS
!0-231-100-101- -	909152022	09/15/2022	5,190.70	TITLE I TEACHER SALARIES
!0-487-100-100- -	909152022	09/15/2022	11,749.35	ARP-ESSER SALARY
<b>Total # of Payments</b>	<b>41.00</b>	<b>Total Check Amount</b>	<b>177,400.17</b>	

# Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	909302022	09/30/2022	1,667.37	ATTEND SVCS- CLER SAL
11-000-213-104- -	909302022	09/30/2022	4,515.13	HEALTH SVC SALARIES
11-000-213-105- -	909302022	09/30/2022	539.92	HEALTH SVCS- CLER SAL
11-000-216-100- -	909302022	09/30/2022	3,524.90	SPEECH TEACHER SALARY
11-000-217-106- -	909302022	09/30/2022	902.87	EXTRAORD PARA SAL
11-000-218-105- -	909302022	09/30/2022	674.70	GUID SECY/CLER SALARIES
11-000-219-104- -	909302022	09/30/2022	8,424.86	CST SALARIES
11-000-219-105- -	909302022	09/30/2022	1,079.82	CST SECY/CLER SALARIES
11-000-221-102- -	909302022	09/30/2022	8,333.00	CURR/INSTR SALARIES
11-000-221-104- -	909302022	09/30/2022	329.53	CURR/INSTR PROF SALARIES
11-000-221-105- -	909302022	09/30/2022	102.63	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	909302022	09/30/2022	248.60	CI OTHER SALARIES
11-000-230-100- -	909302022	09/30/2022	6,013.25	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	909302022	09/30/2022	206.29	TREASURER SALARIES
11-000-230-105- -	909302022	09/30/2022	981.38	GENERAL ADMIN- CLER SAL
11-000-240-105- -	909302022	09/30/2022	1,090.56	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	909302022	09/30/2022	3,711.41	BUSINESS ADMIN SALARIES
11-000-251-105- -	909302022	09/30/2022	1,043.04	BUS ADMIN/SECY SALARIES
11-000-262-110- -	909302022	09/30/2022	2,836.67	OPER/CUST SALARIES
11-000-262-110-OT -	909302022	09/30/2022	2,480.13	OPER/CUSTODIAL OT
11-000-266-100- -	909302022	09/30/2022	2,329.85	UE S SALS OF SEC G & INV
11-000-270-161- -	909302022	09/30/2022	1,438.38	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	909302022	09/30/2022	1,058.83	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	909302022	09/30/2022	3,502.96	KNDG TEACHER SALARIES
11-120-100-101- -	909302022	09/30/2022	31,924.60	GR. 1-5 TEACHER SALARIES
11-130-100-101- -	909302022	09/30/2022	21,769.41	GR. 6-8 TEACHER SALARIES
11-190-100-106- -	909302022	09/30/2022	12,708.23	OTHER SALARIES-INSTR
11-204-100-101- -	909302022	09/30/2022	7,435.70	LLD TEACHER SALARIES
11-204-100-106- -	909302022	09/30/2022	2,922.10	LLD PARA SALARY
11-213-100-101- -	909302022	09/30/2022	9,276.45	RR TEACHER SALARIES
11-230-100-101- -	909302022	09/30/2022	4,036.49	BSC SKILLS TEACHER SALAR
11-240-100-101- -	909302022	09/30/2022	2,555.00	BILINGUAL TEACHER SALARI
20-218-100-101- -	909302022	09/30/2022	13,074.50	PSEA TEACHER SAL
20-218-100-106- -	909302022	09/30/2022	1,820.15	PSEA AIDES SAL
20-218-200-102- -	909302022	09/30/2022	1,462.67	PSEA SUPERV SAL
20-218-200-103- -	909302022	09/30/2022	1,581.57	PRE-K SALARIES OF SUPERV
20-218-200-104- -	909302022	09/30/2022	565.00	PSEA OTHER PROF SAL
20-218-200-105- -	909302022	09/30/2022	930.15	PRE-K SALARIES OF SECR A
20-218-200-110- -	909302022	09/30/2022	1,709.69	OTHER SALARIES
20-218-200-173- -	909302022	09/30/2022	610.79	PEA SS CMTY PARENT INV S
20-218-200-176- -	909302022	09/30/2022	4,473.35	PEA SS MASTER TEACHERS
20-231-100-101- -	909302022	09/30/2022	4,013.69	TITLE I TEACHER SALARIES
20-487-100-100- -	909302022	09/30/2022	11,749.35	ARP-ESSER SALARY
<b>Total # of Payments</b>	43.00	<b>Total Check Amount</b>	191,654.97	

Beverly City Board of Education (05-0380) Comprehensive Maintenance Plan	
Actual 2021-2022	Budget 20202-2023
\$100,000	\$150,000
Localized repairs	Localized repairs
Landscaping	Landscaping
Paint walls as necessary	Paint walls as necessary
Cafeteria alterations	Cafeteria alterations
Filter changes	Filter changes
Upgrade of wiring	Upgrade of wiring
Clock and Intercom repairs	Clock and Intercom repairs
Plumbing	Plumbing
Electrical	Electrical
Replace damaged ceiling tiles	Replace damaged ceiling tiles
AC upgrades	AC upgrades
	Classrom renovations
	Fencing
	Asphalt Repairs

D)
Anticipated 2023-2024
\$150,000
Localized repairs
Landscaping
Paint walls as necessary
Cafeteria alterations
Filter changes
Upgrade of wiring
Clock and Intercom repairs
Plumbing
Electrical
Replace damaged ceiling tiles
AC upgrades
Classrom renovations
Fencing
Asphalt Repairs







				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>District Total</b>			38,112	\$ 5,450,016
<b>Min. Required amount for FY</b>	<b>22-23</b>			
<b>Anticipated Budget amount for FY</b>	<b>22-23</b>			

Prepared by:

**District School Business Administrator**

**Max. Maintenance Reserve Am**

**Current District Maintenance R**

*Print* **Brian F. Savage,**

*Sign*

\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 791,471		
	\$ 10,900	
		\$ 120,000

Amount (4% of column D)  
Reserve Amount

\$ 218,001
\$ 218,000

Ed.D.  
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Date 10/21/2022

District Name			Beverly		Det
A	B	C	F	G	
			Actual Expenditures	Actual Expenditures	
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 13-14	FY 14-15	
Beverly City School	000	38,112	\$ 70,171	\$ 66,131	
0	000	0			
0	000	0			
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<b>District Total</b>		<b>38,112</b>	<b>\$ 70,171</b>	<b>\$ 66,131</b>	

illed Actual Expenditures by Year by Building Worksheet

District Number

Actual Expenditure by Building					
H	I	J	K	L	M
Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures
FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
\$ 69,084	\$ 68,733	\$ 89,143	\$ 73,577	\$ 49,757	\$ 84,875
\$ 69,084	\$ 68,733	\$ 89,143	\$ 73,577	\$ 49,757	\$ 84,875

		05-0381
N	O	
Actual Expenditures	Budgeted Amount	
FY 21-22	FY 22-23	Total
\$ 100,000	\$ 120,000	\$ 791,471
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\$ 100,000	\$ 120,000	\$ 791,471





## Health and Safety Evaluation Of School Buildings Checklist 2022-2023

County: Burlington District Occupying Building: Beverly City

(check one) Leased  Owned  School Building Name: Beverly City School

Completed By: Brian F. Savage, Ed.D. Date: October 6, 2022

- This form shall be used for the evaluation of school buildings (pursuant to 6A:26-6.1 and 6A:26-8.1) Traditional Public School Districts (owned or leased), Private Schools for the Disabled, Charter Schools, Renaissance School Projects and any other setting used for instruction.
- This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, OSHA, NFPA.
- The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Facility Checklist Instructions and Guidance" document for additional detailed information.
- The items denoted with 6A:26-8.1 cover all buildings but are also in the Temporary Facilities Code.

### Section A: 100% Items

(this section must have full compliance with items)

100% Compliance				
Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location. (or current abatement inspection is available)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current 6-month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Current boiler inspection certificate(s) posted at site of boiler.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (N.J.A.C 58:12A-1) (6A:26-12.4) Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



<b>Current Licenses And Certificates #1 to #10</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
8. One fire drill and <i>one</i> school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]18A:41-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. District has defibrillators identified with appropriate signage and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law 18A:40-41a-41c ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Exits/Exterior #11 to #12</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation location</b>
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. All exterior exits are in good condition, locked from outside access; readily accessible and free of obstructions for use in an emergency; including: <ul style="list-style-type: none"> <li>a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open.</li> <li>b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Interior #13 to #21</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Instructional areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (d.1.i.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (d.1.i.3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required DOE approvals in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior #13 to #21	Yes	No	N/A	Violation Location
<p><b>20.</b> Dangerous chemicals (i.e., liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; <b>not</b> in boiler room/hazardous areas).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>21.</b> Carbon Monoxide Detectors Must be in the vicinity of <b>all</b> fuel burning appliances.</p> <ul style="list-style-type: none"> <li>• Gas and oil heating systems: Boilers, Furnaces, central and unitary equipment.</li> <li>• Generators: portable and permanent.</li> <li>• Natural gas and propane appliances: Water heaters, ranges, stoves, ovens, laundry washers and dryers</li> <li>• Fireplaces</li> <li>• Required in hallways connected to space with the source</li> </ul> <p>NJAC 5:70-4.3(a), NJAC 5:70-4.9(d) and NJAC 5:70-4.19 (d)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p><b>22.</b> Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable:</p> <ol style="list-style-type: none"> <li>a. Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts.</li> <li>b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery.</li> <li>c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.</li> <li>d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>23.</b> At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>24.</b> Adequate eye and body protection is provided, including:</p> <ol style="list-style-type: none"> <li>a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation.</li> <li>b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used.</li> <li>c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (NJAC 6A:12.5)</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p>25. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> <li>a. For science activities (i.e.: via fume hoods)</li> <li>b. For welding operations</li> <li>c. For paint spraying operations: <ul style="list-style-type: none"> <li>1 Auto: should have separate exhaust system.</li> <li>2 Art: proper ventilation for spray/ paint with fumes</li> </ul> </li> <li>d. Art: Safe designated space/room for kilns with proper ventilation</li> <li>e. For dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
<b>100% Items Total</b>	20	0	5	

Space for Notes:

## Section B: 80% Items

(Must be compliant with 80% of these items to pass along with corrective action on the non-compliant items)

80% Compliance				
Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
<p>1. No evidence of major exterior building structural damage. Example(s) would include:</p> <p>a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking.</p> <p>b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>2. All exterior receptacles are GFI protected in accordance with code.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards or traffic conditions. 6A:26-8.1(1.ix)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>4. Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular (annual and/or monthly) inspections.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
<p>5. All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (d.1.i.4)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>7. Doors leading to interior courtyards are clearly marked: "Not an Exit."</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (d.1.i.6).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
<p><b>11.</b> Electric outlets and/or wiring appear appropriate, including:</p> <ul style="list-style-type: none"> <li>a. GFI protection for receptacle(s) within 6 ft of water in accordance with code.</li> <li>b. Electrical extension cords and surge protectors used appropriately, with extension cords only used for temporary need(s).</li> <li>c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in N.J.A.C. 6A:26-6.3 6A:26-8.1(1.vii.2).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>12.</b> Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. (6A:26-12.3 &amp; 6A:26-6.3(b))</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>13.</b> Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in N.J.A.C. 6A:26-6.3 and the UCC. 6A:26-8.1 (1.iii).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>14.</b> Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(1.vi) &amp; 6A:6.3(g)(1))</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>15.</b> Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1) Dangerous touch points in educational spaces should be covered such as hot pipes, radiators(see end of checklist copied from guidance document).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>16.</b> A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>17.</b> Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites. 6A:26-8.1 (ii)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>18.</b> Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>19.</b> Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and / or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. 6A:26-8.1</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
<p><b>20.</b> Supplies and materials are neatly and appropriately stored:</p> <ul style="list-style-type: none"> <li>a. Storage racks/shelving over 6 feet in height are properly secured from tipping.</li> <li>b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors.</li> <li>c. Storage is organized to allow safe access through space.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>21.</b> Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e.: doors, handles and locks are operable. 6A:26-8.1 (i7)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>22.</b> Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with N.J.A.C. 5:23-7; 6A:26-8.1(v).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>23.</b> Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away, and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>24.</b> Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms &amp; cafeteria are stored separately.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>25.</b> Non-instructional areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>26.</b> Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; NJAC 6A:26-8.1(vii)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
<p><b>27.</b> Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>28.</b> Required space is available for the safe operation of machinery.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>29.</b> Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>30.</b> Floor(s) and aisles in all shops are free of slipping and tripping hazards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>31.</b> Eye Hazard Area- Wear Your Eye Protection" signs are posted.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p><b>32.</b> The following additional safety measures are in place if welding operations are on-going:</p> <ul style="list-style-type: none"> <li>a. Welding curtains are provided and are painted with a finish of low reflectivity.</li> <li>b. Personal protective equipment (goggles, aprons, etc.) are provided.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>80% Items Total</b>	26	0	8	

Space for Notes:

## Details from Guidance Document

Since items 12, 16 & 17 from the 100% section and item 15 from the 80% section are the most egregious, the details below are re-posted from the Guidance Document for quick reference and emphasis.

### 80% Compliance Section

#### Item #15

**Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms.**

(Requirements noted below are extracted into NFPA 1 from NFPA 101, Life Safety Code)

The question encompasses elements of the Uniform Fire Code NJAC 5:70-3.1(a)8, 807.1.2, [NFPA 1](#) and 101 as well as health and safety violations not referenced elsewhere on the checklist, including:

- Educational occupancies, defined in [NFPA 1, Fire Code](#), as "an occupancy used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week" include preschools, elementary schools, high schools, and the like.
- One area that educational occupancies must pay close attention to is furnishings, decorations, and interior finish. NFPA 1 provides the following requirements with respect to these materials:
  - Draperies, curtains, and other similar loosely hanging furnishings and decorations have to meet specific performance criteria from [NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films](#).
  - Clothing and other personal supplies cannot be stored in the corridors unless the corridor is sprinklered, has a smoke detection system, or where the supplies are stored in metal lockers that do not interfere with the egress width. Clothing hung on hooks along corridor walls or on racks in school lobbies greatly increases the combustible load and will generally allow flame to spread quickly.
  - Artwork and teaching materials can be attached to the walls but cannot exceed 20% of the wall area in a non-sprinklered building and cannot exceed 50% of the wall area if the building is fully sprinklered. Because the combustibility of the artwork cannot be effectively controlled, the quantity, in terms of the percentage of wall area covered, is regulated to avoid creating a continuous combustible surface that will spread flame across the room. It may be advantageous not only to limit the quantity of artwork displayed but also to avoid placing such materials near a room's exit access doors. Materials/decorations should not be hanging from ballasts.
  - Stoves, microwaves, toasters, hotplates, coffeemakers, refrigerators, portable fans or any other unauthorized equipment or personal furniture in classrooms. The use of such equipment, **if warranted**:
    - (1) should only be by Board or CSA approval and
    - (2) should be used in an appropriately safe manner. Uniform Fire Code NJAC 5:70-3, 104.3
  - Ceiling fans are required to have metal guards and 8 feet clearance under NJAC 6A:26-6.3(e)5 unless installation was prior to August 1991 the effective date of the code. Code requires guards on all fans and other moving electrical devices. PEOSHA requires such devices on anything placed eight (8) feet or lower.
  - Dangerous touch points in educational spaces should be covered such as hot pipes, radiators.



## 100% Compliance Section

### Item #12:

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All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: (new point added)

NFPA 101 permits exterior exit doors (those that lead directly to the outside) to be locked from the outside to control who can enter the building. From the inside, those same doors need to allow people to leave during emergencies. All occupants must be able to exit the building without needing a key, tool, or special knowledge or effort to open the door. For security issues, these exterior doors shall not be propped open. ([NFPA Fact Sheet: School Safety and Security](#))

### Item 16

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Doors on any occupied space are free of dead bolts or slide bolts and permit exiting without need of a key or special knowledge (i.e., password or combination code).

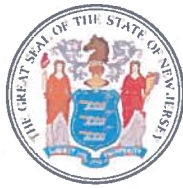
- [29 CFR 1910.36\(d\), 1910.37\(b\)\(4\)](#) and Uniform Fire Code NJAC 5:70-3.1(a)10, 1008.1.8.4
- Exit and classroom doors must be maintained so as to provide free and unobstructed exit during school hours. Doors must be unlocked such that the door can be opened from the inside at all times without keys, tools, or special knowledge. No locks, chains or fastenings to prevent free escape from the inside are permitted.
- The BOCA code states that means of egress doors shall not be locked. Chains and orange locking devices do not need to be removed from the doors when the building is occupied if they are not securing the door.
- Corridor doors are not allowed to be propped open by any means, i.e. kick-stops, chocks, chairs, ropes, etc. except if held open with a magnetic hold open, tied into the fire alarm.
- Door wedges or holding devices are prohibited (NJAC 5:18-3.3(j)2)
- Student lockers may be padlocked for the security of student possessions. All other storage rooms and storage closets cannot have padlocks.

### Item 17

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Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing.

- NJAC 6A:26-6.3(c)6
- Glazing must be a minimum of 100 square inches, be wire glass or the same materials as the original door when approved and must not be covered.
- [OSHA regulation 29 CFR 1910.36\(e\) \(2\)](#) requires doors to swing in the direction of travel when an area is occupied by more than 50 people or where there are hazardous operations.
- Plexiglas may be used except in any assembly that requires a fire rating, i.e., classroom doors, corridor windows, stair tower enclosures, etc. Plexiglas may be used in other interior locations and on exterior windows in classrooms, offices, etc., as long as the assembly does not require fire rating. The district should consult their local fire official.



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

## School Facility Score Summary 2022-2023

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance	Score	NJQSAC FISCAL DPR [All items are in compliance in building(s)]
# of No responses in section A	0	<input checked="" type="checkbox"/> Compliant (No Exceptions) <input type="checkbox"/> Non-Compliant (Corrective Action Needed)

80% Section B Compliance	Score	NJQSAC DPR [At least 80% of items are in compliance in building(s)]
A. Number of Yes responses	34	<input checked="" type="checkbox"/> Compliant Line (A) is equal to or greater than Line (D)  <input type="checkbox"/> Non-Compliant Line (A) is less than Line (D)
B. Number of No responses	0	
C. Subtotal [A + B ]	34	
D. Multiply [(C) × 80%]	27.2	

### LEA Assurance Signatures

School Facility Name: Beverly City School

Completed By \_\_\_\_\_ Staff Accountant/BS \_\_\_\_\_ 10/6/22 \_\_\_\_\_  
Title Date

\_\_\_\_\_  
Certified Educational Facilities Manger (if position used by district) Date

\_\_\_\_\_  
Chief School Administrator 10/6/22 \_\_\_\_\_  
Date

## 3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, "teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teachers which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.



# POLICY

**BEVERLY CITY  
BOARD OF EDUCATION**  
TEACHING STAFF MEMBERS

3221/page 2 of 2  
Evaluation of Teachers

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1.  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5  
N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4  
N.J.A.C. 6A:10-7.1 and 7.2

Adopted:



3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING  
TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, "teaching staff member" includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, "teaching staff member" does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



# POLICY

**BEVERLY CITY  
BOARD OF EDUCATION**  
TEACHING STAFF MEMBERS

3222/page 2 of 2

Evaluation of Teaching Staff Members, Excluding  
Teachers and Administrators

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:10-6.2. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/rcgulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/rcgulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3223/page 1 of 2

Evaluation of Administrators, Excluding Principals,  
Vice Principals, and Assistant Principals  
M

### 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all administrators which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.





# POLICY

**BEVERLY CITY  
BOARD OF EDUCATION**  
TEACHING STAFF MEMBERS

3223/page 2 of 2

Evaluation of Administrators, Excluding Principals,  
Vice Principals, and Assistant Principals

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted:





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3224/page 1 of 2

Evaluation of Principals, Vice Principals,  
and Assistant Principals

M

### 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.



# POLICY

**BEVERLY CITY  
BOARD OF EDUCATION**  
TEACHING STAFF MEMBERS

3224/page 2 of 2

Evaluation of Principals, Vice Principals,  
and Assistant Principals

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-7.1 and 7.3

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES  
6471/page 1 of 4  
School District Travel  
M

### 6471 SCHOOL DISTRICT TRAVEL

The Board of Education shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Education members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Education deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Education ensures the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) current circulars and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the OMB conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

The Board of Education shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board of Education members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;
2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6471/page 2 of 4

School District Travel

3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

School district travel expenditures subject to N.J.A.C. 6A:23A-7 shall include costs for all required training and all travel authorized in school district employee contracts and Policy and Regulation 6471. This includes, but is not limited to, required professional development, other employee training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of N.J.A.C. 6A:23A-7. All such expenditures are subject to the rules in N.J.A.C. 6A:23A-7, including, but not limited to, inclusion in the annual travel limit, prior Board of Education approval, separate tracking as described at N.J.S.A. 18A:11-12.q., and per diem reimbursements.

