



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA  
REGULAR BUSINESS MEETING  
HOLMDEL HIGH SCHOOL  
DECEMBER 14, 2022 7:00 PM

## *Mission Statement*

*The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every student into achievement. In partnership with our community, the School District will support all of our students' efforts to meet and exceed the New Jersey Student Learning Standards, and to become responsible and resourceful citizens and lifelong learners.*

## A. Call to Order

The Board of Education, Township of Holmdel, met in a Regular Business Meeting on Wednesday, December 14, 2022 at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:00 p.m. by Mrs. Urbanski, Board President.

## B. Opening Statement

Statement is hereby made that adequate notice of this meeting was given by:

- Posting written notice prominently on the bulletin board in the Office of the Board of Education, 65 McCampbell Road, Holmdel, New Jersey, the District's website and sent to the four district schools.
- The mailing and/or hand delivery of said notice to the designated newspapers, Asbury Park Press, Independent, the PLG, PSG, PSA, PTSO, SAB presidents and student representatives to the Board.
- Filing with the Clerk of Holmdel Township, Police Headquarters and Public Library.

## C. Open Public Meetings Act

Meetings of the Board are open to the public and all members of the community should feel free to participate:

- There are two opportunities for the public to speak; the first is at the beginning of the meeting for agenda items only and the second is at the end of the meeting for other items.
- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- There are certain matters that may be brought before the board that cannot be immediately addressed in public. Such matters may be referred by the president to a board committee and/or to the Superintendent for consideration and/or resolution.
- The board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

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D. Roll Call/Flag Salute

The following Board members were present: Mesdames: Urbanski, Zhang, Briamonte, Collur and Tuccillo. Messrs: Reddy and Wall (at 7:16 p.m.). Absent: Mr. Hammer. Also present, Dr. J. Scott Cascone, Superintendent of Schools, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Paul Green, Board Attorney. Student Representatives to the Board, Ms. Trinity Han and Ms. Anugna Parvateneni were also present and both left the meeting at 8:07 p.m.

E. Presentation(s)/Public Hearing(s)

- Boys Soccer Team Central Jersey Group II Sectional Champions – Dr. J. Scott Cascone
- Educators of the Year & Educational Service Professionals of the Year – Art Howard & School Principals
- Board Member Recognition of Elizabeth Urbanski and Joseph Hammer – Board Members & Dr. J. Scott Cascone

F. Report of the Student Representatives to the Board

Resolved: That the Reports of the student representatives are hereby accepted.

MOTION: Show of Hands to Accept – All Approved

At 8:07 p.m., there was a short break.

At 8:24 p.m., the meeting reconvened with the following Board members present: Mesdames: Urbanski, Zhang, Briamonte, Collur and Tuccillo. Messrs: Reddy and Mr. Wall. Absent: Mr. Hammer. Also present, Dr. J. Scott Cascone, Superintendent of Schools, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Paul Green, Board Attorney. Student Representatives to the Board, Ms. Trinity Han and Ms. Anugna Parvateneni were absent.

G. Report of the Superintendent

I have a relatively brief report this evening with all of the recognitions and awards presented earlier this evening. I just want to take this opportunity to wish everyone in the community – our parents, guardians, students and staff – all the best for a restful and joyous and safe upcoming holiday recess. This is one of my favorite times of year for a variety of reasons, but most of all, I get an opportunity to see the students perform in the winter concerts. I've been attending a number of events but I was at the Indian Hill winter concert last night and it was just beautiful. The kids sounded terrific and many of them having just taken up instrumental music to see them playing together as an orchestra, was really gratifying and when I see that, it reminds me that it's really important having well-rounded education and programs and how that's really on full display in Holmdel.

One thing I wanted to mention about this evening's agenda, which I think is certainly worthwhile, is that the Board will be voting on the approval of a consultant to work with the Board, Administration and the district on the development of a 5-year Strategic Action plan. The selection of that consultant was arrived at through a diligent process of a special public meeting of the board to interview various potential consultants and ultimately arrived at an organization called PLC Associates. PLC Associates is an organization that has been doing Strategic Plans for literally decades. They have several thousand

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completed Strategic Plans in their body of work and they have worked with school districts around the nation. The Board and I were impressed with their level of hands-on support and involvement that we can expect from PLC Associates. They focus on utilizing data to inform goal setting and then, ultimately to track goals and objectives in that Strategic Plan over time. Checking of references of that consultant, includes coming with an endorsement from the New Jersey Schools Administrators Association, really led us to PLC Associates and I can tell you, I'm really excited to begin this work. I can assure the community that this is going to be inclusive work involving all of our stakeholders, not only through surveys but also through focus groups on various topics and I think it will be a great asset to this district moving forward to have a very clear and measurable Strategic Plan and with that, I conclude my report.

Resolved: That the Superintendent's Report is hereby accepted and filed by the Board Secretary.

MOTION: Show of Hands to Accept – All Approved

H. Harassment, Intimidation and Bullying (H.I.B.) Report

Dr. Cascone stated that HIB reports were submitted to the Board in Executive Session. The reports have been reviewed, he concurs with the findings, and submits them for acceptance into the record.

I. Committee Report(s)

Before a matter is placed on the agenda at a public meeting, the administration reviews the matter with the Superintendent of Schools. Members of Board committees then work with the Superintendent to ensure a full review of these matters and after committee review and discussion, administrative recommendations are placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

- Mrs. Briamonte – Budget & Finance
- Mrs. Briamonte – Buildings, Grounds & Safety
- Mr. Reddy – Curriculum, Instruction & Special Services
- Mr. Reddy - Labor Negotiations/Personnel
- Mrs. Zhang – Community Relations

J. Questions or Comments from the Public on Action Items Only - None

K. Action Items

• Approval of Minutes:

1. Approval of Minutes – Closed Executive Session – November 16, 2022

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – November 16, 2022.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

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2. Approval of Minutes – Regular Business Meeting – November 16, 2022

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – November 16, 2022.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

• **Policy:**

3. Approval of Second and Final Reading of Policies and Regulations

Resolved: That the Board approve the following policies and hereby designate as second and final reading as per attachment.

P 2415.04 Title I - District-Wide Parent and Family Engagement (M)  
P & R 6112 Reimbursement of Federal and Other Grant Expenditures (M)  
P & R 6470.01 Electronic Funds Transfers & Claimant Certification (M)  
P & R 6471 School District Travel (M)  
P 6511 Direct Deposit  
P & R 7100 Long-Range Facilities Planning (M)  
P 7243 Supervision of Construction (M)  
P 7300 Disposition of Property  
R 7300.2 Disposition of Land  
R 7300.3 Disposition of Personal Property  
R 7300.4 Disposition of Federal Property  
P & R 7440 School District Security (M)  
P & R 7441 Electronic Surveillance in School Buildings and On School Grounds (M)  
P 7446 School Security Program  
P & R 7510 Use of School Facilities (M)  
P 7540 Joint Use of Facilities  
P 8350 Records Retention  
P 8420 Emergency and Crisis Situations (M)  
P 8550 Meal Charges / Outstanding Food Service Bill (M)  
P 8630 Bus Driver/Bus Aide Responsibility (M)  
R 8630 Emergency School Bus Procedures (M)  
P & R 9320 Cooperation with Law Enforcement (M)

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

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• **Superintendent's Recommendations**

4. Approval of Professional Development, District Personnel

Resolved: That the Board approve the professional development activities/meetings, as authorized by the Superintendent under Policy 6471 School District Travel, and in accordance with Regulation 6471 Staff Member Expenses as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

5. Approval of Student Trips

Resolved: That the Board approve the list of student trips and the educational objectives, itineraries, rules and regulations set forth for each that are on file in the Office of the Superintendent of Schools and the Office of the appropriate school Principal.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

6. Approval of Student Teacher/Clinical Practice/Observations/Field Experiences

Resolved: That the Board approve the following Student Teachers/Clinical Practices/Observations/Field Experiences Extension for the 2022/2023 school year, as follows:

Student Name	College/ University	Type of Placement	Teacher	School	Dates
Gabriella Falco	Rutgers University	OTD Level II	Elizabeth Abadiotakis	Village	1/17/2023-4/7/2023 480 hours

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

7. Approval of Student Internships and Locations for the School Year 2022/2023

Resolved: That the Board approve the following student internships and locations for the 2022/2023 school year, as follows:

Student Number	Semester of Internship	Internship Company Name	Full Company Address	Name and Phone Number of Contact Person
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23800440	11/21/2022 – 6/30/2023	Village School (pre-school)	65 McCampbell Rd. Holmdel, NJ 07733	Lara Carducci lcarducci@holmdelschools.org 732 946-1800
550637	Spring	Jersey Shore Geriatrics	15 School Rd. Marlboro, NJ 07746	Kathleen Coleman Serluco 908 456-3895

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

8. Approval of Home/Hospital Instruction

Resolved: That the Board approve home/hospital instruction services for students for the period indicated, as follows:

SID	Services	Classification	Start Date	End Date	Cost per hour
4828698077	Home Instruction	n/a	12/2/2022	1/2/2023	\$60

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

9. Approval to provide virtual homebound education instruction for the 2022-2023 School Year

Resolved: That the Board approve the following company to provide virtual homebound education instruction at the following rates for the 2022/2023 school year, as follows:

<b>Virtual Instruction</b>	
Educere, LLC Fort Washington, PA	\$29.00 Per Student Per Course Per Week

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

10. Approval of consultant for psychiatric evaluations for the 2022/2023 School Year

Resolved: That the Board approve the following consultant for psychiatric evaluations for the 2022/2023 school year, as follows:

Name	Service	Cost
Dr. Richard L. Worth MD, LLC	Psychiatric Evaluation	\$650.00

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0

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Absent: Mr. Hammer

11. Acceptance of Retirement, ESL Teacher, Holmdel High School

WHEREAS: Ms. Jacqueline Peters has served the Holmdel Township Public Schools with distinction since September 1, 2007 and,

WHEREAS: Ms. Peters has faithfully executed her duties with skill and competency; and,

WHEREAS: Ms. Peters has earned the respect of her colleagues and community residents; and,

WHEREAS: Ms. Peters has submitted a letter announcing her retirement from the Holmdel Township School District, effective January 1, 2023;

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education accepts Ms. Peters' retirement with deep gratitude for Ms. Peters' dedication, loyalty and outstanding services performed and further extend to Ms. Jacqueline Peters its best wishes for a happy and healthy retirement.

MOTION: Mr. Reddy SECOND: Mrs. Briamonte VOTE: 7-0  
Absent: Mr. Hammer

12. Acceptance of Retirement, Special Education Teacher, Holmdel High School

WHEREAS: Ms. Regina Bandini has served the Holmdel Township Public Schools with distinction since September 1, 1997 and,

WHEREAS: Ms. Bandini has faithfully executed her duties with skill and competency; and,

WHEREAS: Ms. Bandini has earned the respect of her colleagues and community residents; and,

WHEREAS: Ms. Bandini has submitted a letter announcing her retirement from the Holmdel Township School District, effective January 1, 2023;

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education accepts Ms. Bandini's retirement with deep gratitude for Ms. Bandini's dedication, loyalty and outstanding services performed and further extend to Ms. Regina Bandini its best wishes for a happy and healthy retirement.

MOTION: Mr. Reddy SECOND: Mrs. Tuccillo VOTE: 7-0  
Absent: Mr. Hammer

13. Acceptance of Resignation, Lunchroom Aide, Holmdel High School

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Resolved: That the Board accept the resignation of Linda Hampel, Lunchroom Aide, Holmdel High School effective November 16, 2022.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

14. Approval of Leaves of Absence, 2022/2023 School Year

Resolved: That the Board approve leaves of absence for the 2022/2023 school year, as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

15. Resolution Ratifying Negotiations Memorandum of Agreement with the Holmdel Township Administrators' Association

Resolved: That the Holmdel Board of Education hereby ratifies and approves the collective negotiations Memorandum of Agreement between the Board and the Holmdel Township Administrators' Association for the period of July 1, 2022 through June 30, 2026, on file in the Human Resources Department; and be it

Further Resolved, that the Board authorizes its President and Secretary to execute an appropriate successor collective negotiations agreement upon approval of the form of same by the Board Attorney.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 6-1  
Nay: Mrs. Briamonte  
Absent: Mr. Hammer

16. Approval of Salary, Non-Affiliated Administrators and Non-Affiliated Staff, 2022/2023 School Year

Resolved: That the Board approve the salaries for the non-affiliated administrators and non-affiliated staff for the 2022/2023 school year as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

17. Approval of Extension of Appointment, Temporary Leave Replacement, Special Education Teacher, Indian Hill School

Resolved: That the Board approve to extend the appointment of Stefanie Moriarty, Temporary Leave Replacement, Special Education Teacher, Indian Hill School, at a salary of step 1MA, \$67,625.00, prorated, effective January 11, 2023 through January 18, 2023. [Leave of Absence Extended]

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer



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18. Approval of Extension of Appointment, Temporary Leave Replacement, Special Education Teacher, Village School

Resolved: That the Board approve to extend the appointment of Christine Crawford, Temporary Leave Replacement, Special Education Teacher, Village School, at a salary of step 4-6MA (5), \$70,375.00, prorated, effective January 12, 2023 through May 10, 2023. [Leave of Absence Extended]

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

19. Approval of Extension of Appointment, Temporary Leave Replacement, Paraprofessional, Holmdel High School

Resolved: That the Board approve to extend the appointment of Jon Henkin, Temporary Leave Replacement, Paraprofessional, Holmdel High School at a salary of \$28.10 per hour, 4 hours a day, 4 days a week, effective retroactive December 17, 2022 through January 30, 2023. [Leave of Absence]

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

20. Approval of Appointment, ESL Teacher, Holmdel High School

Resolved: That the Board approve the appointment of Michelle Wojcik, ESL Teacher, Holmdel High School, at a salary of step 5BA, \$61,575.00, prorated, effective January 1, 2023 through June 30, 2023, pending criminal history review. [Retirement]

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

21. Approval of Appointment, Learning Disabilities Teacher Consultant (LDTC), W.R. Satz School

Resolved: That the Board approve Susan Sarn, Learning Disabilities Teacher Consultant (LDTC), W.R. Satz School, at a rate of \$400 per diem, effective November 30, 2022 through March 30, 2023. [Leave of Absence]

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

22. Approval of Changes in Location/Hours, Lunchroom Aide and Paraprofessional

Resolved: That the Board approve the changes in location/hours, Lunchroom Aide and Paraprofessional as per attachment:

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

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23. Approval of Extra Level of Staffing, W.R. Satz School and Holmdel High School

Resolved: That the Board approve staff members for an extra level of staffing at W.R. Satz School and Holmdel High School for the 2022/2023 school year, as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

24. Approval of Salary Adjustment

Resolved: That the Board approve salary adjustment effective retroactive from September 1, 2022 through June 30, 2023, as follows:

Last Name	First Name	From	To
Chandler	Jillian	2MA	2MA+30

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

25. Approval of Appointment, Assigning Substitutes Stipend

Resolved: That the Board approve the appointment, Assigning Substitutes Stipend for the 2022/2023 school year as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

26. Approval of Schedule B Appointment, Holmdel High School

Resolved: That the Board approve the Schedule B appointment for the 2022/2023 school year as follows:

Position	Season	Stipend	First Name	Last Name
Technical Advisor	Fall	\$2,016.00	Shirley	Campuzano

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

27. Approval of Mentor Appointment, Village School

Resolved: That the Board approve the appointment of the following teacher as a Mentor for a Provisional Staff Member at the State recommended rate shown below, for the 2022/2023 School Year, (mentor fees paid by provisional teacher and if necessary are prorated):

Novice Teacher	Novice Payment	Location	Mentor
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Kohler, Jennifer	\$600.00	Village School	Barry, Ann Marie
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MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
 Absent: Mr. Hammer

28. Approval of Appointment, Staff Members, Holmdel High School Open House

Resolved: That the Board approves staff members to present at the Holmdel High School Open House on October 13, 2022 as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
 Absent: Mr. Hammer

29. Approval of Appointment, Day-to-Day Substitutes, 2022/2023 School Year

Resolved: That the Board approve the appointment of day-to-day substitutes, as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
 Absent: Mr. Hammer

30. Approval of Affirmation of HIB Incidents

Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-15(b)(6)(c), at its meeting on November 16, 2022, the Superintendent reported the following HIB Incidents to the Board;

- A. 236325\_WSM\_10182022
  - 1. Student#27800113
  - 2. Student#27800114
  - 3. Student#27800139
  - 4. Student#28900182

B. 235772\_WSM\_10102022

C. 236565\_WSM\_10202022

D. 236641\_WSM\_1021202

E. 236556\_IHS\_10202022

F. 236659\_IHS\_10212022

Now, therefore, be it Resolved, that the Board approve the issuance of written decisions affirming the determinations in the investigations of the aforementioned HIB Incidents:

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 6-0-1  
 Abstain: Mr. Wall  
 Absent: Mr. Hammer

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• **Business Administrator’s Recommendations**

31. Receipt and Award of Bids for Lawn Service and Turf Management Bid #23-05

On December 8, 2022 at 1:00 p.m., the following bids were received for Lawn Service and Turf Management Bid #23-05:

<b>Contractor</b>	<b><u>Base Bid</u> Section 1</b>	<b><u>Alternate Bid</u> Section 1a</b>	<b><u>Alternate Bid</u> Section 2</b>	<b>Section 3</b>
	<b>Lawn Mowing Services for its four Schools, Facilities Building and Administration Building</b>	<b>Additional Lawn Services for its four Schools, Facilities Building and Administration Building</b>	<b>Turf Management for its four Schools, Facilities Building and Administration Building</b>	<b>Time and Materials</b>
On-Site Landscape Management	\$59,984.00	\$38,395.00	\$139,036.00	\$55/man hour

Resolved: That the Board of Education award the Lawn Service and Turf Management Bid #23-05 for the period January 1, 2023 through December 31, 2024 as follows:

On-Site Landscape Management	Bid Amount
Base Bid Section 1 (accepted)	\$59,984.00
<u>Alternate Bid Section 1a (accepted)</u>	<u>\$38,395.00</u>
Total Contract Amount	\$98,379.00

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

32. Acceptance/Approval of Additional 2022/2023 Chapter 192-193 Funding

Resolved: That the Board accept/approve additional funding under the provision of Chapter 192-193 (2022/2023) as on file in the Business Office:

<b>Chapter 192-193 Services</b>	<b>Amount</b>
Additional Chapter 192-193 Funding	\$3,720.00
Revised 2022/2023 Entitlement (11/28/2022)	\$293,730.00

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

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33. Approval of Amendment to the Elementary and Secondary Education Act (ESEA) Grant Awards 2022/2023

Resolved: That the Board approve the amendment of the Elementary and Secondary Education Act (ESEA) Grant Awards Application for 2022/2023 school year and accept the funds as follows:

Title	Holmdel Township School District	Non-Public Schools	Total Entitlement Allocation per Sub-Grant
<b>Title I, Part A</b>	\$115,751.00	\$0.00	\$115,751.00
<b>Title I, Part A Carryover</b>	\$0.00	\$0.00	\$0.00
<b>Title II, Part A</b>	\$27,662.00	\$11,580.00	\$39,242.00
<b>Title II, Part A Carryover</b>	\$22,650.00	\$9,483.00	\$32,133.00
<b>Title III*</b>	\$6,663.00	\$0.00	\$6,663.00
<b>Title IV, Part A</b>	\$7,975.00	\$3,338.00	\$11,313.00
<b>Title IV, Part A Carryover</b>	\$7,635.00	\$3,198.00	\$10,833.00
<b>Total</b>	<b>\$188,336.00</b>	<b>\$27,599.00</b>	<b>\$215,935.00</b>

\*Funded by Title III Consortium Fiscal Agent

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

34. Approval of Amendment to the Individuals with Disabilities Education Act (IDEA) Grant Awards 2022/2023

Resolved: That the Board approve the amendment of the Individuals with Disabilities Education Act (IDEA) Grant Awards Application for 2022/2023 school year and accept the funds as follows:

Title	Holmdel Township School District	Non-Public Schools	Total Entitlement Allocation per Sub-Grant
<b>IDEA - Basic</b>	\$638,757.00	\$132,794.00	\$771,551.00
<b>IDEA - Basic Carryover</b>	\$0.00	\$20,629.00	\$20,629.00
<b>IDEA - Preschool</b>	\$33,881.00	\$0.00	\$33,881.00
<b>IDEA - Preschool Carryover</b>	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$672,638.00</b>	<b>\$153,423.00</b>	<b>\$826,061.00</b>

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MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

35. Appointment of Strategic Planning Service Provider

Resolved: That PLC Associates is hereby appointed to provide Strategic Planning services at a rate of \$25,000.00.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

36. Approval of Monthly Certification – October 31, 2022

Resolved: That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of October 31, 2022 after review of the Secretary's Monthly Financial Report (appropriations section) and, upon consultation with the 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:23-2.11 (b); that no line item account has encumbrance and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.6A:23.11 (1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

37. Approval of Business Administrator/Board Secretary's Financial Report – October 31, 2022

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending October 31, 2022 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

38. Approval of Treasurer's Financial Report – October 31, 2022

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending October 31, 2022 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report approved is in agreement with the report of the Business Administrator/Board Secretary.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

39. Approval of Bills Payment – Board Member

Resolved: That the Board approve payment of the December 14, 2022 bills list in the amount of \$109.60 to Board Member Mrs. Zhang, and as certified and approved.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 6-0-1  
Abstain: Mrs. Zhang  
Absent: Mr. Hammer

AGENDA  
REGULAR BUSINESS MEETING  
HOLMDEL HIGH SCHOOL  
DECEMBER 14, 2022 7:00 PM

40. Approval of Bills Payment – Board Member

Resolved: That the Board approve payment of the December 14, 2022 bills list in the amount of \$48.00 to Board Member Mr. Reddy, and as certified and approved.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 6-0-1  
Abstain: Mr. Reddy  
Absent: Mr. Hammer

41. Approval of Bills Payment – December 14, 2022

Resolved: That the Board approve payment of the December 14, 2022 regular bills list in the amount of \$2,903,834.04 and as certified and approved.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mr. Hammer

L. Old Business

- Mr. Wall thanked Administration for adding information on menstrual toxic shock to the Curriculum and hopes that other districts will emulate the action of our district.

M. New Business – None

N. Questions or Comments from the Public

- Mr. Loughran thanked Mrs. Urbanski and Mr. Hammer for their years of service on the Board. He also spoke about all of the accomplishments of the two retirees, Mrs. Peters and Mrs. Bandini, and extended his best wishes to them in retirement.

O. Executive Session (if required) – None

P. Adjournment

Board President Urbanski called for a motion to adjourn the meeting. Mr. Reddy motioned, Mrs. Briamonte seconded and by a unanimous voice vote, the meeting adjourned at 8:56 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary

## **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.





**Title I – District-Wide Parent and Family Engagement**  
**M**

- 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.
- 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:



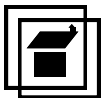
**Title I – District-Wide Parent and Family Engagement  
M**

- (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.
- 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:
    - a. Form a parent committee;
    - b. Schedule quarterly meetings with parent committee to review Title I plan;
    - c. Schedule meeting with parent committee to review final Title I report; and
    - d. Provide parent training sessions for all parents of Title I eligible pupils.



**Title I – District-Wide Parent and Family Engagement**  
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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:
  - a. Form a parent committee;
  - b. Schedule quarterly meetings with parent committee to review Title I plan;
  - c. Schedule meeting with parent committee to review final Title I report; and
  - d. Provide parent training sessions for all parents of Title I eligible pupils.
  
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:
  - a. Form a parent committee;
  - b. Schedule quarterly meetings with parent committee to review Title I plan;
  - c. Schedule meeting with parent committee to review final Title I report; and
  - d. Provide parent training sessions for all parents of Title I eligible pupils.
  