Travel reimbursements will only be paid upon compliance with all provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

The Board of Education shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.

The Board of Education authorizes an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required. The annual maximum shall not exceed \$1,500.00 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.]



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES  
6471/page 3 of 4  
School District Travel

All travel requests must be submitted and approved in writing by the Superintendent of Schools and the majority of the Board of Education's full voting membership of the Board, except if the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

All travel requests for Board members shall require prior approval by a majority of the Board of Education's full voting membership, except where the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

The Board of Education excludes from the requirements of prior Board of Education approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d).

The Board of Education requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

The School Business Administrator/Board Secretary shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6471/page 4 of 4

School District Travel

The Superintendent of Schools and the School Business Administrator are the final approval authorities for travel.

Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Education prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8. and Regulation 6471.

Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Education shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12

N.J.A.C. 6A:23A-5.9; 6A:23A-7

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 1 of 14

Procurement Procedures for School  
Nutrition Programs

M

### 8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

#### A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 2 of 14

Procurement Procedures for School  
Nutrition Programs

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluati on	Contract Award Type	Contract Duration/ Frequency
As per State of New Jersey Purchasing Laws					

### B. Micro-Purchase Procedures

#### 1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

#### 2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

#### 3. Formal bid procedures will be applied on the basis of:





centralized system;  
individual school;  
and/or State contract.

4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Federal Funds Procurement Method Section Chart – State Agency Form #358. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 4 of 14

Procurement Procedures for School  
Nutrition Programs

- d. The deadline for submission of sealed bids or proposals; and
  - c. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
  4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
  5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
    - a. Contract period for the base year and renewals as permitted;
    - b. The Board of Education is responsible for all contracts awarded (statement);
    - c. Date, time, and location of IFB/RFP opening;
    - d. How the vendor is to be informed of bid acceptance or rejection;
    - e. Delivery schedule;
    - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
    - g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
    - h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
    - i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 5 of 14

Procurement Procedures for School  
Nutrition Programs

- j. Contract provisions as required in Appendix II to 2 CFR 200:
  - (1) Termination for cause and convenience – contracts in excess of \$10,000;
  - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
  - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
  - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
  - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
  - (6) Clean Air Act – contracts in excess of \$150,000;
  - (7) Debarment and Suspension – all Federal awarded contracts;
  - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
  - (9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 6 of 14

Procurement Procedures for School  
Nutrition Programs

- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 7 of 14

Procurement Procedures for School  
Nutrition Programs

- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
  - y. Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and
  - aa. The Board of Education’s Electronic Signature Policy.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee’s response will be provided in writing to all potential bidders within 10 days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 8 of 14

Procurement Procedures for School  
Nutrition Programs

- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
- b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.



D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – State Agency Form #358, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.



E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 11 of 14

Procurement Procedures for School  
Nutrition Programs

3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

### G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

### H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;



# POLICY

**BEVERLY CITY  
BOARD OF EDUCATION**  
OPERATIONS

8561/page 12 of 14  
Procurement Procedures for School  
Nutrition Programs

- b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

## I. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;
  - b. A copy of the original solicitation;
  - c. The selection of contract type;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 13 of 14

Procurement Procedures for School  
Nutrition Programs

- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection;
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

### J. Code of Conduct for Procurement

- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
- 2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 14 of 14

Procurement Procedures for School  
Nutrition Programs

3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

### K. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law  
New Jersey Department of Agriculture  
"Procurement Procedures for School Food  
Authorities" Model Policy – September 2018

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.15/page 1 of 2

Recordkeeping for Healthcare Settings  
in School Buildings – COVID-19

M

### 1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

The Board of Education is committed to providing a safe and healthy workplace for all employees. The school district shall maintain its records in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021 as adopted by the Public Employees Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey. The provisions of the ETS have expired and are no longer in effect for school districts except for the provisions addressing recordkeeping, outlined in 29 CFR §1910.502(q). The ETS and this Policy are only applicable for employees working in the school nurse's office and any adjoining clinical areas in the school building.

For the purpose of this Policy, "employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present. Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.

For the purpose of this Policy, "healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building.

The school district will retain all versions of Policy 1648.14 – Safety Plan for Healthcare Settings in School Buildings, to comply with the ETS while the ETS remains in effect, even after Policy 1648.14 has been abolished.

The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.



# POLICY

**BEVERLY CITY  
BOARD OF EDUCATION  
ADMINISTRATION**

1648.15/page 2 of 2  
Recordkeeping for Healthcare Settings  
in School Buildings – COVID-19

The school district will record the information in the COVID-19 log within twenty-four hours of learning the employee is COVID-19 positive. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.

By the end of the next business day after a request, the school district will provide for examination and copying: all versions of Policy 1648.14; the individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and a version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

29 CFR §1910.502(q)

Adopted:



2415.04 TITLE I – DISTRICT-WIDE PARENT AND  
FAMILY ENGAGEMENT

In support of strengthening student academic achievement, each school district that receives Title I, Part A funds must develop jointly with, agree on, and distribute to, parents of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Elementary and Secondary Education Act (ESEA). This Policy establishes the school district's expectations for parent and family engagement, describes how the school district will implement a number of specific parent and family engagement activities, and is incorporated into the school district's Annual School Plan (ASP).

A. General Expectations

1. The school district agrees to implement the following statutory requirements:
  - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs, consistent with Section 1116 of the ESEA. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - b. Consistent with Section 1116 of the ESEA, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESEA.
  - c. The school district will incorporate this district-wide parent and family engagement policy into its school district's plan developed under Section 1112 of the ESEA.
  - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.04/page 2 of 8

Title I – District-Wide Parent and  
Family Engagement

- e. If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan if requested by the New Jersey Department of Education (NJDOE).
- f. The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserve goes directly to the schools.
- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
  - (1) "Parent and family engagement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
    - (a) That parents play an integral role in assisting their child's learning;
    - (b) That parents are encouraged to be actively involved in their child's education at school;
    - (c) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
    - (d) The carrying out of other activities, such as those described in Section 1116 of the ESEA.
- h. For states where a Parental Information and Resource Center is established, the school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM  
2415.04/page 3 of 8  
Title I – District-Wide Parent and  
Family Engagement

B. Description of How District Will Implement Required District-Wide Parent and Family Engagement Policy Components

1. The school district will take the following actions to involve parents in the joint development of its district-wide parent and family engagement plan under Section 1112 of the ESEA:

*(List actions)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. The school district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:

*(List actions)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

3. The school district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:

*(List activities)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_



# POLICY

## BEVERLY CITY BOARD OF EDUCATION PROGRAM

2415.04/page 4 of 8

Title I – District-Wide Parent and  
Family Engagement

4. The school district will coordinate and integrate parent and family engagement strategies in Title I, Part A with parent and family engagement strategies under the following other programs (Such as: Head Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:  
*(List actions)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

5. The school district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (and with the involvement of parents) its parent and family engagement policies.  
*(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

6. The school district will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.04/page 5 of 8

Title I – District-Wide Parent and  
Family Engagement

- a. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
- (1) The challenging State academic standards;
  - (2) The State and local academic assessments including alternate assessments;
  - (3) The requirements of Title I, Part A;
  - (4) How to monitor their child's progress; and
  - (5) How to work with educators:  
*(List activities, such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success.)*
    - (a) \_\_\_\_\_
    - (b) \_\_\_\_\_
    - (c) \_\_\_\_\_
- b. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement, by:  
*(List activities)*
- (1) \_\_\_\_\_
  - (2) \_\_\_\_\_
  - (3) \_\_\_\_\_
- c. The school district will, with the assistance of its schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff, in how to reach out to, communicate with, and



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM  
2415.04/page 6 of 8  
Title I – District-Wide Parent and  
Family Engagement

work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

*(List activities)*

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

- d. The school district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

*(List activities)*

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

- e. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*(List actions)*

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_



- C. Discretionary District-Wide Parent and Family Engagement Policy Components
1. The District-Wide Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of the ESEA:
    - a. Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
    - b. Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
    - c. Paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
    - d. Training parents to enhance the involvement of other parents;
    - e. In order to maximize parent and family engagement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
    - f. Adopting and implementing model approaches to improving parent and family engagement;
    - g. Establishing a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs;
    - h. Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities; and



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.04/page 8 of 8

Title I – District-Wide Parent and  
Family Engagement

- i. Providing other reasonable support for parent and family engagement activities under Section 1116 as parents may request.

### D. Adoption

This Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the Superintendent of Schools or designee. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of one year and will be updated as needed on an annual basis. The school district will distribute this Policy to all parents of participating Title I, Part A children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.50/page 1 of 9

Beverly City Title I – School Parent  
and Family Engagement

M

### 2415.50 Beverly City TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT

#### A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
  - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
  - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
  - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
  - e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
  - f. The school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I, Part A allocations greater than \$500,000.)



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.50/page 2 of 9

[Insert School Name] Title I – School Parent  
and Family Engagement

- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
  - (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
    - (a) That parents play an integral role in assisting their child’s learning;
    - (b) That parents are encouraged to be actively involved in their child’s education at school;
    - (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
    - (d) The carrying out of other activities, such as those described in section 1116 of the ESEA.
- h. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

### B. School Parent and Family Engagement Policy Required Components

- 1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:  
(List actions)

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.50/page 3 of 9

[Insert School Name] Title I – School Parent  
and Family Engagement

2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:  
*(Describe when and where the annual meeting will be held.)*

\_\_\_\_\_

\_\_\_\_\_

3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:  
*(Describe how flexibility is provided.)*

\_\_\_\_\_

\_\_\_\_\_

4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:  
*(List activities)*

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. The school will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.50/page 4 of 9

[Insert School Name] Title I – School Parent  
and Family Engagement

a. The school will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- (1) The challenging, state academic standards;
- (2) The state and local academic assessments including alternate assessments;
- (3) The requirements of Title I, Part A;
- (4) How to monitor their child's progress; and
- (5) How to work with educators to improve the achievement of their children.

*(List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)*

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_

6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:

*(List activities)*

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.50/page 5 of 9

[Insert School Name] Title I – School Parent  
and Family Engagement

- b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:

*(List activities)*

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

- c. The school will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

*(List activities)*

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

- d. The school will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*(List actions)*

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.50/page 6 of 9

[Insert School Name] Title I – School Parent  
and Family Engagement

7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:  
*(List activities)*
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
8. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise if necessary (and with the involvement of parents) its parent and family engagement policies:  
*(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play.)*
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
9. The school will take the following actions to involve parents in the process of school review and improvement:  
*(List activities)*
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.50/page 7 of 9

[Insert School Name] Title I – School Parent  
and Family Engagement

10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency:

*(List actions)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

### C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement:

*(List actions)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

### D. Discretionary School Parent and Family Engagement Policy Components

1. The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.



# POLICY

**BEVERLY CITY  
BOARD OF EDUCATION  
PROGRAM**

2415.50/page 8 of 9  
[Insert School Name] Title I – School Parent  
and Family Engagement

- b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
- c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- d. Train parents to enhance the involvement of other parents.
- e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
- f. Adopt and implement model approaches to improve parent and family engagement.
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:  
(List actions)
  - (1) \_\_\_\_\_
  - (2) \_\_\_\_\_
  - (3) \_\_\_\_\_



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.50/page 9 of 9

[Insert School Name] Title I – School Parent  
and Family Engagement

### E. Accessibility

1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:

*(List actions)*

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

### F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

Adopted:



## 2417 STUDENT INTERVENTION AND REFERRAL SERVICES

The Board of Education directs the establishment and implementation in each school building in which general education students are served, a coordinated system for planning and delivering intervention and referral services designed to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. The Board of Education shall choose the appropriate multidisciplinary team approach, such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model for planning and delivering the services required under N.J.A.C. 6A:16-8.

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.

The intervention and referral services shall be provided to support students in the general education program and may be provided for students who have been determined to need special education programs and services pursuant to N.J.A.C. 6A:16-8.1(a). The intervention and referral services provided for students who have been determined to need special education programs and services shall be coordinated with the student's Individualized Education Program Team, as appropriate. Child Study Team members and, to the extent appropriate, specialists in the area of disability may participate on intervention and referral services teams, pursuant to N.J.A.C. 6A:14-3.1(d)6.

The functions of the system of intervention and referral services in each school building which general education students are served shall be pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.

Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.

The I&RS Team in each school building shall review and assess the effectiveness of each intervention and referral services action plan in achieving the identified outcomes, and modify each action plan to achieve the outcomes, as appropriate.

At a minimum, the I&RS Team shall annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM  
2417/page 2 of 2  
Student Intervention and Referral Services

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.

N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS  
5512/page 1 of 25  
Harassment, Intimidation, and Bullying  
M

### 5512 HARASSMENT, INTIMIDATION, AND BULLYING

#### Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Policy Statement
B.	Harassment, Intimidation, and Bullying Definition
C.	Student Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Reporting Procedure
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Harassment, Intimidation, and Bullying Investigation
H.	Range of Responses to an Incident of Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation Prohibited
J.	Consequences and Appropriate Remedial Action for False Accusation
K.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
L.	Harassment, Intimidation, and Bullying Training and Prevention Programs
M.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review
N.	Reports to Board of Education and New Jersey Department of Education
O.	School and District Grading Requirements
P.	Reports to Law Enforcement



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 2 of 25

Harassment, Intimidation, and Bullying

- Q. Collective Bargaining Agreements and Individual Contracts
- R. Students with Disabilities
- S. Approved Private Schools for Students with Disabilities (APSSD)
  
- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); foster parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

- B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS  
5512/page 3 of 25  
Harassment, Intimidation, and Bullying

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

### C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 4 of 25

Harassment, Intimidation, and Bullying

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.



The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Consequences – Students

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.



## Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

## Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

## Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.



## Appropriate Remedial Actions – Students

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

## Factors for Determining Remedial Measures

### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

### Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.





Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### Examples of Remedial Measures

#### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways they can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of their actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

#### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 9 of 25

Harassment, Intimidation, and Bullying

2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure they do not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

### Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

### Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;



18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and-
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

### Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



## Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victim's physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

## E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 12 of 25

Harassment, Intimidation, and Bullying

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 13 of 25

Harassment, Intimidation, and Bullying

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.-



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 14 of 25

Harassment, Intimidation, and Bullying

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 15 of 25

Harassment, Intimidation, and Bullying

- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

### G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

#### **[Option – Principal’s Preliminary Determination**

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.

The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 16 of 25

Harassment, Intimidation, and Bullying

conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.

The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 17 of 25

Harassment, Intimidation, and Bullying

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling as a result of the finding of the investigation, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action including seeking further information, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the



Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 19 of 25

Harassment, Intimidation, and Bullying

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

### I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment,



intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

## J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.4, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.



2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 22 of 25

Harassment, Intimidation, and Bullying

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.

The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.

### L. Harassment, Intimidation, and Bullying Training and Prevention Programs-

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 23 of 25

Harassment, Intimidation, and Bullying

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 24 of 25

Harassment, Intimidation, and Bullying

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, and bullying may be bias-related-acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5512/page 25 of 25

Harassment, Intimidation, and Bullying

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROPERTY  
7410/page 1 of 2  
Maintenance and Repair  
M

### 7410 MAINTENANCE AND REPAIR

The Board of Education recognizes the fixed assets of the school district represent a significant investment of this community and maintenance is a prime concern to the Board.

The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5. A "comprehensive maintenance plan" means a school district's multi-year maintenance plan covering required maintenance activities for each school facility in the school district adopted pursuant to N.J.A.C. 6A:26.

Required maintenance activities include those activities outlined in N.J.A.C. 6A:26-20.3. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

In accordance with N.J.A.C. 6A:26-20.4(a), expenditures for required maintenance activities set forth in N.J.A.C. 6A:26-20.3 shall qualify as investments in maintenance for purposes of calculating the required maintenance expenditure in N.J.A.C. 6A:26-20.4(d) and (e), the annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4. –

The school district's comprehensive maintenance plan shall be submitted to the Executive County Superintendent by a Board of Education resolution every school year, pursuant N.J.A.C. 6A:26-20.5(a)1.

The required annual maintenance budget amount as reported in its comprehensive maintenance plan shall be included in the district's annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26-20.8(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26-20.8(b). The Executive County Superintendent shall not approve the school district's budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq.

Commencing September 1, 2002, no person shall be employed by the Board of Education as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, unless the person is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROPERTY  
7410/page 2 of 2  
Maintenance and Repair

### **[Required for School Districts with Two or Less District Buildings**

\_\_\_ Maintenance and repair requests and repairs shall be processed in accordance with the procedures as outlined in Regulation 7410.]

### **[Required for School Districts with Three or More District Buildings**

\_\_\_ Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.]

N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50; 18A:18A-43; 18A:21-1

N.J.A.C. 6A:23A-6.9; 6A:26-1.1 et seq.; 6A:26-20.3; 6A:26-20.4; 6A:26-20.5; 6A:26-20.6;  
6A:26-20.8

Adopted:



## 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8420/page 2 of 3

Emergency and Crisis Situations

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. Notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and
6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8420/page 3 of 3

Emergency and Crisis Situations

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present.

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7;  
18A:41-7a.

N.J.A.C. 6A:16-5.1;

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

COMMUNITY

9320/page 1 of 1

Cooperation with Law Enforcement Agencies

M

### 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Superintendent or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

Adopted:





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.05/page 1 of 6

Student Surveys, Analysis, Evaluations,  
Examinations, Testing, or Treatment

M

### 2415.05 STUDENT SURVEYS, ANALYSIS, EVALUATIONS, EXAMINATIONS, TESTING, OR TREATMENT

The Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). The PPRA requires written consent from parents or the emancipated student the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the areas outlined in this Policy.

#### A. Definitions

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. 20 USC §1232h(c)(6)(A).

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 20 USC §1232h(c)(6)(B).

“Prior consent” means prior consent of the student, if the student is an adult or emancipated minor or prior written consent of the parent, if the student is an unemancipated minor. 34 CFR §98.4(b).

“Psychiatric or psychological examination or test” means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings. 34 CFR §98.4(c)(1).

“Psychiatric or psychological treatment” means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group. 34 CFR §98.4(c)(2).



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.05/page 2 of 6

Student Surveys, Analysis, Evaluations,  
Examinations, Testing, or Treatment

“Research or experimentation program or project” means any program or project in any program that is funded in whole or in part by the Federal Government and is designed to explore or develop new or unproven teaching methods or techniques. 34 CFR §98.3(b).

- B. Parents’ or Emancipated Students’ Right to Inspection of Materials - 34 CFR §98.3 and 20 USC §1232(c)
1. All instructional material, including teachers’ manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program or any research or experimentation program or project shall be available for inspection by the parents of the children engaged in such program or project in accordance with 20 USC §1232h(a) and 34 CFR §98.3(a).
    - a. The district shall provide reasonable access to instructional material within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(C)(ii).
  2. The parent shall have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(A)(i).
    - a. The district shall provide reasonable access to such survey within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(A)(ii).
  3. The parent shall have the right, upon request, to inspect any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(F)(i).
    - a. The district shall provide reasonable access to such instrument within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(F)(ii).