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:
  - a. Form a parent committee;



**Title I – District-Wide Parent and Family Engagement**  
**M**

- b. Schedule quarterly meetings with parent committee to review Title I plan;
  - c. Schedule meeting with parent committee to review final Title I report; and
  - d. Provide parent training sessions for all parents of Title I eligible pupils.
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.
  - a. Federal programs coordinator will survey involved parents;
  - b. Evaluation of survey results; and
  - c. Based on evaluation results, refine parent involvement plan for upcoming school year.
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:
  - 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



**Title I – District-Wide Parent and Family Engagement**  
**M**

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:
    - a. Workshops;
    - b. Conferences; and
    - c. District provided parent training.
- 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:
- a. Parent Resource Center; and
  - b. Parent/Child sessions during summer.
- 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 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:



**Title I – District-Wide Parent and Family Engagement  
M**

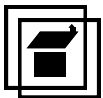
- a. Newsletter distribution; and
- b. Parent meetings.
- d. The school district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, 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:
  - a. Newsletter distribution; and
  - b. Parent meetings.
  - 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:
    - a. Translate materials as necessary; and
    - b. Maintain information via website.
- 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



**Title I – District-Wide Parent and Family Engagement**  
**M**

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



**Title I – District-Wide Parent and Family Engagement  
M**

- 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: 14 December 2022





### 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

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), ~~and~~ 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, ~~or~~ 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.

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 of Schools 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: 29 August 2012

Revised: 14 December 2022



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Reimbursement of Federal and Other Grant Expenditures

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### R 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

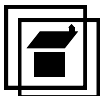
The State of New Jersey and school districts must assure certain Federal and other grant funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government. In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment for grant awards. The procedures outlined in this Regulation are to 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.

#### A. Definitions

1. "Cost objective" means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.
2. "Grant" means an award of financial assistance by the Federal government to the State of New Jersey, Department of Education or funds NJDOE receives from the State legislature to be awarded to eligible subgrantees.
3. "Grantee" means the State of New Jersey, Department of Education, to which a grant is awarded by the Federal government.
4. "Subgrant" means an award of financial assistance to an eligible subgrantee, in this case, awards by the State of New Jersey, Department of Education to local education agencies or other eligible entities.
5. "Subgrantee" means the local education agency, or other legal entity to which a subgrant is awarded and which is accountable to the State of New Jersey, Department of Education for the use of funds provided.

#### B. Procedures

1. Functionality



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

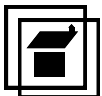
FINANCES

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Reimbursement of Federal and Other Grant Expenditures

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- a. The School Business Administrator/Board Secretary or designee will submit reimbursement requests using the payment functionality of the EWEG system.
  - b. The payment functionality is enabled upon final NJDOE approval of the subgrant application through the EWEG system.
2. Submission of Reimbursement Requests
- a. The School Business Administrator/Board Secretary or designee will make reimbursement requests for individual titles and awards. Therefore, reimbursement requests for ESSA will be made for each individual title. Reimbursement requests for IDEA must be made separately for Basic and Preschool as well as for the Perkins Secondary and Perkins Post-Secondary grant funds. Only one reimbursement request per month may be submitted for an individual title, ~~or~~ award, or subgrant.
  - b. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds. The following examples are based upon the schedule in Section C. below.
    - (1) The school district has ordered and received supplies and has paid the vendor. The school district may request reimbursement.
    - (2) The school district has ordered and received equipment but has not yet paid the vendor. The school district expects payment to be made on the seventh of the following month, following the monthly Board meeting. The school district may request reimbursement since the school district will make payment within three business days of receipt of funds.
    - (3) The school district makes salary payments on the first and fifteenth day of each month. In a given month, the school district may request reimbursement for payroll expenditures actually made during the month and for the payroll



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Reimbursement of Federal and Other Grant Expenditures

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scheduled for the first day of the following month because the school district will make payroll expenditure within three business days of receiving the funds. The school district may not request reimbursement in anticipation of subsequent pay dates, that is, those occurring more than three business days after receiving funds.

- (4) The school district is responsible for payment of health benefits to its provider on a quarterly basis. The subgrantee may request reimbursement prospectively if payment to the provider will be made within three business days of receipt of funds. If payment to the provider is made at the end of the month; however, the school district must request reimbursement during the month following payment.
  - (5) The school district is responsible for reimbursing the State of New Jersey for pension and social security payments made on behalf of employees paid with Federal funds. For members of the Teachers' Pension and Annuity Fund (TPAF), school districts shall reimburse the State no later than November. The request for reimbursement for pension and social security contributions for members of TPAF should be made at the time the school district will make payment to the State. For members of the Public Employees Retirement System or other State pension systems, the school district should request reimbursement at the time payments are due to the State for pension contributions and to the Internal Revenue Service for Social Security contributions. The school district should not include fringe benefit calculations in their regular salary reimbursement requests.
- c. The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Reimbursement of Federal and Other Grant Expenditures

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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. The submission of a reimbursement request also constitutes a certification that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

- d. Reimbursement requests must be in accordance with approved grant applications.
  - (1) 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.
  - (2) 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.

### C. Processing Timelines

1. Reimbursement requests may be submitted at any time after the subgrant has received final NJDOE approval. No more than one reimbursement request may be submitted per month for any one subgrant.
2. 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.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Reimbursement of Federal and Other Grant Expenditures

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### D. Content of Reimbursement Requests

1. Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed.
  - a. Example - \$8,750 is being requested in the 100 function code. The description is “salaries and instructional supplies.”
2. Expenditures must be supported by documentation at the school district level. This documentation 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.
3. 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.

### E. Review and Approval of Reimbursement Requests

1. NJDOE staff will review reimbursement requests to determine that they meet the subgrant’s criteria, including but not limited to the following:
  - a. Adequate description of the expenditures is provided;
  - b. No new budget category has been created; and
  - c. The reimbursement request does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Reimbursement of Federal and Other Grant Expenditures

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2. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system.
3. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives. 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.

Adopted: 29 August 2012

Revised: 14 December 2022





### 6470.01 ELECTRONIC FUNDS TRANSFER AND CLAIMANT CERTIFICATION (M)

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 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 Treasurer, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Electronic Funds Transfer and Claimant Certification

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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 Treasurer 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. .

Providers of 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.

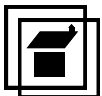
EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction.

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: 14 December 2022



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

FINANCES

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Electronic Funds Transfer and  
Claimant Certification

M

### R 6470.01 ELECTRONIC FUNDS TRANSFER AND CLAIMANT CERTIFICATION (M)

#### A. Definitions – N.J.S.A. 40A:5-2 and N.J.A.C. 5:30-9A.2

For the purpose of Policy and Regulation 6470.01:

"Automated clearing house (ACH) transfer" means an electronic funds transfer initiated by the Board of Education authorizing a banking institution to push funds from the Board of Education bank account(s) into a vendor or claimant's bank account, executed through the ACH electronic clearing and settlement system used for financial transactions.

"Board of Education" means a Board of Education as defined by the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

"Charge account" or "charge card" means an account, linked to a credit card issued by a specific vendor to which goods and services may be charged on credit, that must be paid when a statement is issued.

"Check" means the instrument by which moneys of the Board of Education are disbursed.

"Chief Executive Officer" means the Superintendent of Schools.

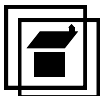
"Chief Financial Officer" means the School Business Administrator/Board Secretary.

"Claimant certification" or "vendor certification" means verification of claims pursuant to N.J.S.A. 18A:19-3.

"Disbursement" means any payment of moneys, including any transfer of funds, by any means.

"Electronic Data Interchange (EDI)" means technology that provides transaction related details, including invoice number(s), pay dates, and other identifying information as appropriate for each transaction.

"Electronic Funds Transfer (EFT)" means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not



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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.

“Governing body” means the Board of Education.

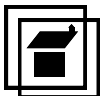
"Internal controls" means fiscal and operational controls that ensure safe and proper use of a standard EFT system and mitigate the potential for fraud and abuse. For purpose of N.J.A.C. 5:30-9A.1 et seq., internal controls shall include technological safeguards and cyber security practices, as well as processes affected by the governing body, management, and other personnel establishing fiscal and operational controls that reduce exposure to risk of misappropriation.

“Local Unit” means any county, municipality, special district, or any public body corporate and politic created or established under any law of this State by or on behalf of any one or more counties or municipalities, or any board, commission, department, or agency of any of the foregoing having custody of funds, but shall not include a school district.

"National Automated Clearing House Association (NACHA) file" means a file, formatted to NACHA specifications, which contains instructions for transferring funds between accounts.

"Payment documentation" means such documentation, including evidence of approvals and certifications, as is required by N.J.S.A. 40A:5-16.b, 40A:5-17, and 18A:19.1 et seq., and N.J.A.C. 5:30-9A.1 et seq. prior to the legal paying out of moneys.

"Procurement card" or "P-card" means an account or physical card that represents an account governed by characteristics specific to a procurement card. These characteristics include limits of time, amount, access, and purchase category controlled by the local unit, local authority, or county college in accordance with an agreement with an issuer. While such cards may have the appearance of a credit card, such as Visa, MasterCard, American Express, or Discover, such general-purpose cards do not feature the controls that procurement cards have and as such are not permitted under N.J.A.C. 5:30-9A.1 et seq. A "Procurement card" or "P-card" may not be used by a Board of Education.



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"Reconciliation of activity" means the process used to determine that all transactions utilizing standard EFT technologies are accurate, authorized, and allocable to encumbered appropriations.

"Standard electronic funds transfer technologies" means technologies that facilitate the transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, initiated by means such as, but not limited to, an electronic terminal, telephone, computer, or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account, and incorporate, at a minimum, internal controls set forth in rules promulgated by the Local Finance Board. No general purpose credit or debit card shall be considered a standard EFT technology.

"Supervisory review" means the process performed by an individual in a supervisory capacity to confirm the propriety and accuracy of standard EFT technologies use initiated by subordinates.

"Transaction" means any activity that may result in demand for payment.

"Warrant" means the draft or check of any Board of Education used in warranting disbursement of moneys and shall, in every instance, be evidenced by the issuance of a check of the Board of Education. In no instance shall it be necessary for the Board of Education to refer to, or issue, a check separate and distinct from the warrant.

- B. Authorization to Use Standard Electronic Funds Transfer Technologies for Electronic Funds Transfers – N.J.A.C. 5:30-9A.3
1. The Board of Education adopts Policy and Regulation 6470.01 to permit the School Business Administrator/Board Secretary to use only the forms of standard EFT technologies that are approved for New Jersey Boards of Education 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.
    - a. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.



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2. N.J.A.C. 5:30-9A.1 et seq. does not authorize a Board of Education to exceed the maximum bid thresholds or other limits set forth in the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq.
  3. Providers of ACH and wire transfer services are to be financial institutions chartered by Federal or State authority. ACH and wire transfer services must be provided by a financial institution covered by the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.
- C. Standard Electronic Funds Transfer Technologies; Internal Controls and Conditions for Use – N.J.A.C. 5:30-9A.4
1. 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 minimum, the following features and safeguards:
    - a. The ability to designate specific individuals able to initiate disbursements, barring those not authorized to initiate disbursements from doing so.
      - (1) The Board of Education designates and approves the School Business Administrator/Board Secretary to be responsible to initiate a claim for payment using an EFT method in accordance with N.J.S.A. 18A:19-1 et seq. and Policy and Regulation 6470.01.
    - b. The ability to designate individuals who may authorize disbursement and segregate initiation and authorization functions. Password or other security controls shall be in place to restrict access based on an individual's authorized role.
      - (1) The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim 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 Treasurer who is not under the direct supervision of the School Business Administrator/Board Secretary.