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.05/page 3 of 6

Student Surveys, Analysis, Evaluations,  
Examinations, Testing, or Treatment

- C. Protection of Students' Privacy in Examination, Testing, or Treatment with Prior Consent - 34 CFR §98.4
1. In accordance with 34 CFR §98.4(a) no student shall be required, as part of any program funded in whole or in part by a program of the USDOE, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning one or more of the following:
    - a. Political affiliations;
    - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
    - c. Sex behavior and attitudes;
    - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
    - e. Critical appraisals of other individuals with whom the student has close family relationships;
    - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
    - g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.
- D. Protections of Students' Rights for Surveys, Analysis, or Evaluation - 20 USC §1232h
1. In accordance with 20 USC §1232h(b) no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation, without prior consent, that reveals information concerning:
    - a. Political affiliations or beliefs of the student or the student's parent;
    - b. Mental and psychological problems of the student or the student's family;
    - c. Sex behavior or attitudes;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION PROGRAM

2415.05/page 4 of 6

Student Surveys, Analysis, Evaluations,  
Examinations, Testing, or Treatment

- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of other individuals with whom the student has close family relationships;
  - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
  - h. Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).
2. Parents' or Emancipated Students' Right to Opt Out - 20 USC §1232h(c)(2)
- a. The district shall provide notice and offer an opportunity for parents to opt their student out or for emancipated students to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
    - (2) The administration of any survey containing one or more of the items listed in D.1. above.
    - (3) Any nonemergency, invasive physical examination or screening that is:
      - (a) Required as a condition of attendance;
      - (b) Administered by the school and scheduled by the school in advance; and
      - (c) Not necessary to protect the immediate health and safety of the student, or of other students.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION PROGRAM

2415.05/page 5 of 6

Student Surveys, Analysis, Evaluations,  
Examinations, Testing, or Treatment

- b. The district shall directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when activities described in D.2.a. above are scheduled or expected to be scheduled in accordance with 20 USC §1232h(c)(2)(B).
3. Exceptions – 20 USC §1232h(c)(4)
    - a. The provisions of 20 USC §1232h do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
      - (1) College or other postsecondary education recruitment, or military recruitment in accordance with Policy 9713;
      - (2) Book clubs, magazines, and programs providing access to low-cost literary products;
      - (3) Curriculum and instructional materials used by schools in the district;
      - (4) Tests and assessments used by schools in the district to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
      - (5) The sale by students of products or services to raise funds for school-related or education-related activities; and
      - (6) Student recognition programs.
    - b. The provisions of this Policy:
      - (1) Shall not be construed to preempt applicable provisions of New Jersey law that require parental notification; and



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.05/page 6 of 6

Student Surveys, Analysis, Evaluations,  
Examinations, Testing, or Treatment

- (2) Do not apply to any physical examination or screening that is permitted or required by an applicable New Jersey law, including physical examinations or screenings permitted without parental notification.

4. Policy Adoption or Revision – 20 USC §1232h(c)(2)(A)(i)

The district shall provide this Policy to parents and students at least annually at the beginning of the school year, and provide notice within a reasonable period of time after any substantive change is made to this Policy.

E. Student Privacy – 20 USC §1232h and 34 CFR §98

The district shall ensure a student's privacy is protected regarding any information collected in accordance with this Policy.

F. Violations of the PPRA – 20 USC §1232h and 34 CFR §98

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the USDOE.

In addition to the provisions of 20 USC §1232h, 34 CFR §98, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of N.J.S.A. 18A:36-34 and Policy 9560 – Administration of School Surveys before students are required to participate in any academic or nonacademic survey, assessment, analysis, or evaluation.

The Protection of Pupil Rights Amendment (PPRA)

20 USC §1232h

34 CFR Part 98

Elementary and Secondary Education Act of 1965 (20 USC 2701 et seq.) as  
amended by the Every Student Succeeds Act

N.J.S.A 18A:36-34

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2431.4/page 1 of 2

Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

M

### 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

For the purpose of this Policy and Regulation 2431.4, programs of athletic competition shall include high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The school district shall adopt an athletic head injury safety training program. The program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse. The training program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The school district shall annually distribute the NJDOE-developed educational fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c).

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2431.4/page 2 of 2

Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the "Return to Play Progression" recommendations.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician annually and updated as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries in accordance with N.J.S.A. 18A:40-41.3.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted:





## 2622 STUDENT ASSESSMENT

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments are utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as the Commissioner deems appropriate. The system and related schedule of Statewide assessments shall be approved by the New Jersey State Board of Education. The school district shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments pursuant to N.J.A.C. 6A:8-4.1(c) and (d).

Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. The school district will provide accommodations or modifications to the Statewide assessment system in accordance with the provisions of N.J.A.C. 6A:8-4.1(d).

Students with disabilities as defined in N.J.A.C. 6A:14-1.3 shall participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10. The school district shall administer the alternative State assessment for students with disabilities in accordance with the provisions of N.J.A.C. 6A:8-4.1(d)3.

The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.

The school district shall maintain an accurate record of each student's performance on Statewide assessments and maintain for every student a ninth grade through graduation transcript in accordance with the provisions of N.J.A.C. 6A:8-4.2(d). The Superintendent shall report assessment results to the public and provide educators, parents, and students with assessment results in accordance with the provisions of N.J.A.C. 6A:8-4.3.

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-2; 18A:7E-3

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10

Adopted:



## 5541 ANTI-HAZING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to elementary school(s) in the school district.

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;
4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS  
5541/page 2 of 3  
Anti-Hazing

5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600. A Principal or designee who receives a report of an alleged incident of hazing and fails to initiate or conduct an investigation and fails to minimize or eliminate the hazing may be subject to disciplinary action.

The Principal or designee may identify behavior when investigating an alleged incident of hazing indicating harassment, intimidation, or bullying (HIB) pursuant to N.J.S.A. 18A:37-14 et seq. – the New Jersey Anti-Bullying Bill of Rights Act (ABR). If the Principal or designee identifies behavior indicating HIB, the Principal or designee shall ensure a separate investigation is conducted in accordance with the ABR and Policy 5512.

The Superintendent or designee shall report to local law enforcement any hazing incident that rises to the level of mandatory reporting under the “Uniform Memorandum of Agreement Between Education Officials and Law Enforcement Officials” or any other agreement between local law enforcement and the school district pursuant to N.J.A.C. 6A:16-5.1(b).

Hazing that involves the participation of a coach, teacher, or other adult may constitute child abuse and shall be addressed in accordance with N.J.S.A. 18A:36-25 and Policy and Regulation 8462.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600, or any other applicable Board Policy or Regulation. In accordance with N.J.S.A. 18A:37-32.3 appropriate penalties for a violation of this Policy may include, but are not limited to:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS  
5541/page 3 of 3  
Anti-Hazing

1. Withholding of diplomas or transcripts pending compliance with the rules;
2. Rescission of permission for the organization or group whose student member(s) are being penalized under this Policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and
3. The imposition of probation, suspension, dismissal, or expulsion of a student member(s).

Any discipline instituted in response to a violation of this Policy may be in addition to discipline for a violation of Policy 5512, Policy and Regulation 5600, and any other applicable Board Policy and Regulation.

The school district shall ensure that students are informed of this Policy, including the rules, penalties, and program of enforcement under this Policy. This Policy shall be posted on the school district's publicly accessible Internet website.

N.J.S.A. 18A:36-25; 18A:37-13.2; 18A:37-14 et seq.; 18A:37-32.2;  
18A:37-32.3  
N.J.A.C. 6A:16-5.1

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8465/page 1 of 2

Bias Crimes and Bias-Related Acts

M

### 8465 BIAS CRIMES AND BIAS-RELATED ACTS

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Bias crimes and bias-related acts involving students can lead to further violence and retaliation. Bias crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. School district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of bias crimes and bias-related acts.

#### Definitions

A "bias crime" means any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability; sexual orientation; gender identity or expression; national origin; or ethnicity.

A "bias-related act" means an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.

All bias crimes are also bias-related acts, but not all bias-related acts will constitute a bias crime.

#### Required Actions

School employees shall immediately notify the Principal and the Superintendent or designee when in the course of their employment they develop reason to believe a bias crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e).

The Superintendent or designee shall promptly notify the local police department and the bias investigation officer for the county prosecutor's office when a bias crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e)1.

The Superintendent or designee shall immediately notify the local police department and the bias investigation officer for the county prosecutor's office where there is reason to believe that a bias crime or bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened in accordance with N.J.A.C. 6A:16-6.3(e)2.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8465/page 2 of 2

Bias Crimes and Bias-Related Acts

It is understood a referral to the local police department or county prosecutor's office pursuant to the Memorandum of Agreement between Education and Law Enforcement Officials is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the local police department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected bias crime or bias-related act occurring on school grounds and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected bias crime or bias-related act pending the arrival of the local police department or the county prosecutor's office. The school officials, where feasible, will cover or conceal such evidence until the arrival of the local police department or county prosecutor's office.

N.J.S.A. 2C:16-1

N.J.A.C. 6A:16-6.1; 6A:16-6.2; 6A:16-6.3

State Memorandum of Agreement approved by the Department  
of Law & Public Safety and the Department of Education

Adopted:



## 9560 ADMINISTRATION OF SCHOOL SURVEYS

The Board of Education believes the administration of school surveys may be necessary and valuable to the educational program in the school district. The Board recognizes certain student information is personal and some students or parents may not want this information shared with the school district. Therefore, the Board shall ensure school surveys are administered in accordance with N.J.S.A. 18A:36-34 and 18A:36-34.1 and this Policy.

- A. School Surveys, Certain, Parental Consent Required Before Administration – N.J.S.A. 18A:36-34
1. Unless the school district receives prior written informed consent from a student's parent and provides for a copy of the document to be available for viewing at convenient locations and time periods, the school district shall not administer to a student any academic or nonacademic survey, assessment, analysis, or evaluation which reveals information concerning:
    - a. Political affiliations;
    - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
    - c. Sexual behavior and attitudes;
    - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
    - e. Critical appraisals of other individuals with whom a respondent has a close family relationship;
    - f. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
    - g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program; or
    - h. Social security number.
  2. The school district shall request prior written informed consent at least two weeks prior to the administration of the survey, assessment, analysis, or evaluation.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

COMMUNITY

9560/page 2 of 3

Administration of School Surveys

3. A student shall not participate in any survey, assessment, analysis, or evaluation that concerns the issues listed in A.1. above and N.J.S.A. 18A:36-34.a. unless the school district has obtained prior written informed consent from the student's parent.
- B. Voluntary Survey for Students with Prior Parental Written Notification – N.J.S.A. 18A:36-34.1
1. In accordance with N.J.S.A. 18A:36-34.1 and notwithstanding, N.J.S.A. 18A:36-34 and A. above, or any other law, rule, or regulation to the contrary, if the school district sends prior written notification to the parent of the student, the school district may administer an anonymous, voluntary survey, assessment, analysis, or evaluation to the student which reveals information concerning any of the following issues:
    - a. Use of alcohol, tobacco, drugs, and vaping;
    - b. Sexual behavior and attitudes;
    - c. Behaviors that may contribute to intentional or unintentional injuries or violence; or
    - d. Physical activity and nutrition-related behaviors.
  2. Written notification provided by the school district to the parent of the student shall be delivered to the parent by regular mail, electronic mail, or a written acknowledgement form to be delivered by the student at least two weeks prior to administration of the survey, assessment, analysis, or evaluation. Written notification shall contain, at minimum, the following information:
    - a. A description of the survey, assessment, analysis, or evaluation;
    - b. The purpose for which the survey, assessment, analysis, or evaluation is needed;
    - c. The entities and persons that will have access to the information generated by the survey, assessment, analysis, or evaluation;





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

COMMUNITY

9560/page 3 of 3

Administration of School Surveys

- d. Specific instruction as to when and where the survey, assessment, analysis, or evaluation will be available for parental review prior to its administration;
  - e. The method by which the parent can deny permission to administer the survey, assessment, analysis, or evaluation to the student; a form specifically providing for such denial shall be included with this notice;
  - f. The names and contact information of persons to whom questions can be directed; and
  - g. A statement advising that failure to respond indicates approval of participation in the survey, assessment, analysis, or evaluation.
3. Information obtained through a survey, assessment, analysis, or evaluation administered to a student in accordance with N.J.S.A. 18A:36-34.1 and B. above, shall be submitted to the New Jersey Department of Education and the New Jersey Department of Health. Information may be used to develop public health initiatives and prevention programs. Information shall not be used for marketing or other commercial purposes that are not related to student health.

C. Violations – N.J.S.A. 18A:36-34.d.

A violation by the school district of N.J.S.A. 18A:36-34; 18A:36-34.1, and this Policy shall be subject to such monetary penalties as determined by the New Jersey Commissioner of Education.

D. Compliance with Federal Law

In addition to compliance with the provisions of N.J.S.A. 18A:36-34, 18A:36-34.1, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of Policy 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment before students are required to participate in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or part by a program of the United States Department of Education that concerns one or more of the areas outlined in Policy 2415.05.

N.J.S.A. 18A:36-34; 18A:36-34.1

Adopted:





## 1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY

It is the goal of the Board of Education that the information on the school district's internet websites are accessible to individuals with disabilities in compliance with the requirements of Federal law (Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35) and New Jersey law (N.J.S.A. 18A:36-35.1).

### A. Federal Law – American with Disabilities Act (ADA)

1. For the purpose of the Federal law - Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35 and this Policy, "school district website" includes, but is not limited to, the internet home page, all subordinate pages, school or school district department pages, intranet pages and sites, and includes online content and functionality, developed by, maintained by, or offered through a third-party vendor or by using open sources.
2. The accessibility of online content and functionality will be measured according to the most up-to-date version of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) and the Web Accessibility Initiative Accessible Rich Internet Application Suite (WAI-ARIA) 1.0 for web content (benchmarks for measuring accessibility).
3. By conforming to the benchmarks for measuring accessibility set forth above, the Board of Education will ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to access the information on the district's website.
4. To ensure the district's website conforms with the above benchmarks for measuring accessibility, the Superintendent of Schools will designate a school staff member to act as the Website Accessibility Coordinator. The Coordinator will:
  - a. Ensure that in-house staff and contractors responsible for webpages and webpage content development are properly trained on the Board of Education's website accessibility policy and procedures;



- b. Ensure that all new, newly added, and modified online content and functionality is accessible to people with disabilities as measured by conformance to the above benchmarks by, among other things:
- (1) Checking the hypertext markup language (HTML) of all new webpages on the website to make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed;
  - (2) Ensuring that webpages are designed in a manner that allows them to be displayed using a visitor's own settings for color and fonts, and can be navigated with a keyboard;
  - (3) If images are used, including photos, graphics, scanned images, or image maps, making sure to include text equivalents for them, using "alt" tags and/or long descriptions for each and ensuring the text equivalents convey the meaningful information presented visually by the image;
  - (4) If online forms and tables are used, making those elements accessible;
  - (5) Ensuring that videos appearing on the website include appropriately synchronized audio description and captions;
  - (6) Ensuring when posting new documents on the website, the documents shall be provided in HTML or another text-based format (even if they are provided in another format, such as portable document format (PDF)). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others;
  - (7) Periodically enlisting people with a variety of disabilities to test the Board of Education's webpages for accessibility and ease of use and use this information to increase the Board's website accessibility;
  - (8) Periodically coordinating the audit of existing content and functionality of the website to identify online content or functionality that is inaccessible to persons with disabilities; and



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1511/page 3 of 3

Board of Education Website Accessibility

- (9) Developing and carrying out a corrective action plan, when necessary, for making the district's existing web content accessible.
    - c. Ensure that alternative means are available for people with disabilities to access information, programs, and services that are normally provided on the Board's website.
- B. New Jersey Law – N.J.S.A. 18A:36-35.1
  1. For the purpose of New Jersey law – N.J.S.A. 18A:36-35.1 and this Policy, "internet website or web service" includes any webpage, website, web service, online curriculum, or online third party or open educational resource product that is made available to enrolled students or the public by the school district.
  2. Pursuant to N.J.S.A. 18A:36-35.1, no school district shall make available to the enrolled students of the district or school or to the public an Internet website or web service unless the Internet website or web service complies with the most up-to-date version of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) if the Guidelines are approved by the Commissioner of Education, or any other applicable guidelines or requirements as may be designed or approved by the Commissioner of Education.
  3. In accordance with N.J.S.A. 18A:36-35.1.a. and b., the school district is required to submit a statement of assurance attesting to compliance with N.J.S.A. 18A:36-35.1 as required by the Commissioner of Education.

This Policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the district's goals and ensure compliance with applicable Federal and State laws.

Section 504 of the Rehabilitation Act of 1973  
Title II of the Americans with Disabilities Act of 1990  
34 C.F.R. Part 104; 28 C.F.R. Part 35  
N.J.S.A. 18A:36-35.1

Adopted:



## 2415 EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides Federal funds to help all New Jersey's school children achieve. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps. The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under the ESSA and the district will comply with the requirements of all the programs authorized by the ESSA.

The district may be eligible for several grant programs funded through the ESSA, including, but not limited to, Title I through Title VII. Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

### Application Procedure

The district will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and the ESSA for the district to be considered for funding under the ESSA.

### Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

### Title I

The largest Federal program supporting elementary and secondary education is Title I. The ESSA strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM  
2415/page 2 of 4  
Every Student Succeeds Act

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English Language Learner (ELL) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Type of Title I Program

The school district will offer a \_\_\_\_\_ (School-wide or Target Assistance or Public School Choice) Title I program.

School-wide Program

High-poverty schools (a school with at least 40% poverty or any school below 40% poverty with a waiver issued by the New Jersey Department of Education) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children in the school. A school-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.]

New Jersey Department of Education Accountability System

The district will comply with the accountability system established by the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education.



## Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and the ESSA.

## Staff

The district will comply with the staff certification requirements of the ESSA and the NJDOE. In addition, the district will ensure all paraprofessionals meet the requirements as established by the ESSA and as outlined in Policy 4125 – Employment of Support Staff Members.

## Parent and Family Engagement

The district will comply with the requirements as outlined in Policy 2415.04 – Title I – District-Wide Parent and Family Engagement and Policy 2415.50 – Title I – School Parent and Family Engagement as applicable in accordance with the NJDOE and the ESSA.

## Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

## Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and the ESSA.

## Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM  
2415/page 4 of 4  
Every Student Succeeds Act

### Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

### Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

### Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA of 1965 as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

### Evaluation

The Superintendent or designee will evaluate the ESSA programs as required by the United States and the New Jersey Departments of Education.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS  
5513/page 1 of 1  
Care of School Property  
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### 5513 CARE OF SCHOOL PROPERTY

The Board of Education believes the school district should help students learn to respect property and instill feelings of pride in their school. The Board requires each student in the district to responsibly care for school property and the school supplies and equipment entrusted to the student by the school district.

Students who cause damage to or lose school property may be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or destruction of a textbook and reserves the right to withhold a report card or diploma from any student whose payment of a fine is in arrears.

A student who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost, damaged, and destroyed textbooks.

N.J.S.A. 18A:34-2; 18A:37-3  
N.J.A.C. 6A:23A-20.6

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5517/page 1 of 1

School District Issued Student Identification Cards

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### 5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the Principal or designee may require students to carry a school district issued Identification Card.

An Identification Card will be issued to all students in the Beverly City School.

The Identification Card shall have printed on the back the telephone number for the New Jersey Suicide Prevention Hopeline (NJ Hopeline) and contact information for a crisis text line pursuant to N.J.S.A. 18A:6-113.1. The district may, in addition to the telephone number for the NJ Hopeline and contact information for a crisis text line, provide the contact information for the National Suicide Prevention Lifeline, a school district crisis center, or any other mental health support services pursuant to N.J.S.A. 18A:3B-73.2.]

The Principal or designee may require a student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry their Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

N.J.S.A. 18A:3B-73.2; 18A:6-113.1; 18A:36-43

Adopted:



## 5722 STUDENT JOURNALISM

The Board of Education believes it is important to afford students the opportunity to exercise their creativity, passion, and constitutionally-protected freedom of speech. However, the Board also believes this opportunity must be balanced between ensuring students have the right to speak freely while also preserving the ability of district staff to maintain the safe and orderly operation of the school district. The Board adopts this Policy granting students the right to exercise freedom of speech and of the press in accordance with N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45.

For the purpose of this Policy, the following terms shall mean:

“Prior restraint” means a school official informing a student journalist(s) the news, opinion, feature, and advertising content of school-sponsored media, subject to the restrictions listed in N.J.S.A. 18A:36-45.b., N.J.S.A. 18A:36-45.c., and the provisions of this Policy, cannot be published in school-sponsored media or a school official takes any action to prevent a student from doing so.

“Prior review” means a school official reviewing school sponsored media before it is published, broadcast by a student journalist at school or distributed, or generally made available to members of the student body.

“School official” means the Principal or designee or an administrative staff member designated by the Superintendent.