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- (2) The Superintendent of Schools or Treasurer will review the claim for payment and authorize the EFT claim that was initiated by the School Business Administrator/Board Secretary before the School Business Administrator/Board Secretary pays the claim using an EFT method.
    - (a) The School Business Administrator/Board Secretary will not pay a claim using an EFT method without authorization from the Superintendent of Schools or Treasurer.
  - (3) The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person responsible to initiate a claim for payment and the Superintendent of Schools or Treasurer as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize the School Business Administrator/Board Secretary to make the payment using an EFT method.
  - (4) The Superintendent of Schools or Treasurer shall ensure passwords and security codes are in place to restrict access based on an individual's role.
- c. The ability to confirm receipt of payment by vendor.
- (1) The School Business Administrator/Board Secretary shall receive confirmation from the vendor an EFT payment has been received by the vendor. Documentation supporting receipt of an EFT payment received by a vendor shall be included with the claim's supporting documentation.
- d. The ability to bar automatic debits from Board of Education accounts.
- (1) The School Business Administrator/Board Secretary shall require all banking institutions approved by the Board of Education prohibit any automatic debits from any Board of Education bank account as each individual disbursement to



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a vendor must be preceded by instructions submitted to the bank.

- e. Measures to mitigate risk of duplicate payment.
  - (1) The School Business Administrator/Board Secretary shall ensure an EFT payment is not duplicated by any other means.
- f. The creation and maintenance of an audit trail, such that transaction history, including demands for payment and payment initiation, authorization, and confirmation, can be independently tracked and detailed through the use of an EDI or functional equivalent.
  - (1) The Board of Education's EDI or functional equivalent will have the ability to create and maintain the required audit trail.
- g. The School Business Administrator/Board Secretary shall ensure that the minimum internal controls set forth in N.J.A.C. 5:30-9A.1 et seq., along with those internal controls set forth in Policy and Regulation 6470.01 are in place and being adhered to.
- h. Initiation and authorization roles shall be segregated, and password-restricted.
  - (1) The School Business Administrator/Board Secretary shall be responsible for initiating all EFTs.
  - (2) When the School Business Administrator/Board Secretary initiates an EFT, the Superintendent of Schools or Treasurer shall be responsible for authorization of the EFT.
    - (a) The School Business Administrator/Board Secretary will not pay a claim using an EFT method without authorization from the Superintendent of Schools or Treasurer.





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- (3) The Board of Education may designate and approve a backup officer/staff member in the event the School Business Administrator/Board Secretary, Superintendent of Schools or Treasurer approved to authorize the EFT payment is unavailable.
- (4) All payment of claims, ordinances, or resolutions enacted pursuant to N.J.S.A. 40A:5-17.b shall, at a minimum, comply with the provisions of N.J.A.C. 5:30-9A.4.
- (5) N.J.A.C. 5:30-9A.4 shall not be interpreted to prevent a Board of Education from requiring, authorizing, and approving more than one officer to authorize an EFT.

### D. Automated Clearing House (ACH) Transactions

1. Providers of ACH and wire-transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that financial institutions providing ACH and wire transfer services be covered under the GUDPA, N.J.S.A. 17:9-41 et seq.
2. ACH payments shall follow rules set forth by the National Automated Clearing House Association (NACHA) or equivalent successor banking industry standard.
3. EFTs through ACH must utilize EDI technology which provides transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction.

Adopted: 14 December 2022



### 6471 SCHOOL DISTRICT TRAVEL (M)

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



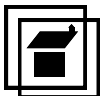
3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be 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.



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 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.

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



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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.

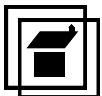
Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

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: 29 August 2012  
Revised: 14 December 2022



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### R 6471 SCHOOL DISTRICT TRAVEL (M)

#### A. Definitions (N.J.S.A. 6A:23A-1.2)

1. For the purpose of this Policy, “travel expenditures” means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
  - a. Training and seminars – means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
  - b. Conventions and conferences – means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
  - c. School district sponsored events – means conferences, conventions, receptions, or special meetings, where the school plans, develops, implements, and coordinates the event and is the event’s primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;



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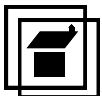
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- d. Regular school district business travel – means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or district Board member. The \$150 limit per employee or district Board member may be adjusted by inflation; and
- e. Retreats – means meetings with school district employees and school Board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

### B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)

- 1. Annually in the prebudget year, the Board of Education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
  - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
  - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
    - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.



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- c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
  2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
    - a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
    - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
    - c. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
      - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.
      - (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.
- C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)
  1. All travel requests for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and approved by a majority of the Board of Education's full voting membership, except if the Board of Education has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior





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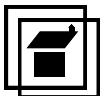
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to obligating the school district to pay related expenses and prior to attendance at the travel event.

- a. The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.
- b. The Superintendent shall establish, in writing, the internal levels of preliminary approval required prior to the Superintendent's approval of the travel event, as applicable.
  - (1) The School Business Administrator/Board Secretary or designee shall review all travel requests either before or after the Superintendent's approval and prior to submission of the Board for approval to determine if the expenses as outlined in the request are in compliance with the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.
    - (a) If any travel expenses requested are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary or designee will return the request to be revised in accordance with the guidelines outlined above.
    - (b) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to the school staff member to be revised in accordance with the guidelines outlined above.



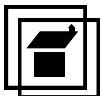
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2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.
3. The Board of Education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in Board of Education minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. General or blanket pre-approval shall not be authorized.
4. All travel requests shall receive prior approval of the Board of Education except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to apply, the required travel event shall be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
  - a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
  - b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board of Education approval pursuant to N.J.A.C. 6A:23A-7.3.
5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, justification shall be included in the text of the travel request.



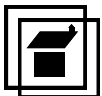
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- a. Such requests shall require prior written approval of the Superintendent or designee, and the Executive County Superintendent or designee.
    - b. The Board shall ratify the request at its next regularly scheduled meeting.
    - c. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.
  6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Education, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.
- D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)
1. The Board of Education requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;
  2. Neither the Superintendent or designee, nor the Board of Education shall approve a travel request unless it includes, at a minimum, the following information:
    - a. The name and date(s) of the event;
    - b. A list of Board members and/or employees to attend, either by name and title;
    - c. The estimated cost associated with travel;
    - d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.



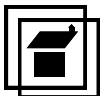
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- (1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;
    - e. The account number and funding source - Federal, State, private, or local; and
    - f. For annual events, the total attendance and cost for the previous year.
  3. 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.
- E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)
1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.
    - a. The aggregate amount of all travel budgets shall not exceed the Board of Education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.
  2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate



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or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.

3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board of Education approved maximum travel expenditure amount for the budget year.
  4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.
  5. A Board of Education employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).
- F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)
1. A Board of Education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations,



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may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.

2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board of Education payment of the event.
  - a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.
    - (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment recommended to the Board for payment or a travel payment previously approved by the Board and was paid in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business



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Administrator/Board Secretary shall inform the Superintendent of Schools of the violation in writing.

- (2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.
- (3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.

5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.

### G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)

1. The following types of expenditures are not eligible for reimbursement:
  - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
  - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
  - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;
  - d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;



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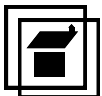
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- e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;
- f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
- g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;
- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;





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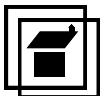
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- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;
- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

### H. Travel Methods (N.J.A.C. 6A:23A-7.9)

1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
  - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
  - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
    - (1) The most economical air travel should be used, including the use of discounted and special rates.



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- (2) The following options should be considered when booking tickets:
  - (a) Connecting versus nonstop flights;
  - (b) Departing earlier or later compared to the preferred departure time;
  - (c) Utilizing alternative airports within a city, for example, Chicago, Illinois-Midway Airport versus O'Hare Airport;
  - (d) Utilizing alternative cities, for example, Newark versus Philadelphia;
  - (e) Utilizing "low cost" airlines; and
  - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
  - (a) Is less expensive than economy;
  - (b) Avoids circuitous routings or excessive flight duration; or
  - (c) Would result in overall transportation cost savings.



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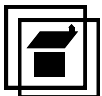
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- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.
  - (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.
  - (7) Airline tickets shall not be booked until all necessary approvals have been obtained.
  - (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.
  - (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
- (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.



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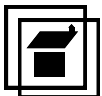
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- (2) The use of high-speed rail services, such as Acela, shall not be authorized.
  - (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.
- d. Use of a school district-owned or -leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.
- (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.
    - (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
  - (2) Parking and toll charges shall be allowed in addition to mileage allowance.
  - (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
  - (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.



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- (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.
  - (6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.
- e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.
  - f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.
  - g. Cruises shall not be permitted for travel events or transportation.
- I. Routing of Travel (N.J.A.C. 6A:23A-7.10)
1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:
    - a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or



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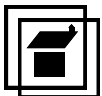
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reimbursement only if satisfactorily established in advance of such travel.

- b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
- c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

### J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)

1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.
2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.
3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.



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- a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.
- b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.
- c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
  - (1) The name and dates of the event;
  - (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
  - (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
  - (4) A description of the target audience by position title and/or educational certificate and endorsement;
  - (5) Justification of the importance of the target audience attending the event;
  - (6) The cost of registration;



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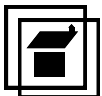
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- (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
    - (a) The cost of the activity;
    - (b) Whether participation is mandatory or voluntary; and
    - (c) The purpose such as social, guest speaker, working session, etc.
  - (8) A copy of agenda or program for the event;
  - (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
  - (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
  - (11) For annual events, total attendance, and registration cost for the previous year.
4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
  5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.





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6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at [www.gsa.gov](http://www.gsa.gov). The following restrictions apply to allowable per diem reimbursements:
  - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.
  - b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
    - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
    - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
  - c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate



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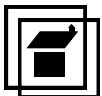
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for the corresponding meal shall be deducted from that day's subsistence allowance.

- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
  - e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Education.
  - f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or district Board member. In such cases, receipts shall be submitted for all costs, including meals.
  - g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
  - h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.
- K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)
- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
  - 2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for



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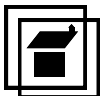
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school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.

3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
  - a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.
  - b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
  - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or Board member's responsibilities.



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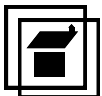
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- a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.
6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.
  - a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.
  - b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
  - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
  - d. The average cost per meal shall not exceed \$10.
  - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.



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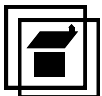
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- a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
  - b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.
  - c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.
- L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)
1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
  2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
  3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

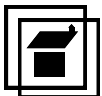
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School District Travel

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4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
  - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
  - b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
  - c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
  - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
  - e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
  - f. Personal charges on a hotel bill shall be deducted and shown on the bill;
  - g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
  - h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure,



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## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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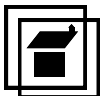
the hour of arrival, and an explanation for the use of costlier travel arrangements;

- i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
- j. Reimbursement requests shall be supported by other receipts as required;
- k. The voucher shall be itemized; and
- l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.

6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.

### M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)

1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.



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## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.
  - a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.
  - a. Such requests shall be supported by detailed justification.
  - b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
  - c. It is expected that approvals will be rare.

Adopted: 29 August 2012  
Revised: 14 December 2022





### 6511 DIRECT DEPOSIT

The Board of Education may determine to have the net pay of all school district employees directly deposited in a specific banking institution in a checking account, savings account, or share account designated in writing by the employee in accordance with the provisions of N.J.S.A. 52:14-15h.

If the Board approves a direct deposit program, compliance by an employee shall be mandatory. However, the Board may grant an exemption from the mandatory requirements of N.J.S.A. 52:14-15h on such terms and conditions as the Board deems necessary. The Board may grant an exemption for seasonal and temporary employees as the Board deems necessary.

The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14-15h, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required in N.J.A.C. 6A:23A-5.7 and Policy 6510.

In the event the Board of Education determines to implement a mandatory direct deposit program in accordance with N.J.S.A. 52:14-15h, the Board shall annually adopt a resolution to implement the direct deposit requirements of N.J.S.A. 52:14-15h. The Board approved resolution shall designate the school district's banking institution that shall be used to implement the direct deposit program and shall indicate any employee group or category that are exempt from the Board's direct deposit requirements.

N.J.S.A. 52:14-15h  
N.J.A.C. 6A:23A-5.7

Adopted: 14 December 2022



### 7100 LONG-RANGE FACILITIES PLANNING (M)

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with N.J.S.A. 18A:7G-4 and N.J.A.C. 6A:26-2.1 et seq., will maintain and submit a Long-Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in N.J.A.C. 6A:26-3.14, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

Long-range facilities planning by the school district shall be in accordance with the provisions of N.J.A.C. 6A:26-2 et seq.

N.J.S.A. 18A:7G-1 et seq.; 18A:33-1 et seq.  
N.J.A.C. 6A:26-2.1 et seq.

Adopted: 29 August 2012  
Revised: 14 December 2022



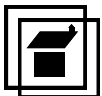
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## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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### R 7100 LONG-RANGE FACILITIES PLANNING (M)

- A. Responsibilities of the School District - N.J.A.C. 6A:26-2.1
1. The school district shall amend its Long Range Facilities Plan (LRFP) at least once every five years following the approval of the 2005 LRFP on software made available by the New Jersey Department of Education (NJDOE) and in accordance with the instructions for completing the software.
  2. The LRFP shall detail the school district's school facilities, other facilities, temporary facilities, and the school district's plan for meeting school facilities needs during the ensuing five years.
- B. Completion of Long Range Facilities Plans - N.J.A.C. 6A:26-2.2
1. Each LRFP shall include:
    - a. Enrollment projections for the school district for the five years covered by the plan in accordance with the requirements of N.J.A.C. 6A:26-2.2(a)1;
    - b. The functional capacity of every school facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)2;
    - c. An inventory of every school facility, other facility, and temporary facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)3;
    - d. An inventory of all school district-owned land in accordance with N.J.A.C. 6A:26-2.2(a)4;
    - e. A listing of the approximate size and nature of any new sites that may be needed for school facilities projects set forth in the LRFP in accordance with N.J.A.C. 6A:26-2.2(a)5;
    - f. An inventory of all building systems within each facility in accordance with N.J.A.C. 6A:26-2.2(a)6;
    - g. A determination of the life expectancy of all building systems;



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## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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- h. A determination of any building system deficiencies in each school facility and the required remediation;
- i. The school district's proposed school facilities projects, other capital projects, and preliminary scopes of work in accordance with N.J.A.C. 6A:26-2.2(a)9 and N.J.S.A. 18A:7G-5(m);
- j. The school district's proposed programmatic models for school facility types and capacities the school district intends to operate in the ensuing five years;
- k. A comparison of the school district's proposed programmatic models with the facilities efficiency standards and identification of all types of spaces, sizes of spaces, and number of spaces inconsistent with those standards in accordance with N.J.A.C. 6A:26-2.2(a)11;
- l. A comparison of the school district's programmatic models with the existing inventory and how the school district proposes to convert the existing inventory to programmatic models;
- m. The school district's proposed plans for new construction and renovation of other facilities in the five years ensuing in accordance with N.J.A.C. 6A:26-2.2(a)13;
- n. For each school facility set forth in the LRFP for which the school district is seeking approval of additional space or waiver of a facility efficiency standard to be approved as part of the LRFP, the school district shall submit documentation supporting the request in accordance with N.J.A.C. 6A:26-2.3(c);
- o. For each school facility to be replaced, a preliminary comparison of the cost of replacement of the school facility verses the cost to rehabilitate the school facility;
- p. Preliminary data to support each proposed new school facility or addition, renovation to an existing school facility, and the removal from the school district's inventory of school facilities for each school facility to be sold, converted to non-school facility use, or razed;



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- q. A preliminary estimate of the cost of every school facilities project set forth in the LRFP; and
  - r. The Board resolution approving submission of the LRFP.
2. Each LRFP shall include a determination by the school district of the number of unhoused students for the ensuing five-year period calculated in accordance with N.J.A.C. 6A:26-2.2(b)1.
  3. Approved area for unhoused students shall be determined according to the formula as outlined in N.J.A.C. 6A:26-2.2(c).
  4. Superintendents in Early Childhood Program Aid (ECPA) districts are strongly encouraged to meet and collaborate with community childhood education providers to meet the needs of unhoused students in the LRFP in accordance with N.J.A.C. 6A:26-2.2(d).
  5. The school district shall incorporate the facilities efficiency standards in the LRFP and seek any necessary waiver or special Commissioner approval in accordance with N.J.A.C. 6A:26-2.2(e)1 and 2.
- C. LRFP Submission Procedure - N.J.A.C. 6A:26-2.1
1. Except as provided in N.J.A.C. 6A:26-3.14, no school facilities project shall be considered or approved unless the school district's LRFP has been submitted to the NJDOE and approved by the Commissioner.
  2. The school district shall submit its LRFP to the planning board(s) of the municipality(ies) in which the school district is situated, no later than the date the school district submits the LRFP to the Commissioner. No LRFP shall be considered complete until comments have been received from the planning board(s) or until forty-five days have passed from the planning boards' receipt of the LRFP in accordance with N.J.A.C. 6A:26-2.1(c).
  3. In accordance with the provisions of N.J.A.C. 6A:26-2.1(d), a school district sending students to another school district pursuant to N.J.S.A. 18A:38-8 et seq. shall expeditiously provide all information necessary for the receiving school district to complete its LRFP, including but not limited to, demographic information necessary to prepare enrollment projections. Both sending and receiving school districts must submit a



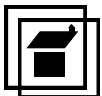
# REGULATION

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LRFP. If a send-receive relationship is terminated pursuant to N.J.S.A. 18A:38-21, both the sending and receiving school districts shall promptly submit an amended LRFP.

4. An amended LRFP must be submitted to the NJDOE, in accordance with the provisions of N.J.A.C. 6A:26-2.1(e), if one or more school districts withdraw from a regional school district or a regional school district dissolves.
  5. At any time, a school district may submit an amendment to an approved LRFP for review and approval by the Commissioner.
  6. A school district's approved LRFP shall remain in effect until an amended LRFP is approved.
- D. Review and Approval of Long-Range Facilities Plan - N.J.A.C. 6A:26-2.3
1. Within ninety days of receipt of a LRFP from a school district that has not previously submitted a LRFP, the Division of Administration and Finance (Division) shall determine where the plan is fully and accurately complete and whether all information necessary to review the plan has been filed by the school district.
    - a. When a LRFP is determined to be complete, the Division shall notify the school district in writing that the plan is deemed complete.
    - b. When a LRFP is determined to be incomplete, the Division shall notify the school district in writing and require the submission of additional information as detailed in the notification. Only after the Division determines all requested information has been submitted and the information is accurate shall it determine a plan to be complete.
  2. Within sixty days of the date of notification that the plan is complete, the Commissioner shall notify the school district of the final determination of the LRFP. A final determination shall set forth information as outlined in N.J.A.C. 6A:26-2.3(b).
  3. A school district shall amend its approved LRFP whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP in



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## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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- effect. The amendment request shall be accompanied by a Board of Education resolution approving the submission of the LRFP amendment and shall be in accordance with the requirements of N.J.A.C. 6A:26-2.3(c)1 through 4.
4. The Commissioner may extend the deadline for reviewing each LRFP if at any time the number of LRFPs pending before the Commissioner for review exceeds twenty percent of the total number of operating school districts in the State pursuant to N.J.A.C. 6A:26-2.3(d).
  5. A school district that has an approved LRFP may begin undertaking feasibility studies for new construction identified in accordance with N.J.A.C. 6A:26-2.3(b)6. For school districts required to use the New Jersey Schools Development Authority (Development Authority), the activities also shall be undertaken under the auspices of the Development Authority and in accordance with N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-2 et seq.

Adopted: 29 August 2012  
Revised: 14 December 2022



### 7243 SUPERVISION OF CONSTRUCTION (M)

The Board of Education directs that the Director of Plant, Operations and Maintenance 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 Director of Plant, Operations and Maintenance shall report periodically to the Board on the progress of that by his/her personal knowledge the work of the construction contractor(s) and the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.

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.





# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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A change order involving additional cost will be submitted to the Board for review and approval.

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.

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

Adopted: 29 August 2012  
Revised: 14 December 2022



### 7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this Policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 through 18A:20-7 and N.J.A.C. 6A:26-7.4. If an approved site, or interest therein, is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Division of Administration and Finance (Division) in accordance with the requirements of N.J.A.C. 6A:26-7.4. The Division will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes, and disposal of any property declared scrap or waste. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase. In the event no bids are received for personal property or the personal property is not sold at private sale pursuant to, N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this Policy, property acquired with Federal funds for use in a Federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for



# POLICY

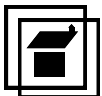
## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Disposition of Property

sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-5 through 18A:20-7  
N.J.A.C. 6A:26-7.4

Adopted: 29 August 2012  
Revised: 14 December 2022



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Disposition of Land

### R 7300.2 DISPOSITION OF LAND

The Board of Education by a recorded roll call majority vote of its full membership may dispose, by sale or otherwise, of any lands or any rights or interest therein, owned by it, which cease to be suitable or convenient for the use for which they were acquired or which are no longer needed for school purposes, whether acquired through purchase or through condemnation proceedings and the purchaser shall acquire title free from any use of purpose for which it may have been acquired by the Board in accordance with N.J.S.A. 18A:20-5 through 18A:20-7, N.J.A.C. 6A:26-7.4, and Policy 7100.

#### A. Written Request for Approval for Disposal – N.J.A.C. 6A:26-7.4(a)

The district shall make to the Division of Administration and Finance (Division) a written request for school district-owned land to be altered or disposed of through sale, transfer, or exchange of all or part of the total acreage, including rights or interest therein and/or improvements thereon, such as facilities, if applicable.

1. The district will send a copy of the request to the Executive County Superintendent who shall make recommendations to the Division. The Executive County Superintendent shall provide a copy of the recommendations to the Board.
- 
2. The request shall indicate whether the district intends to convey the site, rights, or interest therein, and/or improvements thereon, under an exception to the public sale requirements of N.J.S.A. 18A:20-6.
3. The request shall indicate whether the school district intends to convey the site, rights, or interest therein, and/or improvements thereon that had been conveyed to the school district from the New Jersey Schools Development Authority (Development Authority) or funded in whole or in part by the State share under Educational Facilities Construction and Financing Act (EFCFA).
4. If the land, rights, or interest therein, and/or improvements thereon have been conveyed to the school district from the Development Authority, the request shall provide evidence acceptable to the New Jersey Department of Education that the property has not reverted to the Development Authority as authorized under N.J.A.C. 19:34-3.6.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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5. If a school district seeks to dispose of land, rights, or interest therein, and/or improvements thereon funded in part with debt service aid pursuant to N.J.S.A. 18A:7G-9 or 10, and the land and/or improvements are either not needed or not being used for the purposes for which the bonds were issued, any proceeds from the disposal shall be used by the school district first to reduce the outstanding principal amount at the earliest call date or to annually reduce the debt service principal payments. The Board may request approval from the Commissioner to apply the proceeds over the term of the outstanding debt or by some other distribution mechanism if, for example, it is beneficial to stabilizing the school district's debt service tax levy.

B. Disposal – N.J.A.C. 6A:26-7.4(b)

The Division shall determine whether the disposal is consistent with the district's approved Long-Range Facilities Plan (LRFP) or has a negative impact on the educational adequacy of an individual site.

C. Notification of Approval – N.J.A.C. 6A:26-7.4(c)

The Division shall notify the school district of its approval or disapproval and send a copy to the Executive County Superintendent. If the disposal includes a site, rights, or interest therein and/or improvements thereon conveyed to the school district from the Development Authority, is funded in whole or in part by State share under EFCFA, or is in a school district that is required to use the Development Authority, the Division shall also notify the Development Authority.