“School-sponsored media” means any material that is prepared, substantially written, published, or broadcast by a student journalist at school, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. School-sponsored media does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

“Student journalist” means a student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

“Student media advisor” means an individual employed, appointed, or designated by the district to supervise or provide instruction relating to school-sponsored media.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5722/page 2 of 3  
Student Journalism

Student journalists have the right to exercise freedom of speech and of the press in school-sponsored media, regardless of whether the media is supported financially by the district or by use of school district facilities, or produced in conjunction with a class in which the student is enrolled. Subject to 1. through 5. below, student journalists are responsible for determining the news, opinion, feature, and advertising content of school-sponsored media. N.J.S.A. 18A:36-45.b. and this Policy shall not be construed to prevent student media advisors from teaching professional standards of English and journalism to student journalists.

This Policy does not authorize or protect expression by a student that:

1. Is libelous or slanderous;
2. Constitutes an unwarranted invasion of privacy;
3. Is profane or obscene;
4. Violates Federal or State law; or
5. So incites students as to create a clear and present danger of the commission of an unlawful act, the violation of school district policies, or the material and substantial disruption of the orderly operation of the school.

The district shall not authorize any prior restraint of any school-sponsored media except for the types of expression prohibited under N.J.S.A. 18A:36-45.c. and as listed in 1. through 5. above.

A school official may implement a procedure for prior review of school-sponsored media. Any prior review of school-sponsored media required by the school official shall be communicated to the student journalist by the school official and be conducted within three school days after submission to the school official by the student journalist. If the school official cannot show the school-sponsored media is prohibited under N.J.S.A. 18A:36-45.c. and 1. through 5. above, within the three school days, the student journalist may release the school-sponsored media.

When a school official determines the restraint of student expression is necessary, the school official shall simultaneously identify at least one of the five prohibitions listed in 1. through 5. above under N.J.S.A. 18A:36-45.c. and in this Policy under which the limitation of student expression is appropriate. This determination shall be provided to the student journalist in writing by the school official that made the determination.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5722/page 3 of 3  
Student Journalism

A student journalist may appeal, to the Superintendent or designee, a determination by a school official that the restraint of student expression is necessary. An appeal must be submitted in writing to the Superintendent or designee within five school days of the written determination being communicated to the student journalist. The appeal must include a copy of the written determination and the reasons why the student journalist believes the limitation is not appropriate. The Superintendent or designee may, but is not required to, provide the student journalist an opportunity to present their written appeal in person. The Superintendent or designee will make a determination on the appeal within five school days of receiving the written appeal from the student journalist. The student journalist may appeal a decision of the Superintendent or designee to the Board of Education in writing. The Board of Education will make a decision on the appeal at the first Regular Board Meeting after receiving the written appeal or within ten school days after receiving the written appeal.

A student journalist that violates a provision of this Policy may be subject to appropriate discipline.

The school district shall not sanction a student operating as an independent journalist.

A staff member shall not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in the conduct authorized under N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45 and this Policy, or refusing to infringe upon conduct that is protected by this Policy, the First Amendment to the United States Constitution, or paragraph 6 of Article I of the New Jersey Constitution.

The Superintendent or designee shall determine reasonable provisions for the time, place, and manner of student expression for the purposes of school-sponsored media.

N.J.S.A. 18A:36-44; 18A:36-45

Adopted:



## 1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, "covered workers" shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered "fully vaccinated" for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.13/page 2 of 3

### School Employee Vaccination Requirements

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJiIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.13/page 3 of 3

### School Employee Vaccination Requirements

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district's protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 – August 23, 2021

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.14/page 1 of 9

Safety Plan For Healthcare Settings In

School Buildings – COVID-19

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### 1648.14 SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

#### A. Purpose and Scope

The Board of Education is committed to providing a safe and healthy workplace for all employees and has adopted this Policy that shall be the school district's COVID-19 Plan (Plan) that includes procedures to minimize the risk of transmission of COVID-19, in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021. The ETS, 29 CFR 1910 - Subpart U, applies to all settings where any school district employee or contracted service provider provides healthcare services or health care support services. Public Employees' Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey, has adopted the ETS in full. However, its applicability for school districts is primarily restricted to the nurse's office and any adjoining clinical areas and not the entire school building.

The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.

#### 1. Definitions

- a. "Employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present.
  - (1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.
- b. "Healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services.
  - (1) Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building in accordance with 29 CFR 1910.502(a)(3)(i).



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.14/page 2 of 9

Safety Plan For Healthcare Settings In  
School Buildings – COVID-19

- c. For the purpose of this Policy, additional definitions shall be those definitions listed in 29 CFR 1910.502(b).
  2. The school district has multiple healthcare settings that are substantially similar; therefore; has developed and adopted this single Plan for these substantially similar healthcare settings, with site-specific considerations included in this Plan. The healthcare settings in the school district are listed in Appendix 1.
    - a. Any school district health care settings that are not substantially similar, the school district shall develop and adopt separate COVID-19 Plans for each healthcare setting and list them in Appendix 1.
- B. Roles and Responsibilities for School District Employees
  1. The school district's goal in adopting this Policy is to prevent the transmission of COVID-19 in the school district's healthcare settings. All staff members are responsible for supporting, complying with, and providing recommendations to further improve this Plan.
  2. The Superintendent will designate a COVID-19 Safety Coordinator(s) who shall implement and monitor this Plan. The COVID-19 Safety Coordinator(s) shall have the school district's full support in implementing and monitoring this Plan, and has authority to ensure compliance with all aspects of this Plan.
- C. Hazard Assessment and Worker Protections
  1. The Superintendent of Schools or designee will conduct a specific hazard assessment of its healthcare settings to determine potential hazards related to COVID-19.
    - a. A hazard assessment will be conducted initially and whenever changes in a healthcare setting in the school district create a new potential risk of employee exposure to COVID-19 (e.g., new work activities in the healthcare setting).
  2. The Superintendent has developed and the Board has adopted this Plan that includes the procedures the school district will use to determine an employee's vaccination status as outlined in Appendix 2.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.14/page 3 of 9

Safety Plan For Healthcare Settings In  
School Buildings – COVID-19

- a. In the event the Superintendent or designee cannot or does not determine or confirm the vaccination status of an employee, the employee shall be presumed to be unvaccinated.
3. All completed hazard assessment forms and results will be attached to this Plan in Appendix 3 and will be accessible to all employees at each school district facility.
4. The school district will address the hazards identified by the assessment, and have included in this Plan the procedures to minimize the risk of transmission of COVID-19 for each employee. These procedures are included in the following Appendices:
  - a. Patient Screening and Management
    - (1) In healthcare settings in the school district where direct patient care is provided, the school district will include protocols addressing patient screening and management in Appendix 4.
  - b. Standard and Transmission-Based Precautions
    - (1) The school district will develop and implement procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's "Guidelines for Isolation Precautions" which are included in Appendix 5.
5. Personal Protective Equipment (PPE)
  - a. The school district will provide and ensure that employees wear approved facemasks or a higher level of respiratory protection.
  - b. The school district will include protocols to address PPE for healthcare settings in Appendix 6.
6. Physical Distancing
  - a. The school district will ensure that each employee is separated from all other people in the healthcare setting by at least six feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.14/page 4 of 9

Safety Plan For Healthcare Settings In  
School Buildings – COVID-19

- (1) Where maintaining six feet of physical distance is not feasible, the school district will ensure employees are as far apart from other people as possible.
  - b. Physical distancing will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
  - c. The school district will include protocols to address physical distancing for healthcare settings in Appendix 7.
7. Physical Barriers
  - a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers.
  - b. Physical barriers will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
  - c. The school district will include protocols to address physical barriers for healthcare settings in Appendix 8.
8. Cleaning and Disinfecting in the Healthcare Setting
  - a. The school district will implement policies and procedures for cleaning, disinfecting, and hand hygiene, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
  - b. The school district will include protocols to address cleaning and disinfecting for healthcare settings in Appendix 9.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.14/page 5 of 9

Safety Plan For Healthcare Settings In  
School Buildings – COVID-19

### 9. Ventilation

- a. The school district will implement procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and include protocols addressing ventilation for healthcare settings in Appendix 10.
- b. Ventilation policies and procedures will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
- c. The Superintendent or designee will identify the building manager, HVAC professional, or maintenance employee who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of the ETS and list the individual(s) in Appendix 10.

### D. Health Screening and Medical Management

#### 1. Health Screening

- a. "Screening" means, for the purpose of this Policy, asking questions to determine whether a person is COVID-19 positive or has symptoms of COVID-19.
- b. The school district will include protocols to address health screening for employees in Appendix 11.

#### 2. Employee Notification to Employer of COVID-19 Illness or Symptoms

- a. The school district will include protocols to address employee notification to employer of COVID-19 illness or symptoms for employees in Appendix 11.

#### 3. Employer Notification to Employees of COVID-19 Exposure in the Healthcare Setting

- a. The school district will include protocols to address employer notification of COVID-19 exposure to employees in Appendix 11.

#### 4. Medical Removal from the Healthcare Setting



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.14/page 6 of 9

Safety Plan For Healthcare Settings In  
School Buildings – COVID-19

- a. The school district will include protocols to address medical removal from the healthcare setting for employees in Appendix 11.
5. Return to Work Criteria
  - a. The school district will include protocols to address return to work criteria for employees in Appendix 11.
6. Medical Removal Protection Benefits
  - a. The school district will continue to pay employees who have been removed from the healthcare setting under the medical removal provisions of the ETS. When an employee has been removed from the healthcare setting and is not working remotely or in isolation, the school district shall pay and provide benefits in accordance with the Plan addressed in Appendix 12.
- E. Vaccinations
  1. The school district encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The school district will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.
  2. The school district will include protocols to address vaccination for employees in Appendix 13.
- F. Training
  1. The school district will implement policies and procedures for employee training, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
  2. The school district will include protocols to address training for employees in Appendix 14.



# POLICY

**BEVERLY CITY  
BOARD OF EDUCATION**  
ADMINISTRATION

1648.14/page 7 of 9  
Safety Plan For Healthcare Settings In  
School Buildings – COVID-19

G. Anti-Retaliation

1. The school district will inform each employee that employees have a right to the protections required by the ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by the ETS, or for engaging in actions that are required by the ETS.
2. The school district will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by the ETS, or for engaging in actions that are required by the ETS.

H. Requirements Implemented at No Cost to Employees

1. The school district will comply with the provisions of ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under D. above.

I. Recordkeeping

1. The school district will retain all versions of this Policy to comply with the ETS while the ETS remains in effect.
2. The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work.
  - a. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.
3. The school district will record the information on the COVID-19 log within twenty-four hours of learning that the employee is COVID-19 positive.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.14/page 8 of 9

Safety Plan For Healthcare Settings In  
School Buildings – COVID-19

- a. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law.
  - b. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.
4. By the end of the next business day after a request, the school district will provide, for examination and copying:
- a. All versions of this Policy which is the written Plan for all employees;
  - b. The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and
  - c. A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

### J. Reporting

1. The school district will report to PEOSH:
  - a. Each work-related COVID-19 fatality within eight hours of the school district learning about the fatality;
  - b. Each work-related COVID-19 in-patient hospitalization within twenty-four hours of the school district learning about the in-patient hospitalization.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.14/page 9 of 9

Safety Plan For Healthcare Settings In

School Buildings – COVID-19

### K. Monitoring Effectiveness

1. The school district and the COVID-19 Safety Coordinator(s) will work collaboratively with employees to monitor the effectiveness of this Plan so as to ensure ongoing progress and efficacy.
2. The school district will update this Policy as needed to address changes in specific COVID-19 hazards and exposures in the healthcare setting.

This Policy and its Appendices will be made available upon request.

29 CFR 1910.502

Occupational Safety and Health Administration Fact Sheet Subpart U COVID-19

Healthcare Emergency Temporary Standard

Occupational Safety and Health Administration Model Plan

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

### Appendix 1 – Identifying the Healthcare Settings in the School District:

Location of healthcare setting in the school district buildings listed below:

Facility Location	Worksite-Specific COVID-19 Considerations



# POLICY

BEVERLY CITY  
BOARD OF EDUCATION

## Appendix 2 – Vaccination Status Plan:

[Include and describe the procedures that will be used to determine employees' vaccination status.]



# POLICY

BEVERLY CITY  
BOARD OF EDUCATION

## Appendix 3 – Completed Hazard Forms and Results:

Please see the attached Hazard Assessment Forms and Results below:



# POLICY

BEVERLY CITY  
BOARD OF EDUCATION

## Appendix 4 – Patient Screening and Management:

[List the procedures for limiting and monitoring points of entry to the setting, screening and triaging for symptoms of COVID-19, and restricting facility access to reduce crowding (e.g., limiting visitors to only those essential for the patient's physical or emotional well-being and care, restricting visitors to the patient's room or other designated areas, asking patients to remain outside (if possible) until they are called into the facility for their appointment, etc.).]



# POLICY

BEVERLY CITY  
BOARD OF EDUCATION

## Appendix 5 – Standard and Transmission-Based Precautions:

[List the standard and transmission-based infection control precautions.]



**Appendix 6 – Personal Protective Equipment (PPE):**

1. Describe how employees will be provided facemasks and instruction about when and how they should be worn or used.
2. Identify job tasks, if any, in which the use of a facemask presents a hazard of serious injury or death.
3. Describe the procedures for providing employees PPE in accordance with Standard and Transmission-Based Precautions in healthcare settings in accordance with CDC's "Guidelines for Isolation Precautions."
4. Describe employer procedures for providing PPE to employees with exposure to people with suspected or confirmed COVID-19.]





### Appendix 7 – Physical Distancing:

- [1. Describe how healthcare setting flows, such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel, will be adjusted to ensure physical distancing.
2. Describe physical healthcare setting changes, such as increased distance between workstations, check-in and checkout stations, etc., that will be implemented to ensure physical distancing.
3. Describe how people in the healthcare setting will be prevented from gathering in groups in common areas and “bottlenecks,” including corridors, meeting rooms, stairways, breakrooms, entrances, exits, and elevators.
4. Describe how aisles, tables, counters, check-in and checkout stations, etc. will be arranged and how the flow will be directed to allow for physical distancing between people.
5. Identify protocols such as telehealth, telework, flexible work hours, staggered shifts, or additional shifts that can be used to reduce the number of employees in the healthcare setting at one time.]



**Appendix 8 – Physical Barriers:**

[Describe where and how physical barriers will be installed when physical distancing cannot be consistently maintained and spacing cannot be increased.]



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

### Appendix 9 – Cleaning and Disinfecting:

- [1. Describe the schedule for cleaning and disinfecting, the persons responsible for conducting cleaning and disinfecting, the products that are used to clean and disinfect the healthcare setting, how the school district will clean patient care areas, resident rooms, and medical devices and equipment, and how the school district will clean and disinfect the healthcare setting if a COVID-19 positive person has been in the healthcare setting within the last twenty-four hours. A copy of cleaning logs to be used shall be attached.
  
2. Describe how necessary hand washing and/or sanitizer facilities will be provided, supplied, and maintained; and how employees will be allowed to perform hand hygiene to meet this requirement. Describe how hand washing and/or sanitizer facilities will be provided for use by other persons entering the healthcare setting.]



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

### Appendix 10 - Ventilation:

The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA's COVID-19 ETS.

*(e.g., Maintenance employee, HVAC service contractor(s))*

<u>Name/Contact Information:</u>	<u>Location:</u>
<u>Name/Contact Information:</u>	<u>Location:</u>

[Describe additional measures to improve building ventilation in accordance with "CDC's Ventilation Guidance".]



### Appendix 11 – Health Screening and Medical Management for Employees:

- [1. Describe how employees will be screened (e.g., in-person when reporting to work, or by asking employees to self-monitor for COVID-19 symptoms before reporting to work). OSHA’s *Sample Employee COVID-19 Health Screening Questionnaire* may be useful. If the school district chooses to require COVID-19 testing, it must be done at no cost to employees.
2. Describe how employees will communicate with the school district if they are sick or experiencing symptoms while at home or at work.
3. Describe any leave policies (e.g., sick leave, Family Medical Leave Act, or other policies) the school district will implement to promote employees staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.
4. Describe how you will notify employees of COVID-19 exposure.
5. Describe district procedures for removing employees from the healthcare setting.
6. Describe district procedures for employees returning to work following removal from the healthcare setting.
  - a. The school district will only allow employees who have been removed from the healthcare setting to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC’s “Isolation Guidance” and “Return to Work Healthcare Guidance.”]



## Appendix 12 – Medical Removal Protection Benefits:

- [1. Describe district policy for pay and benefits to employees removed from the healthcare setting and not working remotely. Note the following requirements under OSHA’s COVID-19 ETS:
  - Employers must continue to provide the benefits to which the employee is normally entitled and pay the employee the same regular pay the employee would have received had the employee not been absent from work, up to \$1,400 per week per employee. For employers with fewer than 500 employees, the employer must pay the employee up to the \$1,400 per week cap but, beginning in the third week of an employee’s removal, the amount is reduced to only two-thirds of the same regular pay the employee would have received had the employee not been absent from work, up to \$200 per day (\$1000 per week in most cases).
  - The ETS also provides that the employer’s payment obligation is reduced by the amount of compensation the employee receives from any other source, such as a publicly or employer-funded compensation program (e.g., paid sick leave, administrative leave), for earnings lost during the period of removal or any additional source of income the employee receives that is made possible by virtue of the employee’s removal.]



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

### Appendix 13 – Vaccinations:

[Describe district procedures for providing reasonable time and paid leave for vaccinations and side effects.]



## Appendix 14 – Training:

[Describe how training will be conducted (e.g., online education, department meetings and tool talks, discussion with supervisors, and/or other specific methods).

Describe any other healthcare setting-specific training topics.

1. The school district will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:
  - a. COVID-19, including:
    - (1) How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);
    - (2) The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
    - (3) Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
    - (4) The signs and symptoms of COVID-19;
    - (5) Risk factors for severe illness; and
    - (6) When to seek medical attention.
  - b. The school district's procedures on patient screening and management;
  - c. Tasks and situations in the healthcare setting that could result in COVID-19 infection;
  - d. Healthcare setting-specific procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);
  - e. Employer-specific multi-employer healthcare setting agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the healthcare setting;
  - f. The school district's procedures for PPE worn to comply with the ETS, including:





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

- (1) ~~When PPE is required for protection against COVID-19;~~
  - (2) Limitations of PPE for protection against COVID-19;
  - (3) How to properly put on, wear, and take off PPE;
  - (4) How to properly care for, store, clean, maintain, and dispose of PPE; and
  - (5) Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address healthcare setting hazards other than COVID-19.
- g. Healthcare setting-specific procedures for cleaning and disinfection;
  - h. The school district's procedures on health screening and medical management;
  - i. Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable Federal, State, or local laws, and other supportive policies and practices (e.g., telework, flexible hours, etc.);
  - j. The identity of school district's Safety Coordinator(s) specified in this Plan; and
  - k. The ETS.
    - (1) How the employee can obtain copies of the ETS and any employer-specific policies and procedures developed under the ETS, including this Policy, which is the school district's written Plan.
2. The school district will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.
  3. The school district will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.]

PROGRAM



2425 EMERGENCY VIRTUAL OR REMOTE  
INSTRUCTION PROGRAM

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

PROGRAM



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

2425/page 2 of 3

### Emergency Virtual or Remote Instruction Program

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

PROGRAM



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

2425/page 3 of 3

### Emergency Virtual or Remote Instruction Program

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted:

STUDENTS



## 5751 SEXUAL HARASSMENT OF STUDENTS

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

1. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
  - c. "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

STUDENTS



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

5751/page 2 of 3

### Sexual Harassment of Students

A school district with “actual knowledge” of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not “deliberately indifferent”.

Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).

The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district’s website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district’s website and accessible to anyone.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.

The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator’s dismissal of a formal complaint or any allegations of sexual harassment.

The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.

Consistent with the laws of New Jersey a student’s parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

STUDENTS



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

5751/page 3 of 3

### Sexual Harassment of Students

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

The school district shall maintain for a period of seven years records in accordance with the requirements of 34 CFR §106.45(b)(10). For each school district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

34 CFR §106

United States Department of Education, Office for Civil Rights – Questions and Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)

Adopted:





## 1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
  - 1. Vaccination – See Appendix A.;
  - 2. Communication with the Local Health Department – See Appendix B.;
  - 3. Mask Wearing Protocol – See Appendix C.;
  - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.11/page 2 of 3

The Road Forward COVID-19 – Health and Safety

5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
  6. Provision of Meals – See Appendix F.; and
  7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.



# POLICY

**BEVERLY CITY  
BOARD OF EDUCATION**

ADMINISTRATION

1648.11/page 3 of 3

The Road Forward COVID-19 –Health and Safety

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted:



## 2422 COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2422/page 2 of 4

Comprehensive Health and Physical Education

8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2422/page 3 of 4

### Comprehensive Health and Physical Education

17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.
20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.
21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.
23. Information About "New Jersey Safe Haven Infant Protection Act" Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the "New Jersey Safe Haven Infant Protection Act" shall be included in curriculum for public school students in grades nine through twelve.
24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2422/page 4 of 4

Comprehensive Health and Physical Education

25. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

Adopted:



2467 SURROGATE PARENTS AND RESOURCE  
FAMILY PARENTS

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14 when:

1. The parent cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent; or
4. The student is an unaccompanied youth as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2.

### Qualifications and Selection

The district shall make reasonable efforts to appoint a surrogate parent within thirty days of the determination that a surrogate parent is needed for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

The district shall establish a method for selecting and training surrogate parents.

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with the interest of the student they represent;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; and
5. Complete a criminal history review pursuant to N.J.S.A. 18A:6-7.1 if the person serving as the surrogate parent is compensated.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION PROGRAM

2467/page 2 of 3

### Surrogate Parents and Resource Family Parents

The person(s) serving as a surrogate parent may not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

[**Optional** - A surrogate parent will be paid solely to act in this capacity.]

The \_\_\_\_\_ shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student who is or may be a student with a disability is in the care of a resource family parent, and the resource family parent is not the parent of the student, the district where the resource family parent resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the Superintendent or designee shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the resource family parent shall serve as the parent unless that person is unwilling to do so. If there is no resource family parent, or if the resource family parent is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, appointing a surrogate parent, and obtaining all required consent from, and providing written notices to, the surrogate parent.

#### Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training may include, but not be limited to:

1. Providing the surrogate parent a copy of:
  - a. Parental Rights in Special Education booklet;





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2467/page 3 of 3

Surrogate Parents and Resource Family Parents

- b. N.J.A.C. 6A:14;
  - c. The Special Education Process;
  - d. Administrative Code Training Materials from the Department of Education website; and
  - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
  3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
  4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
  5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

### Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted:



## 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

### Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5111/page 2 of 9

Eligibility of Resident/Nonresident Students

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5111/page 3 of 9

Eligibility of Resident/Nonresident Students

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1., immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

### Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or



information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

### Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5111/page 5 of 9

Eligibility of Resident/Nonresident Students

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

### Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5111/page 6 of 9

Eligibility of Resident/Nonresident Students

### Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

### Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

### Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5111/page 7 of 9

Eligibility of Resident/Nonresident Students

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

### Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

### Optional

#### [Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled \_\_\_\_\_ (with or without) payment of tuition for a period of time not greater than \_\_\_\_\_ weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within \_\_\_\_\_ weeks after admission to school, tuition will be charged for attendance commencing the beginning of the \_\_\_\_\_ week and until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after \_\_\_\_\_ (date) and twelfth grade students whose parent or guardian have moved away from the school district on or after \_\_\_\_\_ (date) will be permitted to finish the school year in this school district \_\_\_\_\_ (with or without) payment of tuition.]





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5111/page 8 of 9

Eligibility of Resident/Nonresident Students

### Optional

[Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district \_\_\_\_\_ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.]

### Optional

[Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district \_\_\_\_\_ (with or without) payment of tuition and Board approval.]

### F-1 Visa Students

#### [Option – Select One Option

\_\_\_ F-1 Visa students will not be admitted to this school district.

\_\_\_ The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]



# POLICY

BEVERLY CITY  
BOARD OF EDUCATION  
STUDENTS

5111/page 9 of 9  
Eligibility of Resident/Nonresident Students

## J-1 Visa Students

### [Option – Select One Option

J-1 Visa students will not be admitted to this school district.

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

N.J.S.A. 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3;  
18A:38-3.1; 18A:7B-12

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22  
8 CFR 214.3

Adopted:



6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –  
ALLOWABILITY OF COSTS

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principles. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6115.01/page 2 of 2

Federal Awards/Funds Internal Controls –  
Allowability of Costs

7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)

2 CFR §200.403

Adopted:



6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –  
MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).
3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION FINANCES

6115.02/page 2 of 4  
Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

### B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
  - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
  - b. Reached its final disposition during the most recent five-year period; and
  - c. Is one of the following:
    - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
    - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
    - (4) Any other criminal, civil, or administrative proceeding if:
      - (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
      - (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
      - (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6115.02/page 3 of 4

Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

### C. Reporting Procedures

1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

### D. Reporting Frequency

1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.
2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.

### E. Definitions

1. For purposes of this Policy:
  - a. "Administrative proceeding" for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6115.02/page 4 of 4

Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

- b. “Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
  - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
  - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:





6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –  
CONFLICT OF INTEREST

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
  - a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6115.03/page 2 of 3

Federal Awards/Funds Internal Controls –  
Conflict of Interest

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6115.03/page 3 of 3

Federal Awards/Funds Internal Controls –  
Conflict of Interest

2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted:



6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY  
FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

2 CFR §200

Adopted:



## 7432 EYE PROTECTION

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1.

The term "appropriate eye protective device" shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986; and eye protective procedures recommended by the manufacturer of the laser device.

The Superintendent or designee shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

The appropriate eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, including individuals present for evening adult-school programs, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned appropriate eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared appropriate eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the New Jersey Department of Education.



## 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8420/page 2 of 2

Emergency and Crisis Situations

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:





## 8540 SCHOOL NUTRITION PROGRAMS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a "Breakfast After the Bell" program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the "Breakfast After the Bell" program pursuant to N.J.S.A. 18A:33-12.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8540/page 2 of 3

School Nutrition Programs

A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8540/page 3 of 3

School Nutrition Programs

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 et seq.

N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.; 18A:58-7.2

N.J.A.C. 2:36

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8550/page 1 of 3

Meal Charges/Outstanding Food Service Bill

M

### 8550 MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8550/page 2 of 3

Meal Charges/Outstanding Food Service Bill

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and
3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8550/page 3 of 3

Meal Charges/Outstanding Food Service Bill

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS  
8600/page 1 of 3  
Student Transportation  
M

### 8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

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

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.]

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8600/page 2 of 2

Student Transportation

cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;  
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;  
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;  
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:







1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19)  
RESPONSE ACT

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

A. Emergency Family and Medical Leave Expansion Act (EFMLEA)

1. Definitions - For the purposes of the EFMLEA:

- a. "Eligible employee" means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.
- b. "Employer" means any employer with fewer than five hundred employees.
- c. "Qualifying need related to a public health emergency" means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- d. "Public Health Emergency" means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.
- e. "Child care provider" means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1649/page 2 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

- f. "School" means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

### 2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

#### a. Leave for Initial Ten Days

- (1) The first ten days of this FMLA leave for an eligible employee shall be unpaid
- (2) If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).
- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

#### b. Paid Leave for Subsequent Days

- (1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1649/page 3 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

- (2) The paid leave for an employee shall be calculated based on:
    - (a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
    - (b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).
  - (3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.
  - (4) Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:
    - (a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
    - (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- c. Employee Notice to Employer
- (1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1649/page 4 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

- (a) A request for such leave that is foreseeable shall be submitted to the Superintendent of Schools prior to commencing the leave.
  - (b) A need for such leave that is not foreseeable shall be submitted to the Superintendent of Schools within one business day of the first day of the leave being taken by the employee.
  - (c) The employee shall provide to the Superintendent of Schools the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.
- d. Restoration to Position
- (1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:
    - (a) The employee takes leave under the EFMLEA.
    - (b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:
      - i. That affect employment; and
      - ii. Are caused by a public health emergency during the period of leave.
    - (c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1649/page 5 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

(d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.

(2) Contact Period

(a) The period described under A.2.d. above is the one-year period beginning on the earlier of:

- i. The date on which the qualifying need related to a public health emergency concludes; or
- ii. The date that is twelve weeks after the date on which the employee's leave under the EFMLEA commences.

B. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.

1. Definitions

a. For purposes of the EPSLA and this Policy:

- (1) "Employee" means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.
- (2) "Employer" means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1649/page 6 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

- (a) “Covered employer” includes any person engaged in commerce or in any industry or activity affecting commerce that:
    - i. In the case of a private entity or individual, employs fewer than five hundred employees; and
    - ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.
  - (b) “Covered employer” also includes:
    - i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and
    - ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
  - (c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
  - (4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
  - (5) “Paid sick time” means an increment of compensated leave that:



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1649/page 7 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

- (a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and
- (b) Is calculated based on the employee's required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:
  - i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and
  - ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.
- (6) "Required Compensation" subject to B.1.a.(5)(b) above, the employee's "required compensation" shall be not less than the greater of the following:
  - (a) The employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
  - (b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
  - (c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.

Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee's required compensation shall be two-thirds of the amount described in B.1.a.(6) above.



- (7) “Varying Schedule Hours Calculation” means in the case of a part-time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:
- (a.) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.
  - (b.) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

## 2. Paid Sick Leave Requirement

- a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:
- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
  - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - (4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.





# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1649/page 9 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
      - (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
3. Duration of Paid Sick Time
  - a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.
  - b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:
    - (1) For full-time employees, eighty hours.
    - (2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
  - c. Paid sick time under the EPSLA shall not carry over from one year to the next.
4. Employer's Termination of Paid Sick Time
  - a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.
5. Prohibition
  - a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.



6. Use of Paid Sick Time

- a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
- b. Sequencing Leave Time
  - (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.
  - (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.

7. Notice

- a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.
- b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.

8. Prohibited Acts

- a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
  - (1) Takes leave in accordance with the EPSLA; and
  - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1649/page 11 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

### 9. Enforcement

#### a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:

- (1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and
- (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.

#### b. Unlawful Termination - An employer who willfully violates B.8. above shall:

- (1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and
- (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.

### 10. Rules of Construction

#### a. Nothing in the EPSLA shall be construed:

- (1) To in any way diminish the rights or benefits that an employee is entitled to under any:
  - (a) Other Federal, State, or local law;
  - (b) Collective bargaining agreement; or
  - (c) Existing employer policy; or
- (2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1649/page 12 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

### 11. Guidelines

- a. Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

### 12. Reasonable Notice

- a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.
- b. The request for such leave shall be submitted to the Superintendent of Schools, who may request documentation from the employee in support of the emergency paid sick leave.
- c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

### 13. Regulatory Authorities

- a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
  - (1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and



# POLICY

**NEW DISTRICT  
BOARD OF EDUCATION**

ADMINISTRATION

1649/page 13 of 13

Federal Families First Coronavirus  
(COVID-19) Response Act

- (2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

H.R. 6201: Families First Coronavirus (COVID-19) Response Act  
N.J.S.A. 18A:30-1

Adopted:



## 2431.3 HEAT PARTICIPATON POLICY FOR STUDENT-ATHLETE SAFETY

The Board of Education adopts this Policy as a measure to protect the safety, health, and welfare of students participating in school-sponsored athletic programs and extra-curricular activities. The Board believes practice and pre-season heat participation guidelines for students will minimize injury and enhance a student's health, performance, and well-being.

In accordance with the provisions of N.J.S.A. 18A:11-3.10, a school district which is a member of any voluntary association, pursuant to N.J.S.A. 18A:11-3, which oversees activities associated with Statewide interscholastic sports programs shall adopt and implement the most current "Heat Participation Policy" required by the New Jersey State Interscholastic Athletic Association (NJSIAA) for conducting practice or games in all sports during times of high heat or humidity.

The NJSIAA Policy shall address:

1. The scheduling of practice or games during times of various heat and humidity levels;
2. The ratio of time devoted to workouts to time allotted for rest and hydration during various heat and humidity levels; and
3. The heat and humidity levels at which practice or games will be canceled.

The guidelines included in the NJSIAA Heat Participation Policy shall provide a default Policy to those responsible or sharing duties for making decisions concerning the implementation of modifications or cancellation of practices or games based on the presence of heat and humidity.

The Board of Education shall purchase a WetBulb Globe Temperature (WBGT) tool to measure the heat stress in direct sunlight at the practice or game site. Heat stress consists of temperature, humidity, wind speed, the angle of the sun, and cloud coverage.

The Board of Education shall adopt and implement the provisions of the NJSIAA Heat Participation Policy concerning the frequency and recording of WBGT measurements.

The provisions and requirements of this Policy and of the NJSIAA current Heat Participation Policy, which shall be utilized in conjunction with the current NJSIAA Pre-Season Heat Acclimatization Policy, shall be carried out by the Athletic Trainer, certified designee, or



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

PROGRAM

2431.3/page 2 of 2

### Heat Participation Policy for Student-Athlete Safety

individual as appointed by the school staff member designated by the Superintendent to supervise athletics, which may include a coach or individual responsible for sharing duties for making decisions concerning the implementation of modifications or cancellation of practices and games based on WBGT measurements.

A copy of this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy shall be provided to each coach, as appropriate, and reviewed with all coaches by the Principal or designee which may include, but not be limited to, the Athletic Trainer or staff member supervising athletics as designated by the Superintendent prior to the first practice session of the season for each team. The Superintendent shall designate the staff member responsible to ensure compliance with this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy.

This Policy and the requirements outlined in this Policy shall apply to all student-athletes in grades nine through twelve participating in Statewide high school interscholastic athletic programs.

N.J.S.A.18A:11-3.10

New Jersey State Interscholastic Athletic Association Heat Participation  
Policy and Pre-Season Heat Acclimatization Policy

Adopted:



### 2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLs). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLs at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLs.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

#### Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the





# POLICY

## NEW DISTRICT BOARD OF EDUCATION

PROGRAM

2622/page 2 of 5  
Student Assessment

elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLs consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLs that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.



The Boards of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

### Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

### Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). Information regarding individual student test scores shall only be released in accordance with Federal and State law.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;
2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
3. Evidence of instructional experience and performance in the NJSLs;
4. Evidence of technological literacy;
5. Evidence of career education instructional experiences and career development activities;



6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
7. Any other information deemed appropriate by the Board of Education.

### Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education within sixty days of receipt of information from the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a). The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.

The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

### Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

### Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

PROGRAM

2622/page 5 of 5  
Student Assessment

### Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-1 et seq.

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;  
6A:14-4.10

Adopted:



### 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

#### Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

5111/page 2 of 8

Eligibility of Resident/Nonresident Students

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the



provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

### Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.



### Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.





Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

### Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

### Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed



of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

### Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

### Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.



### Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

### Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled without payment of tuition for a period of time not greater than two weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within two weeks after admission to school, tuition will be charged for attendance commencing the beginning of the third week and until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after May 1st and twelfth grade students whose parent or guardian have moved away from the school district on or after May 1st will be permitted to finish the school year in this school district without payment of tuition.

### Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district without payment of tuition, provided that the educational program of such children can be provided within school district facilities.

### **Optional**

#### Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district with payment of tuition and Board approval.



### F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

### J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

N.J.S.A. 18A:38-1 et seq.; 18A:38-1.3; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

8 CFR 214.3

Adopted:



### 5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student's absence from school will either be excused or unexcused. Unexcused absences will counts toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

5200/page 2 of 2

Attendance

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8.3

Adopted:



## 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

5330.04/page 2 of 3

Administering an Opioid Antidote

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. Nothing in this Policy shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid





# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

5330.04/page 3 of 3

Administering an Opioid Antidote

antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;  
18A:40-12.26; 18A:40-12.27

N.J.S.A. 24:6J-1 et seq.

Adopted:



### 5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

5610/page 2 of 3

Suspension

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

5610/page 3 of 3

Suspension

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5

N.J.S.A. 18A:54-20g [vocational districts]

N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted:



### 5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
  - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 - Special Education, Program Options, whichever are applicable; or
  - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

5620/page 2 of 2

Expulsion

services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2 et seq.

N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted:



## 8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section G.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

OPERATIONS

8320/page 2 of 2

Personnel Records

or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

Adopted:





## 1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner to review and approve all contracts listed above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of Education approval and execution of the contract to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1620/page 2 of 5

Administrative Employment Contracts

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments.

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the school district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1620/page 3 of 5

Administrative Employment Contracts

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1620/page 4 of 5

Administrative Employment Contracts

9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
  - a. A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.
  - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.
  - c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
  - d. The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.
11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.
12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB)



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1620/page 5 of 5

Administrative Employment Contracts

circulars. If such allowance is included, the employee shall not be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.

13. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.
14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a regionally accredited college or university as defined in applicable regulations. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by a regionally accredited college or university as defined in applicable regulations.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11  
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted:



## 1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent. ■

### A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

#### 1. Transportation

- a. If the school district is providing transportation services on a school bus, a face covering must be worn by all students upon entering the school bus unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Exceptions to the face covering requirements shall be those outlined in A.2.d. below:
  - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.
- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.



- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.

- (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
- (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- (3) Results must be documented when signs/symptoms of COVID-19 are observed.
- (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
- (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.



- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
  - (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are required to wear face coverings, unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
  - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.
- d. Exceptions to the Requirement for Face Coverings
  - (1) Doing so would inhibit the individual's health.
  - (2) The individual is in extreme heat outdoors.
  - (3) The individual is in water.
  - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
  - (5) The student is under the age of two, due to the risk of suffocation.
  - (6) During the period a student is eating or drinking.
  - (7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).





- (8) The student is engaged in high intensity aerobic or anaerobic activities.
- (9) Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
- (10) When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

### 3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

### 4. Wraparound Supports

- a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]



5. Contact Tracing

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.



c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

(1) Special Education and English Language Learners (ELL)

(a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.

(b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.]

2. Staffing

a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.

b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing



The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

(a) The school district shall grow each teaching staff member’s professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction



- (a) The school district shall ensure:
  - (i) All novice provisional teachers new to the district be provided induction;
  - (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;
  - (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;
  - (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
  - (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

- a. The school district shall implement innovative learning models for new learning environments regarding CTE.
- b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648/page 9 of 9

Restart and Recovery Plan

c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

Memorandum – New Jersey Governor and Department of Education – Conditions for Learning – Health and Safety – August 3, 2020

Adopted:



## **Appendices**

The provisions of the attached Appendices C, E, F, G, K, N, and O from the district's Restart and Recovery Plan are included in Policy 1648.



## 1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

- A. Unconditional Eligibility for Full-time Remote Learning
  - 1. All students are eligible for full-time remote learning.
    - a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.02/page 2 of 7

Remote Learning Options for Families

- b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).
- B. Procedures for Submitting Full-time Remote Learning Requests
1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 10 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
  2. The student may only begin full-time remote learning within 10 school days after receiving written approval of the Principal or designee.
  3. The written request for the student to receive full-time remote learning shall include:
    - a. The student's name, school, and grade;
    - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
    - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.02/page 3 of 7

Remote Learning Options for Families

- d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
- e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
  - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.
  - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. The Principal's written approval of the request shall be provided to the parent within 10 calendar days of receiving the parent's written request.
  - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.



C. Scope and Expectations of Full-Time Remote Learning

1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
  - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
  - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
  - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).
    - (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
  - d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.

D. Procedures to Transition from Full-Time Remote Learning to In-Person Services

1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 10 calendar days before the student is eligible for in-person services.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.02/page 5 of 7

Remote Learning Options for Families

2. A student is only eligible to transition from full-time remote learning to in-person services commencing within 10 school days after receiving written approval of the Principal or designee.
3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
  - a. The student's name, school, and grade;
  - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
  - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least

**[Choose one or more of the following:**

- 10 school days in remote learning before being eligible to transition into the school district's in-person program.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.02/page 6 of 7

Remote Learning Options for Families

- a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.
    - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
  6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
  7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.
- E. Reporting
1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department to Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
    - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.
- F. Procedures for Communicating District Policy with Families
1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.02/page 7 of 7

### Remote Learning Options for Families

- a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
  - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
  - c. Scope and expectations of full-time remote learning in accordance with C. above;
  - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
  - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.
- G. Home or Out-of-School Instruction
1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for "Remote Learning Options for Families" which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:  
"Clarifying Expectations Regarding Fulltime Remote Learning  
Options for Families 2020-2021"

Adopted:



1648.03 RESTART AND RECOVERY PLAN – FULL-TIME  
REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;
2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.03/page 2 of 3

Restart and Recovery Plan – Full-Time  
Remote Instruction

3. The school's anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district's first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLS).