D. Sale at Public Sale; Exceptions – N.J.S.A. 18A:20-6

Any lands, rights, or interests therein sold by the Board, except lands conveyed as part of a lease purchase agreement pursuant to N.J.S.A. 18A:20-4.2(f), shall be sold at public sale, to the highest bidder, after advertisement of the sale in a newspaper published in the district, or if none is published therein, then in a newspaper circulating in the district, in which the same is situated, at least once a week for two weeks prior to the sale, unless:

1. The same are sold to the State, or a political division thereof, in which case they may be sold at private sale without advertisement; or



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2. The sale or other disposition thereof in some other manner is provided for in N.J.S.A. 18A.
- E. Sales at Fixed Minimum Prices – N.J.S.A. 18A:20-7
1. In the case of public sales the Board may by resolution fix a minimum price with or without the reservation of the right, upon the completion of said public sale, to accept or reject the highest bid made, a statement whereof shall be included in the advertisement of sale of the lands and given as public notice at the time of the sale. The Board may by resolution provide without fixing a minimum price, that upon the completion of the public sale, the Board may accept or reject the highest bid received. If the Board fails to accept or reject the highest bid by the second regular Board meeting following the sale, the bid will be deemed to have been rejected.
  2. If no bid is received or if the bids that are received are rejected by the Board in the public interest, the Board may enter into negotiations with any interested party or parties for the sale or other disposal of the property, but shall offer a bidder a hearing upon the bidder's request before entering into such negotiations.
  3. The acceptance or rejection of a negotiated price shall be by the affirmative votes of a majority of the full number of Board members at a regularly scheduled meeting.
- F. Sewer Lines - N.J.A.C. 6A:26-7.4(d)

The district may convey and transfer, without consideration, its right, title, and interest in and to any trunk or other sewer lines to a municipality, without requiring approval from the Division.

Adopted: 29 August 2012  
Revised: 14 December 2022



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Disposition of Personal Property

### R 7300.3 DISPOSITION OF PERSONAL PROPERTY

#### A. Definitions

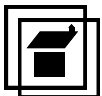
1. “Personal property” means all Board of Education property other than real property as defined in Regulation 7300.2 and Federal property as defined in Regulation 7300.4.
2. “Excess property” means personal property that is no longer needed and is not required as a trade-in on a replacement purchase.

#### B. Master List of Excess Property

1. Upon request of the School Business Administrator/Board Secretary or designee, a Principal or other administrator will compile a list of excess property in a school district building or program at the close of a school year.
2. The School Business Administrator/Board Secretary will receive lists prepared in accordance with paragraph B.1. and will maintain a master, district-wide list of excess property.
3. A Principal or other administrator may request transfer of excess property by submitting a request to the School Business Administrator/Board Secretary.
4. An item transferred to another location in the school district will be removed from the district-wide list of excess property.
5. An item of personal property that has remained on the district-wide master list of excess property may be disposed of in accordance with Policy 7300 and this Regulation.

#### C. Disposal at Public Sale – N.J.S.A. 18A:18A-45

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

PROPERTY

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Disposition of Personal Property

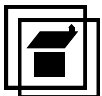
1. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale to the highest bidder.
2. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in the official newspaper.

Such sale shall be held not less than seven nor more than fourteen days after the publication of the notice thereof.

3. Personal property may be sold to the United States, the State of New Jersey, another Board of Education, any body politic, any foreign nation which has diplomatic relations with the United States, or any governmental unit in these United States by private sale without advertising for bids.
4. If no bids are received the property may then be sold at private sale without further publication or notice thereof, but in no event at less than the estimated fair value; or the Board may if it so elects, reoffer the property at public sale.

As used herein, "estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any personal property not needed for school purposes to be sold pursuant to N.J.S.A. 18A:18A-45.

5. The Board may reject all bids if it determines such rejection to be in the public interest.
  - a. In any case in which the Board has rejected all bids, it may readvertise such personal property for a subsequent public sale.
  - b. If it elects to reject all bids at a second public sale, pursuant to N.J.S.A. 18A:18A-45, it may then sell such personal property without further publication or notice thereof at private sale, provided that in no event shall the negotiated price at private sale be less than the highest price of any bid rejected at the preceding two public sales and provided further that in no event shall the terms or conditions of sale be changed or amended.





# REGULATION

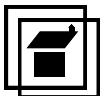
## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Disposition of Personal Property

6. If the estimated fair value of the property to be sold does not exceed the applicable bid threshold established pursuant to section C.1. above in any one sale or is either livestock or perishable goods, it may be sold at private sale without advertising for bids.
  7. Notwithstanding the provisions of N.J.S.A. 18A:18A-45 and this Regulation, by resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.
- D. Discarding of Textbooks – N.J.S.A. 18A:34-3
1. Prior to discarding textbooks, the School Business Administrator/Board Secretary or designee shall notify the New Jersey Department of Education (NJDOE) of any textbooks the school district intends to discard.
  2. In accordance with the provisions of N.J.S.A. 18A:34-3, the NJDOE shall within fourteen days of receiving notification from the school district of the intent to dispose of textbooks, list the textbooks in a textbook database.
  3. The School Business Administrator/Board Secretary or designee shall retain the textbooks to be discarded for a period of one hundred and twenty days after the district has notified the NJDOE.
- E. Scrap and Waste Property
1. In the event no bids are received for personal property or the personal property is not sold at public or private sales pursuant to N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.
  2. Personal property declared scrap or waste with no recyclable or usable value may be discarded.
  3. Personal property declared scrap or waste may not be given or sold to employees, private citizens, local governments, non-profit organizations, etc.
- F. Board of Education Approval



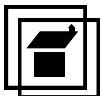
# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Disposition of Personal Property

1. The Board of Education will approve, by resolution of the Board, the negotiated price of personal property offered at private sale and any personal property declared scrap or waste.

Adopted: 29 August 2012  
Revised: 14 December 2022



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

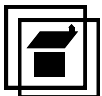
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Disposition of Federal Property

### R 7300.4 DISPOSITION OF FEDERAL PROPERTY

#### A. Definitions

1. “Awarding agency” means with respect to this Regulation and a Federal grant, the Federal agency awarding the grant.
2. “Uniform Grant Guidance” means a set of Federal grant regulations that combines several previous Federal cost principles, administrative requirements, and audit requirement circulars into a single, comprehensive document.
3. “Federal property” means all equipment, supplies, or real property purchased with Federal grant funds.
4. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000, as defined in the Uniform Grant Guidance – 2 CFR Part 200.
5. “Real property” means land, including land improvements structures and appurtenances thereto, but excludes moveable machinery and equipment, as defined in the Uniform Grant Guidance – 2 CFR Part 200.
6. “Supplies” means all tangible personal property other than those described in “Equipment”, as defined in the Uniform Grant Guidance – 2 CFR Part 200.
7. “Federal property no longer needed” for the purposes of this Regulation means property acquired under a Federal award that is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions.

#### B. Periodic Review



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Disposition of Federal Property

1. The School Business Administrator/Board Secretary will compile a list of physical inventory of Federal property in the district. This physical inventory must be taken and the results reconciled with the property records at least once every two years.
2. A list of Federal property no longer needed will be periodically distributed to all school facilities in the district.
3. Any school may request to transfer Federal property to a currently or previously funded Federal project or arrange a shared-time use with other such projects.
4. Federal property no longer needed in the school district will be considered for disposition.

### C. Disposition of Federal Property - Equipment

1. The School Business Administrator/Board Secretary will request disposition instructions from the awarding agency for Federal equipment no longer needed.
  - a. If the awarding agency fails to provide requested disposition instructions within one hundred and twenty days, items of Federal equipment with a current per-unit fair-market value in excess of \$5,000 may be retained or sold by the school district. If the equipment is sold by the school district, the awarding agency is entitled to proceeds in accordance with 2 CFR 200.313(e)(2).
  - b. Federal equipment no longer needed with a current per-unit fair-market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.
2. If the awarding agency fails to provide disposition instructions, the sale of Federal equipment no longer needed will be sold and/or disposed of in accordance with the provisions of N.J.S.A. 18A:18A-45 and Regulation 7300.3.

### D. Disposal of Federal Property – Supplies

1. Title to supplies will vest in the school district upon acquisition.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Disposition of Federal Property

2. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program, and the supplies are not needed for any other Federal award, the school district shall retain the supplies for use on other activities or sell them, but must in either case, compensate the awarding agency for its share. The amount of compensation shall be computed in the same manner as for Federal equipment in accordance with 2 CFR 200.313(e)(2).
- E. Disposal of Federal Property – Real Property
1. The School Business Administrator/Board Secretary or designee shall request disposition instructions from the United States Department of Education for real property equipment no longer needed for the original purpose.
  2. The instructions must provide for one of the following alternatives: retain title after compensating the awarding agency; sell the property and compensate the awarding agency; transfer title to the awarding agency; or third party designated/approved by the awarding agency.

Adopted: 29 August 2012  
Revised: 14 December 2022



### 7440 SCHOOL DISTRICT SECURITY (M)

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

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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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.

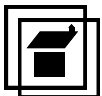
Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

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: 29 August 2012  
Revised: 14 December 2022



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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### R 7440 SCHOOL DISTRICT SECURITY (M)

#### A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“Panic alarm” means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from law enforcement.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

#### B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.





# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;
  - b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;
  - d. Students involved in interscholastic athletics, co-curricular or extra-curricular activities, and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.
3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.



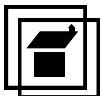
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### C. Key Control System for Access to School Buildings and Facilities

1. School staff members will be provided access to a school building using the school's key control system as follows:
  - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
    - (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
    - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.



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## HOLMDEL TOWNSHIP BOARD OF EDUCATION

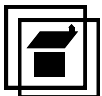
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D. School Building Panic Alarm or Emergency Mechanisms (N.J.S.A. 18A:41-10 through 13)

1. Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation.
2. The alarm shall be directly linked to local law enforcement authorities or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the Superintendent of the New Jersey State Police.
3. The alarm shall be capable of immediately transmitting a signal or message to such authorities outlined in D.2. above upon activation.
4. The alarm shall not be audible within the school building.
5. Each panic alarm required under N.J.S.A. 18A:41-11 and Policy and Regulation 7440 shall:
  - a. Adhere to nationally recognized industry standards, including the standards of the National Fire Protection Association and Underwriters Laboratories; and
  - b. Be installed solely by a person licensed to engage in the alarm business in accordance with the provisions of N.J.S.A. 45:5A-27.
6. The school district may equip its elementary and secondary school buildings with an emergency mechanism that is an alternative to a panic alarm if the mechanism is approved by the New Jersey Department of Education.

E. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.
  - a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
  - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
  - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.
3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.



# REGULATION

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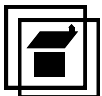
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### F. School Safety Specialist

1. 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.
2. The School Safety Specialist shall:
  - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
  - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
  - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
4. 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.

### G. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety, and welfare of persons on school grounds or school property.



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## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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2. Anytime law enforcement agents are summoned in accordance with G.1. above, the Superintendent will be notified as soon as possible.
- H. Annual School Safety Audit for Each School Building
1. The district shall annually conduct a school safety audit for each school building using the checklist developed by the New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education pursuant to section H.2. below.
    - a. The district shall submit the completed audit to the New Jersey Office of Homeland Security and Preparedness and the Department of Education in accordance with the provisions of N.J.S.A. 18A:41-14.a.
    - b. The audits shall be kept confidential and shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records, but may be utilized for the purpose of allocating any State grants or loans made available for the purpose of school facility safety and security upgrades.
  2. The New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education shall develop a comprehensive checklist of items to be reviewed and evaluated in the school safety audit(s) conducted by the school district pursuant to Section H.1. above.
    - a. The checklist shall include items to assess the security features and security vulnerabilities of the school district's school buildings and grounds. The checklist shall also include items to assess the emergency notification systems used to facilitate notification to parents and other members of the community in the case of school emergencies.
    - b. The checklist shall be reviewed annually by the New Jersey Office of Homeland Security and Preparedness and the Department of Education and updated as appropriate.



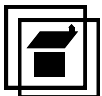
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3. The New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education shall provide technical assistance to school districts to facilitate the completion of the checklists in a uniform manner.