All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1648.03/page 3 of 3

Restart and Recovery Plan – Full-Time  
Remote Instruction

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:



## 2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of athletic competition as an integral part of the school experience. Sports and other athletic activities provide opportunities to learn the values of competition and good sportsmanship.

For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

### Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity in accordance with N.J.A.C. 6A:32-9.1(d) and (e).

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

A student in grades 5 through 8 is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding marking period.

A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory as defined by the Superintendent of School and the general basis will be if the number of unexcused absences exceed 18 school days in the school year prior to the student commencing participation in school district sponsored programs of athletic competition. This can be adjusted at the discretion of the Superintendent of School.



A student who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to students.

#### Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.



Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

## Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.

The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually, updated as necessary, and disseminated to appropriate staff members.

## Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

2431/page 5 of 5  
Athletic Competition

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10; 18A:40-41.11

N.J.A.C. 6A:7-1.7(d); 6A:16-1.3; 6A:16-2.1 et seq.; 6A:32-9.1

Adopted:



## 2451 ADULT HIGH SCHOOL

The Board of Education may determine a need exists in the community for the provision of educational services that will enable out-of-school adults to qualify for a State-endorsed high school diploma issued by the Board. The purpose of this program is to provide comprehensive life-long learning opportunities for adults. Accordingly, the Board may establish and implement a State-approved adult high school in accordance with rules of the State Board of Education.

The Board of Education may open and operate an adult high school, which shall offer adults opportunity, accessibility, and flexibility while maintaining high standards inherent in the awarding of a high school diploma pursuant to N.J.S.A. 18A:49-1 et seq., 18A:50-1 et seq., and 18A:50A-1 et seq. Courses shall be sufficiently varied for meeting the educational needs of adults and shall be designed to challenge participants to achieve their highest level of educational ability.

An educational plan shall be developed for each student in the district's adult high school program reflecting the student's past academic record, an analysis of past experiences for which credit may be awarded, graduation requirements, and a proposed schedule of courses for the current school year leading to completion of graduation requirements.

### Eligibility for Enrollment – N.J.A.C. 6A:20-2.2

To qualify for enrollment in the adult high school, a person shall:

1. Be a New Jersey resident;
2. Meet the age and out-of-school requirement at N.J.A.C. 6A:20-1.3;
  - a. A person enrolled in secondary school with senior standing who lacks an opportunity to take at his or her secondary school courses that are available in an adult high school shall be exempt from the out-of-school requirement provisions of N.J.A.C. 6A:20-1.3, provided the Superintendents of both the sending and receiving school districts approve in a written joint agreement the participation of such a person on a space-available basis in an adult high school. The written approval shall explicitly state the course(s) to be taken and the time frame covered by the agreement. Tuition established by the receiving school district on a cost-recovery basis may be charged to the sending school district for persons enrolled under this exception.



3. Have not earned a locally issued, State-endorsed high school diploma;
  - a. Persons holding locally issued high school diplomas may enroll in an adult high school on a space-available basis for the express purpose of supplementing their high school record. Tuition established by the host school district on a cost-recovery basis may be charged to persons enrolling under this exception; and
4. Complete and sign an application for enrollment including a statement of responsibilities.

#### Adults with Special Needs – N.J.A.C. 6A:20-2.3

Limited English proficient adults shall be required to demonstrate language fluency on a State-approved English proficiency assessment at a score level determined by the State Board of Education in accordance to N.J.A.C. 6A:20-2.3(a).

For an adult with previous experience in a special education program now seeking similar services at an adult high school, the Principal of the adult high school shall request, with the concurrence of the adult, the most recent evaluation and individualized educational plan (IEP) for the adult from the high school of last attendance, provided the evaluation was made within the last three years pursuant to N.J.A.C. 6A:20-2.3(b).

1. The Principal shall review the IEP to determine the services required by the plan and also the availability of such services at the adult high school.
  - a. If the IEP can be carried out, it shall serve as the instructional guide for the adult.
  - b. If the Principal determines the IEP cannot be carried out, the Principal shall promptly refer the adult to the nearest adult high school with staff available to offer the special services required in the IEP or to appropriate county or State agencies or institutions with resources and personnel able to serve the special needs of the adult.



2. If the evaluation was made more than three years prior to application to the adult high school, the IEP may not serve as a guide for the adult's instructional program at the adult high school.

Disabled adults without previous experience in a special education program or individuals with IEPs that have been issued more than three years prior to their application to the adult high school shall be counseled regarding educational options that would lead to high school graduation and shall be served to the maximum extent appropriate to the needs of the disabled adult within the capability of the program to provide such services in accordance to N.J.A.C. 6A:2.3(c).

#### Graduation Requirements – N.J.A.C. 6A:20-2.4

Adult high school students must pass the Statewide assessment test for graduation. When an adult is unable to pass the Statewide assessment test, there shall be further evaluation through the Alternative High School Assessment pursuant to N.J.A.C. 6A:8, Standards and Assessments. When limited English proficient adults are unable to pass the Statewide assessment test, they shall be further evaluated through the Alternative High School Assessment pursuant to N.J.A.C. 6A:8 and shall demonstrate English language fluency on a State-approved English proficiency assessment as a requirement for graduation.

When operating an adult high school, the Board shall meet the requirements for high school graduation pursuant to N.J.A.C. 6A:8-5 and Policy 5460.

The staff of the adult high school shall distribute to each entering adult a copy of all State and local adult high school graduation requirements. At the beginning of each course, all adults shall receive a list of proficiencies required for the successful completion of the course.

Successful completion of the requirements as outlined in N.J.A.C. 6A:20-2.4(a) and (b) and those established by the Board of Education shall be required as conditions for awarding a locally issued, State-endorsed diploma.

The Board shall not issue an adult high school diploma without State approval of the adult high school program and without signed verifications for all credit awarded for experience and an official transcript(s) being on file.





## Award of Credit – N.J.A.C. 6A:20-2.5

A Board of Education operating an adult high school shall annually adopt at a public meeting policies that provide for the awarding of credit, subject to the provisions outlined in N.J.A.C. 6A:20-2.5(a)1. through 6A:20-2.5(a)12.

## Awarding of Credit for Foreign Students – N.J.A.C. 6A:20-2.6

Credit for the equivalent of American secondary school studies experienced in a foreign country shall be reviewed by a recognized foreign credential evaluation expert or service following an evaluation of transcript(s) presented by the adult. The cost of such review shall be borne by the adult student.

## Maintaining Student Records – N.J.A.C. 6A:20-2.7

The adult high school program shall have the responsibility to compile, maintain, and retain student records, including daily attendance records, and to regulate access to and security of such records.

Attendance records will be compiled and maintained in accordance with Board Policy No. 9330 and State Board of Education rules governing student records and with law and State Board of Education rules governing financial records.

## Staffing – N.J.A.C. 6A:20-2.8

Pursuant to N.J.A.C. 6A:20-2.8, the adult high school shall have an adequate number of professional staff, properly certified for their respective assignments; however, persons involved in adult advisement shall be certified as either a Principal, supervisor, counselor, or teacher. The Board of Education shall assign to professional staff members only position titles recognized in N.J.A.C. 6A:9B, State Board of Examiners and Certification.

## Special Conditions – N.J.A.C. 6A:20-2.9

The rules set forth elsewhere in N.J.A.C. 6A governing the operation of a high school within a school district shall govern the operation of an adult high school unless otherwise explicitly stated in this Policy pursuant to N.J.A.C. 6A:20-2.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM  
2451/page 5 of 5  
Adult High School

Monitoring – N.J.A.C. 6A:20-2.10

Staff of the New Jersey Department of Education's Adult Education Unit shall monitor the adult high school program pursuant to the monitoring process outlined in N.J.A.C. 6A:20-1.6. The indicators of program quality with associated measures of performance as outlined in N.J.A.C. 6A:20-2.10(b) shall be used by the monitoring teams in carrying out the monitoring process in adult high schools.

N.J.S.A. 18A:7C-8; 18A:38-16; 18A:48-1; 18A:50-1 et seq.  
N.J.A.C. 6A:20-2.1 et seq.

Adopted:



## 2464 GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For the purpose of this Policy, “gifted and talented students” mean students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

For the purpose of this Policy, “instructional adaptation” means an adjustment or modification to instruction enabling a student who is gifted and talented to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards in one or more content areas at the instructional level of the student, not just the student’s grade level.

The Superintendent of Schools or designee shall ensure that the appropriate instructional adaptations are designed for students who are gifted and talented.

The Superintendent or designee will develop procedures for an ongoing Kindergarten through grade twelve identification process for gifted and talented students that includes multiple measures in order to identify student strengths in intellectual ability, creativity, or a specific academic area. The district shall ensure equal access to a continuum of gifted and talented education services. The identification process shall include consideration of all students, including those who are English language learners and those with Individualized Education Plans or 504 Plans.

The Superintendent or designee will develop and document appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments, and including, but not limited to, additional education activities such as academic competitions, guest speakers, and lessons with a specialist.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2464/page 2 of 3

Gifted and Talented Students

The Superintendent or designee will take into consideration the Gifted Programming Standards, Position Statements, and White Papers of the National Association for Gifted Children in identifying and serving gifted and talented students.

The district will provide the time and resources to develop, review, and enhance instructional tools with modifications for helping gifted and talented students acquire and demonstrate mastery of the required knowledge and skills specified by the standards at the instructional level of the student.

The district will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.

The district shall file with the New Jersey Department of Education Coordinator for Gifted and Talented Services a report by October 1, 2020 and thereafter on a schedule that coincides with the school district's New Jersey Quality Single Accountability Continuum (QSAC) review pursuant to N.J.S.A. 18A:7A-11. The report shall include, but not be limited to, the gifted and talented continuum of services, policies, and procedures implemented in the school district; the total number of students receiving gifted and talented services in each grade level Kindergarten through grade twelve disaggregated by race, gender, special education designation, and English language learner designation; the professional development opportunities provided for teachers, educational services staff, and school leaders about gifted and talented students, their needs, and educational development; and the number of staff employed by the school district whose job responsibilities include identification of and providing services to gifted and talented students. Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

An individual who believes the district has not complied with the provisions of N.J.S.A. 18A:35-34 et seq. may file a complaint with the Board of Education. This Policy for filing a complaint shall be linked to the homepage of the Board's Internet website. The Board shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter. The individual may then file a petition of appeal of the Board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2464/page 3 of 3

Gifted and Talented Students

The district shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

N.J.S.A. 18A:61A-2; 18A:35-4.16; 18A:35-34 through 39

N.J.A.C. 6A:8-1.3; 6A:8-3.1(a)5

P.L. 108-382, Sec. 10201 et seq.

Adopted:



## 5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

In accordance with N.J.S.A. 18A:40-12.35, the school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:



## 6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing may maximize the value received for each dollar spent. The Board of Education is encouraged to seek savings that may accrue to the school district by means of joint agreements for the purchase of goods or services with the governing body of any municipality or county.

For the purpose of this Policy, “cooperative pricing system” means a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own quantities and the estimated quantities submitted by the individual registered members.

For the purpose of this Policy, “cooperative purchasing system” means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, “electronic data processing” means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

For the purpose of this Policy, “joint purchasing system” means a cooperative purchasing system in which the lead agency serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor.

For the purpose of this Policy, “lead agency” means the contracting unit which is responsible for the management of the cooperative purchasing system.

For the purpose of this Policy, “registered members” means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6440/page 2 of 3

Cooperative Purchasing

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services in the Department of Community Affairs are Boards of Education, the provision and performance of goods or services shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

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

In accordance with the provisions of N.J.S.A. 18A:18A-12, a cooperative or joint purchase agreement(s) shall be entered into by resolution adopted by each participating Board of Education, municipality, or county, and shall set forth the categories of goods or services to be provided or performed; the manner of advertising for bids and the awarding of contracts; the method of payment by each participating Board of Education, municipality or county, and other matters deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the same manner as for other expenses of the participant.

In accordance with the provisions of N.J.S.A. 18A:18A-14.2, the Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties in accordance with N.J.S.A. 18A:18A-14.3.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6440/page 3 of 3

Cooperative Purchasing

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, any party to such contract may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or county) to any such contract, the same shall be referred to the Executive County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the Executive County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

N.J.S.A. 18A:18A-11 through 14

N.J.S.A. 40A:11-1 et seq.

N.J.A.C. 5:34-7

N.J.A.C. 6A:23A-21.5

Adopted:



**6470.01 ELECTRONIC FUNDS TRANSFER AND  
CLAIMANT CERTIFICATION**

The Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.

“Electronic funds transfer” for the purpose of Policy and Regulation 6470.01 means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

In accordance with N.J.S.A. 40A:5-16.5.b.(1), the Board of Education authorizes the use of only the forms of standard EFT technologies that are approved to be used by a Board of Education for EFTs for payment of claims. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

In accordance with N.J.S.A. 40A:5-16.5.b.(2), the Board designates the School Business Administrator/Board Secretary as being responsible for the oversight and administration of the provisions of N.J.S.A. 40A:5-16.5, N.J.A.C. 5:30-9A.1 et seq.; N.J.A.C. 5:31-4.1, and Policy and Regulation 6470.01.

The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at a minimum, the features and safeguards outlined in N.J.A.C. 5:30-9A.4(a). The Board will only utilize standard EFT technologies upon instituting, at a minimum, the fiscal and operational controls outlined in N.J.A.C. 5:30-9A.4(b).

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology. The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6470.01/page 2 of 2  
Electronic Funds Transfer and  
Claimant Certification

The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person authorized to initiate a claim for payment and the Superintendent of Schools or a designee not under the direct supervision of the School Business Administrator/Board Secretary as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize payment using an approved EFT method.

On no less than a weekly basis, activity reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

Providers of Automated Clearing House (ACH) and wire transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that these financial institutions providing ACH and wire transfer services be covered under the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.

EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction. The Board must approve an ACH Origination Agreement with the financial institution(s).

N.J.S.A. 18A:19-3  
N.J.S.A. 40A:5-16.5  
N.J.A.C. 5:30-9A.1 et seq.

Adopted:



## 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROPERTY

7440/page 2 of 2

School District Security

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

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;  
18A:41-13; 18A:41-14  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



## 7450 PROPERTY INVENTORY

The Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained records.

The district shall maintain a complete inventory by physical count of all district-owned equipment.

For the purpose of this Policy, "equipment" shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above \$2,000:

1. It retains its original shape, appearance, and character with use;
2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;
3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.

The School Business Administrator/Board Secretary or designee shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory. A major loss shall be reported to the Board.

Property records of supplies shall be maintained on a continuous inventory basis. An item should be classified as a "supply" if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of \$2,000.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROPERTY  
7450/page 2 of 2  
Property Inventory

The School Business Administrator/Board Secretary or designee shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14

New Jersey Department of Education – “The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities” 2020-2021 Edition

Adopted:



## 7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent of Schools. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

### **Number the following uses in the appropriate order**

- 1   Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
- 2   Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
- 3   Departments and agencies of the municipal government;
- 4   Governmental agencies;
- 5   Community organizations formed for charitable, civic, social, or educational purposes;
- 6   Community political organizations;
- 7   Community church groups;
- 8   Private groups and organizations;
- 9   \_\_\_\_\_ (other).





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROPERTY

7510/page 2 of 3

Use of School Facilities

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROPERTY

7510/page 3 of 3

Use of School Facilities

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted:



## 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8420/page 2 of 2

Emergency and Crisis Situations

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 et seq.; 18A:41-7

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:



8561 PROCUREMENT PROCEDURES FOR SCHOOL  
NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 2 of 15

Procurement Procedures for School  
Nutrition Programs

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency

### B. Micro-Purchase Procedures

#### 1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

#### 2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 3 of 15

Procurement Procedures for School  
Nutrition Programs

3. Formal bid procedures will be applied on the basis of:
  - centralized system;
  - individual school;
  - multi-school system; and/or
  - State contract.
4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

### C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 4 of 15

Procurement Procedures for School  
Nutrition Programs

- c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. Contract period for the base year and renewals as permitted;
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;
  - d. How the vendor is to be informed of bid acceptance or rejection;
  - e. Delivery schedule;
  - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
  - g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
  - h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 5 of 15

Procurement Procedures for School  
Nutrition Programs

- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200:
  - (1) Termination for cause and convenience – contracts in excess of \$10,000;
  - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
  - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
  - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
  - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
  - (6) Clean Air Act – contracts in excess of \$150,000;
  - (7) Debarment and Suspension – all Federal awarded contracts;
  - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
  - (9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 6 of 16

Procurement Procedures for School  
Nutrition Programs

- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 7 of 15

Procurement Procedures for School  
Nutrition Programs

- w. Signed statement of non-collusion;
  - x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
  - y. Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and
  - aa. The Board of Education’s Electronic Signature Policy.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee’s response will be provided in writing to all potential bidders within \_\_\_\_\_ days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.



- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
- b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

**D. Small Purchase Procedures**

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 9 of 15

Procurement Procedures for School  
Nutrition Programs

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

### E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 10 of 15

Procurement Procedures for School  
Nutrition Programs

2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

### F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.



5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

**G. Emergency Purchases**

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

**H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)**

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
  - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
  - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;



- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

## I. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;
  - b. A copy of the original solicitation;
  - c. The selection of contract type;
  - d. The bidding and negotiation history and working papers;
  - e. The basis for contractor selection;
  - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 13 of 15

Procurement Procedures for School  
Nutrition Programs

- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

### J. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 14 of 15

Procurement Procedures for School  
Nutrition Programs

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
  5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- K. Food Service Management Company (FSMC)
1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
  2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
  3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law  
New Jersey Department of Agriculture  
“Procurement Procedures for School Food  
Authorities” Model Policy – September 2018



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS

8561/page 15 of 15

Procurement Procedures for School  
Nutrition Programs

### APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,350 without QPA	N.J.S.A 18A:18A-3	Sound Business Practice *
Below \$6,000 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,351 OR \$6,001 up to \$29,000 or \$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *
* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."

Adopted:



## 1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

### A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.

Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.



Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

**B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)**

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.



The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

ADMINISTRATION

1581/page 4 of 4  
Domestic Violence

plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a

N.J.S.A. 34:11C-1 et seq.

New Jersey Civil Service Commission's Uniform Domestic  
Violence Policy

Adopted:



## 2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.





# POLICY

## NEW DISTRICT BOARD OF EDUCATION

PROGRAM

2422/page 2 of 4

Health and Physical Education

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

PROGRAM

2422/page 3 of 4

Health and Physical Education

19. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31

Adopted:



## 5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.5, 12.6, 12.29, and 12.30.

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, a life threatening allergic reaction, or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

The school nurse shall have the primary responsibility for the administration of epinephrine and hydrocortisone sodium succinate to the student. However, the school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and the administration of hydrocortisone sodium succinate using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 and N.J.S.A. 18A:40-12.29, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d and N.J.S.A. 18A:40-12.33. Good faith shall not include willful misconduct, gross negligence, or recklessness.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

5330/page 2 of 3

Administration of Medication

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student. In addition, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with NJDOE regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

5330/page 3 of 3

Administration of Medication

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;  
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;  
18A:40-12.8; 18A:40-12.29 through 12.33

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Adopted:



## 7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the School Business Administrator or designee be responsible for the supervision of all building construction in this school district. Supervision shall include field inspection of the construction contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The School Business Administrator or designee shall report periodically to the Board on the progress of the work of the construction contractor(s).

The Board shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.

A change order involving additional cost will be submitted to the Board for review and approval.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

PROPERTY

7243/page 2 of 2

Supervision of Construction

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the School Business Administrator or designee.

N.J.S.A. 18A:6-7.1 et seq.; 18A:18A-16; 18A:18A-43; 18A:18A-44

N.J.S.A. 18A:54-30 [**vocational districts**]

Adopted:



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

OPERATIONS  
8220/page 1 of 1  
School Day  
M

### 8220 SCHOOL DAY

The Board of Education shall annually approve the time that school(s) will be in session, including the starting and ending time of a shortened day. A school day shall be in accordance with N.J.A.C. 6A:32-8.3.

The schools of the district will be in session for students on those days and times recommended by the Superintendent and annually approved by the Board.