Adopted: 29 August 2012  
Revised: 14 December 2022



### 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulation regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of Education shall post signage in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.

In addition to posting, the district shall notify school staff members, parent(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

N.J.S.A. 18A:41-9

Adopted: 29 August 2012

Revised: 14 December 2022





# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Electronic Surveillance In School Buildings and On School Grounds  
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### R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used in school district buildings and on school grounds.

#### A. Recording and Notice

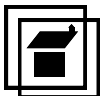
1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. Signage will be posted in a prominent public place in school buildings and on school grounds where electronic surveillance equipment may be used.

#### B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

#### C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.
2. The district will provide notice to students, parent(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Electronic Surveillance In School Buildings and On School Grounds

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### D. Storage/Security

1. All recordings will be stored by the Superintendent or designee and secured to ensure confidentiality.
2. Recordings will be retained in accordance with the New Jersey Department of the Treasury – Records Management Services - Records Retention Schedules and will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.

### E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent or designee.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

### F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Superintendent or designee.
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Superintendent of Schools or designee.
3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the Superintendent of Schools or designee.
6. A written log will be maintained by the Superintendent of Schools or designee, of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

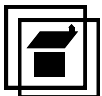
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Electronic Surveillance In School Buildings and On School Grounds

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7. Video recordings remain the property of the school district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.
- G. Law Enforcement Memorandum of Understanding (MOU) (N.J.S.A. 18A:41-9)
1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:
    - a. The designation of individuals who shall be authorized to view live streaming video;
    - b. The circumstances under which the designated individuals would view live streaming video; and
    - c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
  2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.
  3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.
  4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.
- H. Purchase, Maintenance, Replacement of Equipment/Supplies



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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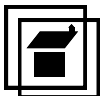
Electronic Surveillance In School Buildings and On School Grounds

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1. The School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Adopted: 29 August 2012

Revised: 14 December 2022



### 7446 SCHOOL SECURITY PROGRAM

The safety of students, staff members, and visitors on school grounds is an important concern for the Board of Education.

#### School Resource Officer Program

The Board of Education authorizes a School Resource Officer Program in partnership with the municipality and local law enforcement. The Program is designed for municipal officials, law enforcement officers, and school authorities to work together to identify major problems faced by their schools and to create a more secure school environment through the presence of law enforcement officers within the school district. A School Resource Officer assigned to the school district shall remain an employee of the municipality and its Police Department.

The School Resource Officer may be a full-time Police Officer or a Class Three Special Law Enforcement Officer employed by the municipality in accordance with the provisions of N.J.S.A. 40A:14-146.11. A Class Three Special Law Enforcement Officer is authorized to exercise full powers and duties similar to those of a permanent regularly appointed full-time police officer while providing security at a public school during hours when school is normally in session or when occupied by students or school staff members. The use of a firearm by a Class Three Officer is authorized pursuant to the provisions of N.J.S.A. 40A:14-146.14. A Class Three Officer shall not carry a firearm except when engaged in the actual performance of the Officer's official duties as a School Resource Officer and when specifically authorized by the Chief of Police or in the absence of the Chief, a designee. The Board of Education and the municipality shall enter into a partnership agreement that sets forth the respective obligations of the municipality, local law enforcement, and the school district. The agreement shall include, but is not limited to, the following terms: the number of police officers assigned to the school district; the school(s) to be covered; the days of police coverage in the school district; the process for the Police Department to assign and the process for the Board of Education to approve a School Resource Officer(s); the duties of the assigned School Resource Officer(s); the reporting requirements for the School Resource Officer; and the financial obligations of the parties. The School Resource Officer Program Agreement shall be approved by the Board of Education.

A School Resource Officer who is a full-time Police Officer or a Class Three Special Law Enforcement Officer must comply with all statutes and codes regarding their law enforcement status and all other statutory and administrative code responsibilities.



### School District Employed Security Officers – (Unarmed)

The Board of Education authorizes the employment of school district security officers. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The district's security officers will not carry a gun. The Superintendent of Schools will ensure all school district security officers receive appropriate training for the responsibilities of the position.

N.J.S.A. 2C:39-4; 2C:39-5; 2C:39-6; 2C:58-4;  
40A:14-146.10; 40A:14-146.11;  
40A:14-146.14

Adopted: 14 December 2022



### 7510 USE OF SCHOOL FACILITIES (M)

The Holmdel Township Board of Education may, under regulations adopted by the Board, permit the use of school facilities when not in use by the district for various educational, community or cultural purposes.

The Superintendent or designee is authorized by the Board of Education, in accordance with its policy and administrative rules and regulations, to approve the use of school facilities.

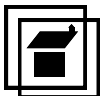
The Superintendent or designee shall establish proper rules of order for the use of district properties. Any persons violating those rules may be denied the use of school facilities. No person or organization may use school facilities for non-school purposes without prior approval of the Superintendent or designee and/or the Board.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor of the purposes they represent.

The Superintendent or designee shall devise detailed regulations to:

- A. Set up application and review procedures to guarantee that no one group monopolizes the facilities unfairly;
- B. Make clear the conditions under which use is granted, including, but not limited to insurance coverage, care of property, chaperonage, changes if conflicts with school activities arise, etc.

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.



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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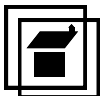
For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

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: 29 August 2012  
Revised: 14 December 2022





# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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### R 7510 USE OF SCHOOL FACILITIES (M)

1. All applications to use school facilities are reviewed and filed in the Office of Community Relations.
2. If the application is in acceptable form and facilities are available, the building principal shall approve and forward applications, which are for acknowledged educational, community or cultural purposes to the Assistant Director of Community Programs to attach the estimated fee. After the facility use, the applicant will be billed for the actual dates/times of the use as per the attached fee schedule. Failure to pay this billing in a timely basis will jeopardize the approval of any future use of school facilities request by the applicant.
3. Any approved application for use of school facilities is a commitment to pay the stated fees unless the sponsoring organization cancels the request in writing at least two weeks before the use date or unless the approval is canceled by the Holmdel Township Public Schools.
4. Special Requests
  - Use of facilities by profit-making, commercial organizations will be permitted in rare instances and only with approval by the School Business Administrator.
5. Facilities users must pay promptly the charges stated. All fees shall be turned over to the Business Office with the bill attached to the approved application. If payment of such charges is delinquent, further use of facilities may be denied.
6. Any Organization using a school facility must provide to the satisfaction of the Business Administrator a currently dated certificate of liability insurance for commercial general liability evidencing limits of liability not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Said certificate of liability insurance must also provide evidence that Holmdel Township Board of Education is named as an additional insured on a Primary and Non-Contributory basis in the commercial general liability policy. The certificate of liability insurance shall be submitted to the Business Office prior to the requested facility usage.
7. It is understood and agreed that the applicant assumes responsibility for restoring facilities to the condition in which they were found and for removal of all materials,



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equipment and furnishings, which are left after the use of school facilities. Any work needed to be done by the Board of Education in this regard will be billed to users.

8. Only those school facilities specifically requested and approved shall be available for use.

9. Food and beverages shall be permitted only in designated areas of the schools (i.e., cafeterias/all-purpose rooms) and only if the application clearly states that food and/or beverages will be consumed as part of the requested facilities use. Water and sports drinks are permitted in all gymnasiums.

10. Food and beverages shall not be permitted in the High School auditorium.

11. Smoking, gambling and the use of alcoholic beverages and drugs are prohibited on Board of Education property. Violators will be subject to prosecution.

12. A copy of the approved application must be available for presentation and review by school personnel and/or the Police Department at the time of facility use. This includes playing fields.

13. Facility users must provide, at their own expense, sufficient fire and police protection at each performance to uphold law and order, when and as recommended by the Business Administrator.

14. Sneakers shall be worn therein at all times in the gymnasiums. Any use of items with wheels, indoor cleats, or tap/dance shoes is not permitted on the gym floors. The user group will be billed for repairs by the district for any damage incurred during the time reserved by the user group.



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## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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### 15. FEE SCHEDULE

Non-Profit Groups:	Hourly Rate
Classroom, Chorus Room, Band Room, Library	\$15
Gym, All-Purpose Room, HS Commons	\$65
HS Auditorium	\$125
Field (an individual baseball field, soccer field, etc.)	\$15
Tennis Courts	\$25
Multi-Purpose Turf Field	\$125
Stadium Lights (usage charge)	\$65
Auditorium – Lighting and Sound	\$100
Parking Lot	No Charge

The above fees are doubled on Saturdays, Sundays and Holidays (except for fields and lights).

For-Profit Groups:	Hourly Rate
Classroom, Chorus Room, Band Room, Library	\$30
Gym, All-Purpose Room, HS Commons	\$130
HS Auditorium	\$250
Field (an individual baseball field, soccer field, etc.)	\$30
Tennis Courts	\$50
Multi-Purpose Turf Field	\$250
Stadium Lights (usage charge)	\$130
Auditorium – Lighting and Sound	\$200
Parking Lot	\$50 / day





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date. Any request for a new or modified reservation made inside this two day window will be fulfilled, subject to availability, with the assessment of a \$100 late booking fee.

Off-Hours Usage Fee – Subject to availability, user groups will be allotted facility usage time during regular custodial hours on Saturdays and Sundays (hours as established by the Director of Plant Operations). Any usage request outside of regular custodial hours will be subject to an off-hours usage fee. A completed facility use request form is required for such bookings.

Failure to pay an assessed fee will result in discipline as outlined in Section 17 “Discipline for Unauthorized Facility Use.”

16. Upon request, any individual user will be required to provide a suitable form of identification for themselves and the organization they represent.

### 17. Discipline for Unauthorized Facility Use

As per Board Policy 1330, the Holmdel Township Board of Education permits the use of school facilities by user groups upon Board approval. The Board directs the Superintendent or his/her designee to approve the dates, times, and locations of facility use. By agreeing to facility usage, user groups are subject to the following regulations:

User groups are entitled to facility use only for the specific dates, times, and locations which have been scheduled in advance with the district. Facility use by any user group without a prior approved date/time/location is an unauthorized use

User groups must ensure the principal person (i.e. teacher, coach) in charge of their facility usage voluntarily (1) shows personal identification and (2) discloses the organization of his/her user group upon request of district personnel. Failure to cooperate with an identification request constitutes an unauthorized use.

User groups must comply with all instructions (which may include the closure of a facility) from Board personnel (i.e. Director of Plant Operations, Custodial Staff) at all times during facility use. Failure to follow instructions from Board personnel constitutes an unauthorized use.

There are occasions when the Holmdel Township Board of Education must close facilities due to pending safety issues (of the users) or if damage to the facilities is probable. Cause for facilities closure varies; however, some examples are: inclement weather, unsafe field conditions, special events, maintenance, etc. Every attempt will be made by a



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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representative of the Holmdel Township Board of Education to notify any user groups affected by a facility closure via e-mail no later than 4:00 p.m. the day of or the day before the closure.

Any individual or group of individuals (and his/her/their respective organization) who violates the above regulations and commits an unauthorized use of Board facilities will be subject to the following disciplinary action:

#### First Offense:

Written warning and/or suspension of facility use for one week (from time of offense), plus monetary compensation if necessary for facility restoration.

#### Second Offense:

Suspension of facility use for the remainder of the season, plus monetary compensation if necessary for facility restoration.

#### Third Offense:

Suspension of facility use for one year (from the time of the offense), plus monetary compensation if necessary for facility restoration.

The district reserves the right to assess the severity of the infraction and determine any level of appropriate penalty on a case by case basis. The Board directs the Superintendent or his/her designate to interpret and execute this disciplinary regulation as necessary.

#### 18. Security

The following procedures have been implemented to enhance the security at all of our schools. All exterior doors will be closed and locked at all times. Access to the buildings will be via access card only.

Coaches/Volunteers for all of our regular user groups will be issued Access cards which will be activated for their groups specific time period. We will identify, by number, which exterior doors at each school will be used for recreation activities. It is the responsibility of the user groups to provide a volunteer coach or parent to monitor the door(s) to allow access to the buildings for their respective players and parents. At no time shall any exterior door be propped open or unlocked.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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They will also be notified which door(s) at the respective school to enter and are also required to have a volunteer at the door(s) to give access to their respective group for the event.