The Superintendent may close school, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members or other good cause. A shortened school day, whether it is planned or emergent (as in the case of inclement weather), must meet certain requirements in order to count toward the one hundred eighty day requirement of N.J.S.A. 18A:7F-9.

The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any delayed opening or emergency school closing.

N.J.A.C. 6A:32-8.3

Adopted:





## 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, N.J.S.A. 9:6-8.10, and N.J.A.C. 6A:22-4.1(d).

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

OPERATIONS

8462/page 2 of 2

### Reporting Potentially Missing or Abused Children

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates Superintendent of Schools or designee as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. 18A:33-28; 18A:36-24; 18A:36-25 et seq.  
N.J.A.C. 6A:16-11.1

Adopted:



## 1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.

The employer will provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1642/page 2 of 3

Earned Sick Leave Law

The employer will permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave beginning on the 120<sup>th</sup> calendar day after the employee commences employment.

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.

The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1642/page 3 of 3

Earned Sick Leave Law

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law."

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted:



**3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT  
REPORTING RESPONSIBILITIES**

The Board of Education and all certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. For the purpose of this Policy, “certificate holders” shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term “certificate” shall include all standard, emergency and provisional certificates, all credentials, and all CEs and CEASs issued by the New Jersey State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district’s employ; or



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3159/page 2 of 2

Teaching Staff Member/School District  
Reporting Responsibilities

5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided.

The Superintendent shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member's failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3  
N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3218/page 1 of 3

Use, Possession, or Distribution of Substances

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### 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES

The Board of Education recognizes a teaching staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purpose of this Policy, "substance" or "substances" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal by a teaching staff member to consent to the medical examination including a substance test will be deemed a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching





staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.

In the event a teaching staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, the Principal's designee responsible at the time of the alleged violation. Either the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3218/page 3 of 3

Use, Possession, or Distribution of Substances

A teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

Adopted:



## 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES

The Board of Education recognizes a support staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purpose of this Policy, “substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities. Refusal by a support staff member to consent to the medical examination including a substance test will be deemed a positive result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4218/page 2 of 3

Use, Possession, or Distribution of Substances

staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.

In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's supervisor responsible at the time of the alleged violation. Either the Principal or the staff member's supervisor responsible at the time of the alleged violation shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or Superintendent's designee or following the discovery by the Principal or Superintendent's designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4218/page 3 of 3

Use, Possession, or Distribution of Substances

A support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 1 of 20

Commercial Driver's License Controlled Substance  
and Alcohol Use Testing  
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### 4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient, alcohol and drug-free workplace that protects the district's students as well as the health and safety of its employees and the general public.

The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy "employee" means a person required to have a Commercial Driver's License (CDL) in the performance of their job responsibilities. Safety-sensitive functions as defined by 49 CFR 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 2 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

1. All time at the terminal, facility, other property, or on any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial motor vehicle except time spent resting in an area defined as a sleeping berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40.

The Board designates the School Business Administrator or designee as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, in accordance with 49 CFR 392.5.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 3 of 20

Commercial Driver's License Controlled Substance  
and Alcohol Use Testing

### Violations

Any violation of this Policy may result in discipline, up to and including termination.

### Prohibited Substances

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

### Testing Procedures

All testing for controlled substances will be conducted in accordance with 49 CFR 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 CFR 40.85. Testing for alcohol will be conducted in accordance with 49 CFR 40, Subparts J, K, L, M and N.

### Definitions

“Alcohol use” means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

“Aliquot” means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

“Confirmatory drug test” means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

“Confirmed drug test” means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

“Controlled substances” means those substances identified in 49 CFR 40.85.

“CCF” means the Federal Drug Testing Custody and Control Form.

“Designated Employer Representative (DER)” is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 4 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

"FMCSA" means Federal Motor Carrier Safety Administration.

"Initial drug test (also known as a "Screening drug test")" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

"Initial specimen validity test" means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

"Medical Review Officer (MRO)" is a licensed physician responsible for receiving and reviewing laboratory results generated by the district's drug testing program and evaluating medical explanations for certain drug test results.

"Possess" includes, but is not limited to, either in or on the driver's person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

"Service agent" is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.

"Substance Abuse Professional (SAP)" is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. An individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 40.281.

"Work Site" means any motor vehicle, office, building, yard, or other location at which the driver is to perform work or any other school district property or at any school district event.

#### Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 5 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days; and
- b. The employee while participating in that program either:
  - (1) Was tested for controlled substances within the past six months (from the date of application with the employer); or
  - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer.)
- c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and
- f. The results of any tests taken within the previous six months and any other violations.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 6 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position requiring the employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT)-regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the employee.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 7 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.

#### 2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. The minimum annual percentage rates may be adjusted as determined by the FMCSA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

#### 3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 8 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

- (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 9 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. (An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

#### 4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.

Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform, or just after the employee has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.



No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.307. The SAP will comply with all reporting requirements of 49 CFR 40.311.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 11 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.

#### Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substances abuse disorders and have appropriate medical training to interpret and evaluate the employee's confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.

#### Employer Notification

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the MRO's evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

#### Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

#### Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

#### Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 12 of 20

Commercial Driver's License Controlled Substance  
and Alcohol Use Testing

### Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.

### Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, an employee refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an additional drug test the DER or collector has directed the employee to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 13 of 20

Commercial Driver's License Controlled Substance  
and Alcohol Use Testing

8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refused to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

### Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 14 of 20

Commercial Driver's License Controlled Substance  
and Alcohol Use Testing

### Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse effect on the driver's ability to properly perform safety-sensitive functions.

### Consequences to Employees Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance who is permitted to return to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing; and
7. Be subject to the disciplinary Policy and Regulations of the Board.

### Return-to-Work Agreement

An employee who has been permitted to return to work and who fails to comply with any of the terms of a Return to Work Agreement, if provided at the employer's discretion, shall be subject to disciplinary action which may include termination.



## Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
  - a. Collection logbooks (if used);
  - b. Documents related to the random selection process;
  - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
  - d. Documentation of Breath Alcohol Technician (BAT) training;
  - e. Documentation of reasoning for reasonable suspicion testing;
  - f. Documentation of reasoning for post-accident testing;
  - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
  - h. Consolidated annual calendar year summaries.
2. Records Related to the Employee's Test Results
  - a. Employer's copy of the alcohol test form, including results;
  - b. Employer's copy of the controlled substance test chain of custody and control form;
  - c. Documents sent to the employer by the MRO;
  - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
  - e. Documents provided by an employee to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Policies



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 16 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

4. Records Related to Evaluations and Training
  - a. Records pertaining to the SAP's determination of an employee's need for assistance;
  - b. Records concerning an employee's compliance with the SAP's recommendations, and records related to education and training;
  - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
  - d. Documentation of compliance with the requirement to provide employees with educational material, including an employee's signed receipt of materials;
  - e. Documentation of supervisor training; and
  - f. Certification that training conducted under this Policy complies with all requirements of the Policy.
  
5. Records Related to Drug Testing
  - a. Agreements with collection site facilities, laboratories, MROs, and consortia;
  - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
  - c. Monthly statistical summaries of urinalysis; and
  - d. The employer's drug testing policy and procedures.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 17 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

#### 6. Required Period of Retention

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Documentation of refusals to submit to required alcohol or controlled substance tests	5 Years
Calibration documentation	5 Years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Years
Driver evaluations and referrals	5 Years
A copy of each annual calendar year summary	5 Years
Records obtained from previous employers concerning alcohol and drug testing	3 Years
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Years
Records related to negative and canceled controlled substance test results	1 Year



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 18 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions	Indefinite time period

Other specific types of records shall be maintained in accordance with 49 CFR 382.401.

7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.

SUPPORT STAFF MEMBERS



9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each employee receives information in the manner specified below:

- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
  - (1) The identity of the person designated by the employer to answer employee questions about the materials;
  - (2) Which employees are subject to the alcohol misuse and controlled substance requirements;
  - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the employee is required to be in compliance;
  - (4) Specific information concerning employee conduct that is prohibited;
  - (5) The circumstances under which an employee will be tested for alcohol and/or controlled substances;
  - (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
  - (7) The requirement that an employee submit to alcohol and controlled substance tests;
  - (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
  - (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;

SUPPORT STAFF MEMBERS





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

4219/page 20 of 20

### Commercial Driver's License Controlled Substance and Alcohol Use Testing

- (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04; and
- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.]

Omnibus Transportation Employee Testing Act of 1991  
49 CFR 40 et seq.  
49 CFR 382 et seq.  
49 CFR 395.2

Adopted:

FINANCES



6112 REIMBURSEMENT OF FEDERAL AND OTHER  
GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

6112/page 2 of 2

### Reimbursement of Federal and Other Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted:

PROPERTY



## 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

PROPERTY



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

7440/page 2 of 2

School District Security

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

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;  
18A:41-13  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:

OPERATIONS



### 8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

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

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

OPERATIONS



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

8600/page 2 of 2  
Student Transportation

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;  
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;  
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;  
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:

OPERATIONS



## 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the

OPERATIONS





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

8630/page 2 of 4

### Bus Driver/Bus Aide Responsibility

transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the "New Jersey Controlled Dangerous Substances Act," (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the "Motor Carrier Safety Improvement Act of 1999," 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the New Jersey Department of Education (NJDOE) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records N.J.A.C. 6A:27-12.1(j)2. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

OPERATIONS



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

8630/page 3 of 4

### Bus Driver/Bus Aide Responsibility

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver's license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

OPERATIONS



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

8630/page 4 of 4

### Bus Driver/Bus Aide Responsibility

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus pursuant to N.J.S.A. 39:3B-27.

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;  
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;  
18A:39-19.6; 18A:39-28

N.J.S.A. 39:3-10.1 et seq.

N.J.S.A. 39:3B-25; 39:3B-27

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:

OPERATIONS



## 8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS

The Board of Education shall provide transportation services for students with special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1, and with their Individualized Education Program (IEP). The Board will provide transportation in accordance with N.J.A.C. 6A:27-5.1 as a related service for a student with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7. Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.

When an out-of-district placement for educational reasons is made, transportation shall be provided consistent with the school calendar of the receiving school. A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.

When necessary, the student's case manager shall provide the transportation coordinator or responsible staff member and the bus driver with specific information about the student including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.

Students with special needs below the age of five shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations.

The transportation of students with special needs to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1.

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23  
N.J.A.C. 6A:14-3.9(a)7; 6A:27-2.2; 6A:27-5.1

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0145/page 1 of 1

Board Member Resignation and Removal

M

### 0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents (N.J.S.A. 18A:12-3); or
2. The member's election or appointment to the office of mayor or member of the governing body of Beverly City (N.J.S.A. 18A:12-3); or
3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1 (N.J.S.A. 18A:12-2.2); or
4. The member falsely affirms or declares that he/she is not disqualified as a voter pursuant to N.J.S.A. 19:4-1 or that he/she is not disqualified from membership on the Board due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1; or
5. The removal of the member by the Commissioner of Education; or
6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

A member who fails to attend three consecutive meetings of the Board without good cause may be removed from office on the affirmative votes by majority of the remaining Board members, provided that:

1. The member's removal was proposed at the immediately previous Board meeting; and
2. Notice of the proposed removal was given to the affected member at least forty-eight hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-1; 18A:12-2; 18A:12-2.2; 18A:12-3; 18A:12-29

N.J.S.A. 19:27A-1 et seq.

Adopted:



0164.6 REMOTE PUBLIC BOARD MEETINGS DURING  
A DECLARED EMERGENCY

A. Purpose – N.J.A.C. 5:39-1.1

1. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6 is to ensure a Board of Education or Board of Trustees of a charter school can conduct official public business in an open and transparent manner whenever a declared emergency requires a local public body to conduct a public meeting without physical attendance by members of the public.
2. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents a local public body from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq.

B. Definitions – N.J.A.C. 5:39-1.2

For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

"Adequate notice" shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 et seq., and to the extent not otherwise set forth at N.J.S.A. 10:4-8, the notice transmitted to at least two newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.

"Annual notice" means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 et seq., the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.

"Board" or "Board of Education" means a Board of Education or a Board of Trustees of a charter school as defined as a "local public body" or "public body" as per N.J.A.C. 5:39-1.2.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0164.6/page 2 of 11

Remote Public Board Meetings  
During a Declared Emergency

"Declared emergency" means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c. 222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L. 1942, c. 251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.

"Electronic notice" means advance notice available to the public via electronic transmission of at least forty eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.

"Internet" means the international computer network of both Federal and non-Federal interoperable packet switched data networks.

"Live streaming" means the live audio and video transmission of a remote public meeting over the Internet.

"Local public body" means any "public body," as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county. This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 et seq., including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3.

"Public business" means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business.

"Public meeting" means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body. Meeting does not mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.

"Remote public meeting" means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 et seq.

- C. Circumstances Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business – N.J.A.C. 5:39-1.3



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0164.6/page 3 of 11

Remote Public Board Meetings  
During a Declared Emergency

1. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with members of the public present.
  2. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.
    - a. As set forth at N.J.A.C. 5:39-1.4(c), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.
  3. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.
- D. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency – N.J.A.C. 5:39-1.4
1. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.
    - a. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer than fifty public participants (beyond those persons required to conduct business at the meeting).





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0164.6/page 4 of 11

Remote Public Board Meetings  
During a Declared Emergency

2. Remote public meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.
  - a. If an electronic communications platform or Internet-accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial-in by telephone to listen and provide public comment as otherwise required by law.
  - b. The Board shall require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.
3. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.
  - a. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities.
  - b. The Board meeting held in-person shall not prohibit members of the public from attending in-person.
4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.
  - a. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.
5. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0164.6/page 5 of 11

Remote Public Board Meetings  
During a Declared Emergency

- a. If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.
  - b. If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.
6. The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.
- a. In advance of the remote public meeting, the Board shall allow public comments to be submitted to the Board Secretary or designee by electronic mail and in written letter form by a reasonable deadline.
  - b. The Board shall not accept text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.
  - c. The Board shall impose a reasonable time limit, where permitted by law, of five minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.



7. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.
  - a. Any electronic communications platform or Internet-accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.
  - b. A telephonic audio conference call line must have a queueing or similar function for regulating public comment.
  
8. Subject to D.5. and D.6. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.
  - a. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.
  - b. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
  - c. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:
    - (1) The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;
    - (2) If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0164.6/page 7 of 11

Remote Public Board Meetings  
During a Declared Emergency

- (a) Disruptive conduct includes sustained inappropriate behaviors, such as, but not necessarily limited to, shouting, interruption, and use of profanity.
- (3) A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments.
  - (a) If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make their comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
9. Electronic communications platforms and Internet-accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls through a SOC2 audit report.
  - a. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through a SOC2 audit report.
- E. Notice of Remote Public Meetings; Statement in Minutes – N.J.A.C. 5:39-1.5
  1. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.
  2. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and E.3. below.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0164.6/page 8 of 11

Remote Public Board Meetings  
During a Declared Emergency

- a. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and E.1. above, and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.
  - (1) If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an internet presence.
  - (2) Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend public meetings of the Board in-person. The notice must be viewable from the outside.
3. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:
  - a. Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or
  - b. Requiring decision during the remote public meeting due to imminent time constraints.
4. Nothing in N.J.A.C. 5:39-1.5 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.
5. If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be revised at least seven days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise instructions for accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0164.6/page 9 of 11

Remote Public Board Meetings  
During a Declared Emergency

- a. In addition to the means of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.
  - b. If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.
  - c. Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.
    - (1) Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.
6. If a previously scheduled Board meeting was to allow public attendance without a public health-related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to E.5. above, the Board shall issue adequate and electronic notice for said meeting pursuant to E.1. and E.2. above as if the meeting were not included in the annual notice.
7. At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:
- a. Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;
  - b. Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:
    - (1) Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0164.6/page 10 of 11

Remote Public Board Meetings  
During a Declared Emergency

- (2) Requiring decision during the remote public meeting due to imminent time constraints; or
  - c. That adequate notice and electronic notice was not provided, in which case such announcement shall state:
    - (1) The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
    - (2) That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;
    - (3) The time, place, and manner in which notice of the meeting was provided; and
    - (4) Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.
8. Where the Board is required by law to provide a meeting agenda, or otherwise provides a meeting agenda by practice at its regularly scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

BYLAWS

0164.6/page 11 of 11  
Remote Public Board Meetings  
During a Declared Emergency

- a. The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.
- F. Executive or Closed Session During Remote Public Meetings
1. A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.
    - a. A separate non-public conference line or e-platform session may be employed for this purpose.
  2. The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.
  3. If a closed session is held through a telephonic conference call a separate call-in line should be made available to ensure confidentiality.
  4. For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session".
  5. As with in-person meetings, the Board shall have read into the record the reason(s) for entering into executive session.

N.J.A.C. 5:39-1.1 et seq.

Adopted:





## 1643 FAMILY LEAVE

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period.

### A. New Jersey Family Leave Act

#### 1. Definitions Relative to New Jersey Family Leave Act

“Base Hours” means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers’ compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

“Child” means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

“Eligible employee” means any individual employed by the same employer for twelve months or more, who has worked 1,000 or more base hours during the preceding twelve month period.

“Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“Family member” means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or



any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

“Health care provider” means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

“Parent” means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a “parent-child relationship” with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition which requires:

- a. Inpatient care in a hospital, hospice, or residential medical care facility; or
- b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, “continuing medical treatment or continuing supervision by a health care provider” means:

- a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
  - (1) Treatment two or more times by a health care provider; or
  - (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- b. Any period of incapacity due to pregnancy, or for prenatal care;



- c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

“Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.

“State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

## 2. Reasons for NJFLA Leave

- a. A staff member may take NJFLA leave to provide care made necessary by reason of:
  - (1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;
  - (2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;
  - (3) The serious health condition of a family member of the staff member; or



- (4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:
  - (a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;
  - (b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or
  - (c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.
3. Staff Member Eligibility
  - a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.
  - b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for twelve months or more, and has worked 1,000 or more base hours during the preceding twelve month period.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1643/page 5 of 33

Family Leave

- c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.
- d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.
  - (1) If the Board transitions to another method, the Board is required to give at least sixty days’ notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.
- e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.
- f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.
  - (1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.



4. Types of NJFLA Leave

- a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.
  - (1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.
- b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.
  - (1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.
  - (2) A staff member shall provide the Board with certification pursuant to A.5. below.
- c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.
  - (1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.
    - (a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.



- (b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.
  - (c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.
- (2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:
  - (a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;
  - (b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.
    - (i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;
  - (c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and



- (d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.
- (3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:
- (a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;
  - (b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and
  - (c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.
- (4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:
- (a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;
  - (b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;





- (c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and
    - (d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.
  - d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.
  - e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.
    - (1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.
    - (2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.
    - (3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.



5. Certification

- a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.
  - (1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.
  - (2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.
  - (3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.
  - (4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.
- b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.
- c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:
  - (1) The date, if known, on which the serious health condition commenced;
  - (2) The probable duration of the condition;



- (3) The medical facts within the knowledge of the provider of the certification regarding the condition;
  - (4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;
  - (5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;
  - (6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and
  - (7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.
- d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.
- e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:
- (1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;



- (2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or
  - (3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.
- f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.
6. Denial or Exemption of NJFLA Leave
- a. Denial of NJFLA Leave
    - (1) The Board may deny NJFLA leave to a staff member if:
      - (a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;
      - (b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and



- (c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.
  - (2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.
  - (3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.
- 7. Reinstatement from NJFLA Leave
  - a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.
  - b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.



8. Notice to Staff Members
  - a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.
  - b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.
9. Local Board of Education Practices
  - a. Accrued Paid NJFLA Leave
    - (1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.
      - (a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.
  - b. Multiple Leaves of Absence
    - (1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.
10. New Jersey Family Leave Insurance Program (NJFLI)
  - a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.
  - b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit



duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

- c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.
- d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.
- e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.
  - (1) The written notification may be transmitted to the staff member in electronic form.
  - (2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).



“Hours of Service” means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

“Parent” means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents “in law.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. “Serious health condition” may include treatment of substance abuse pursuant to 29 CFR §825.119.

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

## 2. Qualifying Reasons for FMLA Leave

a. A staff member may take FMLA leave to provide care made necessary:

- (1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;





- (2) For the placement of a son or daughter with a staff member for adoption or foster care;
    - (3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;
    - (4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.
  - b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.
  - c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.
3. Staff Member Eligibility
  - a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.
  - b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.
    - (1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).
    - (2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.
    - (3) The Board shall not provide pay for FMLA leave.



- c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be a “rolling” twelve month period measured backward from the date a staff member uses any FMLA leave.
  - d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member’s parent with a serious health condition.
4. Types of FMLA leave
- a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.
  - b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member’s usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member’s schedule for a period of time, normally from full-time to part-time.



- (1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:
  - (a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.
    - (i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.
    - (ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.
    - (iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.
  - (b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.
  - (c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.
  - (d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.



- (e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.
    - (i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.
  - (2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.
  - (3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.
    - (a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.
    - (b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.
5. Staff Member Notice Requirements
- a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.



- (1) If thirty days is not practical, a staff member must provide notice “as soon as practicable” which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.
- (2) Where it is not possible to give as much as thirty days’ notice, “as soon as practical” ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.
- (3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.
- (4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.
  - (a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.
- (5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.
  - (a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member’s needs without unduly disrupting the Board’s operations, subject to the approval of the health care provider.



- (6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.
  - b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.
    - (1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.
    - (2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.
6. Outside Employment During FMLA Leave
  - a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.
    - (1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.
    - (2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.
7. "Instructional Employees" Exceptions for FMLA Leave
  - a. "Instructional Employees" are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1643/page 23 of 33

Family Leave

- (1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.
  - (2) For purposes of this Policy “Instructional Employees” shall be referred to as “Instructional Staff Members”.
- b. “Semester” means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.
  - c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.
  - d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member’s own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:
    - (1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
    - (2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member’s regular position.
  - e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.



- f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
  - (1) The FMLA leave will last three weeks; and
  - (2) A staff member would return to work during the three-week period before the end of the semester.
- g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
  - (1) The FMLA leave will last more than two weeks; and
  - (2) The staff member would return to work during the two week period before the end of the semester.
- h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.
- i. An example of FMLA leave falling within the situations outlines in B.7.f., B.7.g., and B.7.h. above:
  - (1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.
- j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.





- k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:
  - (1) The Board shall be required to maintain a staff member's group health insurance; and
  - (2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.
  
- 8. FMLA Leave Related to Military Service
  - a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.
  - b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:
    - (1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.
  - c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:
    - (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.
  
- 9. Verification
  - a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.



- (1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.
- b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.
- (1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.
  - (2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.
- c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:
- (1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
  - (2) The approximate date on which the serious health condition commenced, and its probable duration;
  - (3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.
    - (a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;



- (4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;
  - (5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;
  - (6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;
  - (7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and
  - (8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.
- d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.



- (1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.
  - e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.
    - (1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.
  - f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.
10. Reinstatement Following FMLA Leave
  - a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
    - (1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.
    - (2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.
  - b. Denial of Reinstatement
    - (1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1643/page 29 of 33

Family Leave

- (a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
  - (2) The Board may deny job restoration to “key employees”, if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.
    - (a) A “key employee” is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member’s worksite.
  - (3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers’ compensation, a staff member has no right to restoration to another position under the FMLA.
    - (a) The Board’s obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers’ compensation laws.
  - (4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA’s job restoration or maintenance of health benefits provisions.
- c. Intent to Return to Work
  - (1) The Board may require a staff member on FMLA leave to report periodically on a staff member’s status and intent to return to work.
- d. Fitness for Duty Certification
  - (1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member’s own serious health condition that made a staff member unable to perform a staff member’s job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member’s health care provider that a staff member is able to resume work.



- (2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

- (1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.
  - (a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.
  - (b) The poster and the text will be large enough to be easily read and contain fully legible text.
  - (c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.
- (2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.
- (3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice



- (1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

- (1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.
- (2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

- (1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

- (1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights



The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

- (1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

- (1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1643/page 33 of 33

Family Leave

- (2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.
  
- (3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.

29 CFR §785

N.J.S.A. 10:5-1; N.J.S.A. 34:11B et seq.

N.J.A.C. 13:14-1 et seq.

Adopted:



## 2415 EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides Federal funds to help all New Jersey's school children achieve. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps. The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under the ESSA and the district will comply with the requirements of all the programs authorized by the ESSA.

The district may be eligible for several grant programs funded through the ESSA, including, but not limited to, Title I through Title VII. Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

### Application Procedure

The district will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and the ESSA for the district to be considered for funding under the ESSA.

### Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

### Title I

The largest Federal program supporting elementary and secondary education is Title I. The ESSA strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415/page 2 of 4

Every Student Succeeds Act

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English Language Learner (ELL) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

### Type of Title I Program

The school district will offer a \_\_\_\_\_ (School-wide or Target Assistance or Public School Choice) Title I program.

School-wide Program

High-poverty schools (a school with at least 40% poverty or any school below 40% poverty with a waiver issued by the New Jersey Department of Education) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children in the school. A school-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.]

### New Jersey Department of Education Accountability System

The district will comply with the accountability system established by the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education.



## Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and the ESSA.

## Staff

The district will comply with the staff certification requirements of the ESSA and the NJDOE. In addition, the district will ensure all paraprofessionals meet the requirements as established by the ESSA and as outlined in Policy 4125 – Employment of Support Staff Members.

## Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and the ESSA.

## Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

## Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and the ESSA.

## Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.



## Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

## Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

## Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA of 1965 as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

## Evaluation

The Superintendent or designee will evaluate the ESSA programs as required by the United States and the New Jersey Departments of Education.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:



## 2415.02 TITLE I – FISCAL RESPONSIBILITIES

The Board of Education will comply with the requirements of the Elementary and Secondary Education Act (ESEA) of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act (ESSA).

### Maintenance of Effort

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education will maintain either a combined fiscal effort per student or aggregate expenditures of State and local funds with respect to the provision of the free public education by the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

### Comparability with Multiple Schools

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools. The school district will ensure that State and local funds are used to provide comparable services for Title I and non-Title I schools.

### Comparability of Materials and Supplies

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

### Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA as amended by the ESSA.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:



## 2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education.

### Consent

PPRA requires written consent from parents of unemancipated minor students and students who are eighteen years old or emancipated minor students before such students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following areas referred to as “protected information surveys”:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
9. Social security number.

This consent requirement also applies to the collection, disclosure or use of student information for marketing purposes, referred to as “marketing surveys”, and for certain physical examinations and screenings.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.05/page 2 of 3

Student Surveys, Analysis, and/or  
Evaluations

### “Opt a Student Out” Notice

The parents of unemancipated minor students and students who are eighteen years old or emancipated minor students will be provided an opportunity to opt out of participating in:

1. The collection, disclosure, or use of personal information obtained from students for marketing, to sell, or otherwise distribute information to others;
2. The administration of any other “protected information survey” not funded in whole or in part by the United States Department of Education; and
3. Any non-emergency, invasive physical examination required as a condition of attendance, administered by the school district or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under State law.

### Inspection

The parents of unemancipated minor students and students who are eighteen years old or emancipated minor students, upon request and before administration or use, have the right to inspect:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Superintendent or designee shall be responsible for obtaining the consent, annual direct notification to parents and eligible students at the start of each school year and after any substantive changes of the “opt a student out” rights, and the inspection rights provisions of PPRA and this Policy. The “opt a student out” notice shall include any specific or approximate dates of the activities eligible for a student to “opt out.”





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.05/page 3 of 3

Student Surveys, Analysis, and/or  
Evaluations

### PPRA Consent/Opt Out Violations

Parents or students who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

### The Protection of Pupil Rights Amendment (PPRA)

(20 U.S.C. §1232h; 34 CFR Part 98)

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:



## 2415.20 EVERY STUDENT SUCCEEDS ACT COMPLAINTS

The Every Student Succeeds Act (ESSA) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA). A Board of Education shall adopt a policy and written procedures for resolving a written complaint presented by an individual or organization that alleges violations in the administration of the ESSA programs as identified by the New Jersey Department of Education (NJDOE).

Policy and Regulation 2415.20 set forth the requirements for resolving complaints presented by any individual or organization that:

1. A school, school district, other agency authorized by the school district, or by the NJDOE violated the administration of education programs authorized by the ESEA as amended by the ESSA; and/or
2. The NJDOE violated the administration of education programs required by the ESEA as amended by the ESSA.

Complaints regarding nonpublic school officials alleging school district noncompliance must pertain to at least one of the following three specific reasons:

1. The school district did not engage in consultation that was meaningful and timely;
2. The school district did not give due consideration to the views of the nonpublic school officials; or
3. The school district did not make a decision that treats the nonpublic school or its students equitable and in accordance with ESEA Section 1117 or Section 8501.

A complaint shall be written and must identify, at a minimum, the alleged ESEA violation; a description of previous steps taken to resolve the matter; the facts supporting the alleged violation as understood by the complainant at the time of submission; and any supporting documentation.

A complaint alleging a school in the district, school district, or other agency authorized by the school district, or the NJDOE violated the administration of a program must be submitted to the Superintendent of Schools or designee. The Superintendent of Schools or designee shall be



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

2415.20/page 2 of 2

Every Student Succeeds

Act Complaints

responsible to coordinate the investigation of the complaint. The Superintendent of Schools or designee shall submit a written report regarding the outcome of the investigation to the complainant.

If the complainant is not satisfied with the outcome of the investigation by the school district, the complainant must submit a written complaint to the Executive County Superintendent for the county where the school district is located. This process does not apply to alleged violations concerning participation of nonpublic school children.

The Executive County Superintendent will coordinate the investigation of a complaint. When the investigation is complete, the Executive County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Executive County Superintendent will identify and impose the appropriate consequences or corrective action in accordance with statute and/or regulation to resolve the complaint. If the complainant is not satisfied with the determination that is made by the Executive County Superintendent, the complainant may submit a written request for review of that determination to the Assistant Commissioner.

A complaint alleging the NJDOE violated the administration of a program must be submitted to the designated New Jersey Department of Education Assistant Commissioner. The appropriate NJDOE Office assigned by the Assistant Commissioner will coordinate the investigation of a complaint. When the investigation is complete, the Assistant Commissioner will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Assistant Commissioner will identify and impose the appropriate consequences or corrective actions as required by statute and/or regulation to resolve the complaint.

If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the Secretary of the United States Department of Education.

To initiate a complaint regarding participation of nonpublic school children, a complainant must submit a written complaint to the NJDOE Nonpublic Ombudsman in accordance with NJDOE procedures.

New Jersey Department of Education Elementary and Secondary Education Act (ESEA)  
Complaint Policy and Procedure

Adopted:



## 4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that support staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

The Board may employ substitutes and/or contract for substitutes for absent support staff members in order to ensure continuity in a program. The Board will annually approve a list of substitutes and rate of pay and/or the Board will approve a contract for a contracted service provider to provide substitute support staff members.

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of the Every Student Succeeds Act (ESSA), paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4125/page 2 of 3

Employment of Support Staff Members

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must meet one of the criteria listed above. The Superintendent or designee will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or the Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4125/page 3 of 3

Employment of Support Staff Members

A support staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;  
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.1;  
18A:27-7; 18A:27-8; 18A:39-19.1

N.J.S.A. 18A:54-20 [**vocational districts**]

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5330.01/page 1 of 2

Administration of Medical Cannabis

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### 5330.01 ADMINISTRATION OF MEDICAL CANNABIS

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents and designated caregiver(s) to administer medical cannabis to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical cannabis to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq. and that the parent or designated caregiver(s) be authorized to assist the student with the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq. The student and the designated caregiver(s) must complete registration with the Cannabis Regulatory Commission in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of cannabis must submit a written request with supporting documentation to the Principal requesting approval to have a designated caregiver(s) assist in the administration of medical cannabis to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical cannabis to the qualifying student patient. The medical use of cannabis by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

Medical cannabis may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the designated caregiver(s) in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical cannabis must be in the possession of the designated caregiver(s) at all times, except during the administration process. The designated caregiver(s) shall comply with the requirements of the Principal's written approval for the administration of medical cannabis to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

5330.01/page 2 of 2

Administration of Medical Cannabis

All health records related to the administration of medical cannabis to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of cannabis as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of cannabis as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22

N.J.S.A. 24:6I-1 et seq.

N.J.A.C. 6A:16-2.4; 6A:32-7.4

Adopted:





## 6360 POLITICAL CONTRIBUTIONS

### Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of \$17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

“Business entity” means a for-profit entity that is a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The \$17,500 contract amount is not related to the Board’s bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district’s fiscal year, a PCD form shall be required.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a “public emergency” that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

6360/page 2 of 2

Political Contributions

PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education "Approved In-State Private School for the Disabled." Chapter 271 also applies to in-State private special education schools, educational services under any Federally funded program, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.

N.J.A.C. 6A:23A-6.3

New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted:



## 7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis 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, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(j). This lead sampling and analysis shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

The Superintendent of Schools or designee shall complete a review of the final laboratory results within seventy-two hours of receipt. Within twenty-four hours after the Superintendent or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This written notification shall include: a description of the measures taken by the Superintendent or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; any additional remedial action taken or planned by the Board of Education; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; where the water outlet(s) is located; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2.

Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year. By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROPERTY

7425/page 2 of 2

Lead Testing of Water in Schools

Board shall sample for lead 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, in accordance with N.J.A.C. 6A:26-12.4(g)2.

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(i).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(k).

N.J.S.A. 58:12A-1 et seq.

N.J.A.C. 6A:26-12.4

Adopted:



## 8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

### General Considerations

The Board shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.

A non-adult student may assert rights of access only through his or her parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.



## Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the school district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the school district from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the Elementary and Secondary Education Act (ESEA) of 1965. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

## School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

## Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.



## Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Any district internet website shall not disclose any personally identifiable information about a student without receiving prior written consent from the student's parent, in accordance with the provisions of N.J.S.A. 18A:36-35. Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.

## Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).



Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

#### Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

#### Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

#### Retention and Disposal of Student Records





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

OPERATIONS  
8330/page 5 of 5  
Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b).

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19  
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;  
6A:32-7.6; 6A:32-7.7; 6A:32-7.8  
20 U.S.C. §8528

Adopted:



## 9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

The Board of Education prohibits recruitment activities by outside organizations on school premises, regardless of the purpose of the recruitment or the nature of the recruitment agency. Except as required and referenced below no information about individual students will be released for the purpose of approaching students for educational, occupational, military, or any other recruitment purpose.

However, a school district that receives funds under ESEA, on request from a military recruiter or an institution of higher education, must provide access to the names, addresses, and telephone listings of each secondary student served by the Board of Education. Parents and/or adult students may submit a written request to the Superintendent or designee to opt out of the disclosure of such information for the student in which case the information will not be released without the parent's or adult student's written consent.

Parent(s) of secondary students and adult students shall be informed annually in writing of their right to request a secondary student's excusal from participation in all recruitment activities and/or from having their child's name, address, and/or telephone listing provided to a military recruiter, an institution of higher education, or a prospective employer.

The district will give military recruiters the same right of access to secondary students as generally provide to post-secondary institutions and prospective employers.

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit students on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing at least forty-five working days before the planned activity and must be approved in advance by the Superintendent or designee. The Superintendent or designee shall not favor one recruiter over another, but shall not approve an activity that, in the judgment of the Superintendent or designee, carries a substantial likelihood of disrupting the educational program of the school or school district.

Nothing in this Policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1

Elementary and Secondary Education Act of 1965 – §8528

Adopted:



STUDENT COUNT

GRADE/TEACHER

**PRE-K**

Ms. Scarperia	14
Ms. Foglio	13
Ms. Spratt	15
Mrs. Longstreet	15

**KINDERGARTEN**

Mrs. Shockley	14
Ms. Costigan	15
Ms. Kehlenbeck	1

**FIRST GRADE**

Mrs. Farrelly	14
Ms. DiMedio	13
Ms. Kehlenbeck	3

**SECOND GRADE**

Mrs. Maldonado	18
Mr. Vogelei	17
Ms. Kehlenbeck	3

**THIRD GRADE**

Mrs. McCloskey	9
Mrs. Fisher	10
Mrs. Blythe	4

**FOURTH GRADE**

Mrs. Saric	15
Ms. Balkovic	13
Mrs. Blythe	3

**FIFTH GRADE HOMEROOM**

Mr. Spahr	18
Mrs. Harmon	17
Mrs. Blythe	3

**SIXTH GRADE HOMEROOM**

Ms. Buggs	17
Mr. Dempster	17
Mr. Morrissey	1

**SEVENTH GRADE HOMEROOM**

Mrs. Torriilo	22
Mr. Morrissey	2

**EIGHTH GRADE HOMEROOM**

Mrs. Druding 8 <sup>th</sup> Gold	19
Mrs. Whittington 8 <sup>th</sup> Blue	13
Mr. Morrissey	6

**TOTAL COUNT**                      **344**

Attendance Totals for Beverly Elementary School from 10/03/2022 - 10/11/2022

Report 1005 run on 10/11/2022

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All	All	31	186	171	15	28	31	28.5	91.935	91.935
02	All	All	38	228	210	18	16	38	35	92.105	92.105
03	All	All	23	138	129	9	8	23	21.5	93.478	93.478
04	All	All	31	186	165	21	7	31	27.5	88.71	88.71
05	All	All	38	228	208	20	25	38	34.667	91.228	91.228
06	All	All	35	209	189	20	11	34.833	31.5	90.431	90.431
07	All	All	24	144	140	4	16	24	23.333	97.222	97.222
08	All	All	38	225	207	18	15	37.5	34.5	92	92
3F	All	All	30	180	156	24	26	30	26	86.667	86.667
4F	All	All	26	156	132	24	7	26	22	84.615	84.615
KF	All	All	31	184	165	19	18	30.667	27.5	89.674	89.674
<b>TOTAL</b>			<b>345</b>	<b>2,064</b>	<b>1,872</b>	<b>192</b>	<b>177</b>	<b>344</b>	<b>312</b>	<b>90.698</b>	<b>90.698</b>

Column header "Total" represents total number of all Students throughout the reporting period who factor into the attendance totals.

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All		31	186	171	15	28	31	28.5	91.935	91.935
02	All		38	228	210	18	16	38	35	92.105	92.105
03	All		23	138	129	9	8	23	21.5	93.478	93.478
04	All		31	186	165	21	7	31	27.5	88.71	88.71
05	All		38	228	208	20	25	38	34.667	91.228	91.228
06	All		35	209	189	20	11	34.833	31.5	90.431	90.431
07	All		24	144	140	4	16	24	23.333	97.222	97.222
08	All		38	225	207	18	15	37.5	34.5	92	92
3F	All		30	180	156	24	26	30	26	86.667	86.667
4F	All		26	156	132	24	7	26	22	84.615	84.615
KF	All		31	184	165	19	18	30.667	27.5	89.674	89.674
<b>TOTAL</b>			<b>345</b>	<b>2,064</b>	<b>1,872</b>	<b>192</b>	<b>177</b>	<b>344</b>	<b>312</b>	<b>90.698</b>	<b>90.698</b>

Total Sum of All Schools ADE: 344

Total Sum of All Schools ADA: 312



## Nurse's Monthly Report

Date Range: 9/16/2022-10/13/2022

Student Visits: 193

Physicals Processed: 32

Health Screenings Performed: 0

Students Requiring Emergency Services (911): 3

Employee Visits: 5

Documented Contagious Illnesses: 23

Child Study Team Referrals Completed: Screenings completed per request: 0

### Other:

- Reviewed immunization and physical exams for new/transfer students for school compliance
- Significant medical planning for new school year/reopening
- Ordering and obtaining health office supplies
- Prepared health office for 22-23 school year
- Communication with parents regarding immunization deficiencies
- Sent home emergency care plans for completion
- Streamlined medical needs into Genesis record system for teacher accessibility and student confidentiality
- Facilitated school health clinic visits and medication administration
- Medical planning for new/transfer students
- Reviewed health forms and secured medications for 22-23 school year
- Intake and organization of donated clothing for students
- Monitored the weekly activity level of COVID in Burl. County
- Followed NJDOH/CDC guidelines for tracking/assessing students and staff with COVID symptoms and making appropriate referrals as well as follow-up on COVID testing results and clearing for reentry to school
- Set up/hosted Virtua Mobile Clinic services for free physical exams/sports physicals for students on 9/27 and a free flu vaccine clinic for students on 9/26
- Set up/hosted Rite Aid Flu Clinic for staff on 10/7
- Placed bulk order for 824 COVID antigen tests from NJDOH. 2 per student/staff member

Prepared by Alyssa de la Pena, BSN, RN, CSN-NJ  
Beverly City School Nurse