All Access Cards will be deactivated and returned to the Community Relations Director at the end of each season or requested use end date. Access Cards will be reassigned at the beginning of their next season

In addition to the enhanced Security procedures the District is also actively involved in an Energy Conservation program which also requires that all interior and exterior doors and windows be closed at all times. This includes but is not limited to gym hallway doors, classroom doors and auditorium doors.

Adopted: 29 August 2012  
Revised: 14 December 2022



### 7540 JOINT USE OF FACILITIES

The Board of Education supports the joint expenditure of school district funds and municipal or county funds to provide facilities from which the community; may derive benefits.

The Board may, as the opportunity or need arises, join with the local municipal governing body, each or all of the governing bodies of municipalities comprising the school district and the Board of County Commissioners of the county in acquiring, improving, equipping, operating, or maintaining jointly used facilities in accordance with applicable law.

N.J.S.A. 18A:20-19 ; 18A:20-34

Adopted: 29 August 2012  
Revised: 14 December 2022





### 8350 RECORDS RETENTION

The New Jersey Department of the Treasury - Records Management Services places all public records on Records Retention Schedules that list the minimum legal and fiscal time periods public records must be retained by State and local governmental and educational agencies. Records Management Services determines these retention periods in conformance with State and Federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee, which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the director of the division.

Part and parcel to a good records management program is the timely destruction of records once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, have been imaged, or are electronic. Unique records disposal request (such as the disposal of fire damaged records which have not yet outlived their retention period) require specific authorization from the State Records Committee.

As per the Destruction of Public Records Act of 1953 (P.L. 1953, c. 410), the Board of Education must receive prior written authorization from Records Management Services to dispose of their public records regardless of the medium in which the information is maintained. Authorization to dispose public records shall be submitted electronically by the school district custodian of such records to Records Management Services. Records must be retained in accordance with the Records Retention Schedules and shall not be disposed until approval for such disposal is obtained from Records Management Services.

Adopted: 14 December 2022



### 8420 EMERGENCY AND CRISIS SITUATIONS (M)

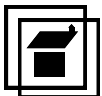
The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of 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.

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.

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



# POLICY

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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.

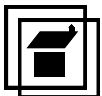
N.J.S.A. 2C:33-3

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: 17 November 2021

Revised: 14 December 2022



### 8550 MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

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.



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:

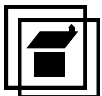
1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application 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



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Food Service Bill

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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.

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: 29 August 2012

Revised: 14 December 2022





### 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

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



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applying for a special license and any person who is the holder of a special license for the 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.



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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.

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



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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.

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

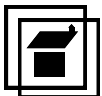
N.J.S.A. 39:3-10.1 et seq.

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: 29 August 2012

Revised: 14 December 2022



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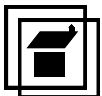
Emergency School Bus Procedures

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### R 8630 EMERGENCY SCHOOL BUS PROCEDURES (M)

#### A. Staff Training

1. The employer shall administer a safety education program for all permanent and substitute school bus drivers and school bus aides that it employs. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the employee's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The employer shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.
43. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:
  - a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training



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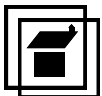
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program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;

- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the New Jersey Department of Education (NJDOE); and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

### B. Emergency Bus Evacuation Drills

- 1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice within the school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
- 2. School bus drivers and bus aides shall participate in the emergency exit drills.



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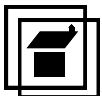
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3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
  - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
  - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
  - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
  - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
  - e. Demonstrate the use of the emergency exit door;
  - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
  - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
  - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
  - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;



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- j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
  - k. Provide any other training required by Federal and State law or as deemed appropriate by the Board that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
  - b. The time the drill was conducted;
  - c. The school name;
  - d. The location of the drill;
  - e. The route number(s) included in the drill; and
  - f. The name of the Principal or assigned person(s) who supervised the drill.

### C. Additional Precautions

- 1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Transportation Supervisor.
- 2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of





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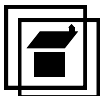
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a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.

- a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned for whom a student information card has been completed by the parent.
3. School bus drivers shall attend training workshops offered by the NJDOE and this school district and shall be trained in first aid.
  4. Each school bus shall be equipped with:
    - a. A list of the students assigned to that bus;
    - b. A basic first aid kit;
    - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
    - d. Flags or flares or other warning devices; and
    - e. Any other equipment or supplies determined to be included on the school bus by the administration.
  5. Each school bus driver shall:
    - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
    - b. Keep aisles and passageways clear at all times;
    - c. Maintain student discipline on the bus;



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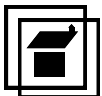
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- d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
- e. Report promptly to the Principal or Transportation Supervisor any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the Principal or Transportation Supervisor any deviation in the bus route or schedule;
- g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. Inspect the school vehicle for students left on board the bus at the end of a route and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

### D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.



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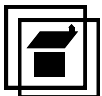
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2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
  - c. The bus is disabled for any reason and:
    - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
    - (2) A potential exists for the position of the bus to shift thus endangering students; or
    - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
  - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.



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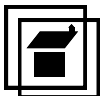
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6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Principal or Transportation Supervisor of the number and location of the bus and the circumstances of the disability. The Principal or Transportation Supervisor, will make arrangements for the safety of the students.

### E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
  - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary or designee, of the district providing the transportation.
  - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
  - c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
    - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
    - (2) If the accident occurred on the way home from school, examine any student who is feeling or



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displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.

- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
  - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
  - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- f. The following notifications must be provided:
  - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident



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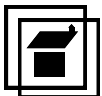
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Report prescribed by the Commissioner of Education.

- (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the NJDOE.
  - (3) In addition, a school bus driver 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.
  - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
  - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
  - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.



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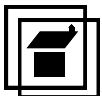
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- d. The Principal or Transportation Supervisor shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
    - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
    - b. If necessary, first aid will be administered.
    - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
    - d. If the student's injury:
      - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
      - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Emergency School Bus Procedures

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- (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Adopted: 29 August 2012

Revised: 14 December 2022





### 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

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: 14 December 2022



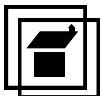
# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Cooperation with Law Enforcement Agencies  
M

### R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:
1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
  2. Reviewed and approved by the Executive County Superintendent;
  3. Made available annually to all school district staff, students, and parents;
  4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
  5. Consistent with N.J.A.C. 6A:16-7, as appropriate.
- B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:
1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
  2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;
  3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

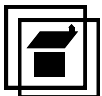
COMMUNITY

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Cooperation with Law Enforcement Agencies

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- a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
  - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
  - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
  5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
    - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
    - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
    - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.
    - d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
    - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

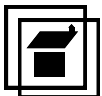
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Cooperation with Law Enforcement Agencies

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- f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
  - g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
  - a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.
  - b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

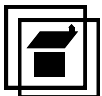
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Cooperation with Law Enforcement Agencies

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- c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
  - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
  9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
  10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
  11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Cooperation with Law Enforcement Agencies

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12. Provisions for in-service training of school district staff concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and
16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA.

### C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
  - a. Whenever any school district staff has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3;



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

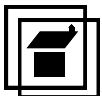
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Cooperation with Law Enforcement Agencies

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- b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b);
- c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
- d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);
- e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
- f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Cooperation with Law Enforcement Agencies

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- g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
  
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
  
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

Adopted: 14 December 2022





						<b>Motion #4</b>
	<b>Date</b>	<b>Name</b>	<b>Location</b>	<b>Professional Development Activities/ Meetings</b>	<b>City, State</b>	<b>Cost/Fees</b>
a.	1/5/23	Boenning, J	Indian Hill	Strengthening Special Needs Students' Executive Function Skills	Virtual	\$279.00
b.	1/12/23	Chandler, J	HHS	Information Workshop on Disability Services	Lincroft, NJ	\$0.00
c.	1/11/23	Crimoli, M	William R. Satz	Annual Educators Art Workshop: Ukraine-Courage in Difficult Times	Lincroft, NJ	\$60.00
d.	1/5/23	Gabriele, M	Indian Hill	Strengthening Special Needs Students' Executive Function Skills	Virtual	\$279.00
e.	1/26/23	Gattini, A	District	NJASA TECHSPO '23	Atlantic City, NJ	\$420.00
f.	11/15/22	Howard, A	Central Office	Best Practices Workshop, Frontline Absence Management	Burlington Twp, NJ	\$0.00
g.	1/25/2023	Killean, A	District	Teaching About Climate Change	Branchburg, NJ	\$125.00
h.	3/17-20/23	Killean, A	District	AMTNJ Spring Conference	Ewing, NJ	\$179.00
i.	1/26-27/23	Lelivelt, S	District	NJASA TECHSPO '23	Atlantic City, NJ	\$777.00
j.	1/5/2023	Rossitto, K	Indian Hill	Strengthening Special Needs Students' Executive Function Skills	Virtual	\$279.00
k.	4/19-22/2023	Tetreault, S	Satz	Texas Library Association 2023 Annual Conference	Austin, TX	\$0.00

**Leave of Absence**

***Motion # 14 - December 14, 2022 Agenda***

<u>Last Name</u>	<u>First Name</u>	<u>Leave Dates*</u>
Allen	Amanda	03/06/23-06/30/23 - (Extended)
Clifton	Nicole	11/28/22-12/23/22
Fontanella	Stephanie	01/09/23-01/16/23 – (Extended)
McCarthy	Florence	11/29/22-02/27/22
Pagan	Allison	12/18/22-01/30/23
Spatola	Danielle	11/28/22-12/12/22
Yi	Chelsea	03/01/23-06/30/23
*type of leave is on file in the Superintendent's office		

**Non-Affiliated Administrators and Non-Affiliated Staff Member Salaries 22/23**

**Motion #16 - December 14, 2022 Agenda**

	Last Name	First Name	Job Title	22/23 Salary
a.	CARDUCCI	LARA	Director of Community Prog & Student Transportation	\$116,123
b.	DEWYSOCKIE	JESSICA	Assistant Business Administrator	\$124,820
c.	GATTINI	ANTHONY	Director of Technology	\$160,121
d.	JAUME	ELENA	Human Resources Manager	\$100,040
e.	LAMOGLIA	AMANDA	Director of Special Services	\$154,800
f.	LELIVELT	STEVEN	Network Engineer	\$114,304
g.	PETRIZZO	MICHAEL	Business Administrator/Board Secretary	\$209,395
h.	ROGERS	STEVEN	Assistant Director of Plant, Operations & Maintenance	\$110,174
i.	STROMSLAND	KENNETH	Director of Plant, Operations & Maintenance	\$132,387
j.	CHUDZIK	CHRISTOPHER	Electrician	\$95,202
k.	RICCO	PAULA	Clerical Support Community Programs/Transportation	\$51,858
l.	RAINESS	JEFFREY	Assitant to Director of Community Programs	\$50,762
m.	ACQUAVIVA	MARSHA	Bookkeeper	\$79,464
n.	BUZZERIO	GIOVANNA	Admin Asst. to Superintendent, Special Projects	\$70,711
o.	LAGANA	TARA	Confidential Admin Assist, Special Services	\$61,352
p.	MANNEY	JANIS	Coordinator of Purchasing	\$71,356
q.	MEILEY	NICOLE	Confidential Admin Asst, Human Resources	\$61,352
r.	PETRETTI	JANICE	Confidential Admin Assist, Special Services	\$61,352
s.	ZACHAREWICH	THERESA	Admin Assist to Business Administrator/Board Sec'y	\$79,150
t.	JORDEN	BETTY	Courier	\$19

**Changes in Location/Hours****Motion #22 -December 14, 2022 Agenda**

<b>Last Name</b>	<b>First Name</b>	<b>Hours From/Position</b>	<b>Location From</b>	<b>Hours to/Position</b>	<b>Location to</b>	<b>Effective</b>
Schelling	Julie	4 hours per day/4 days a week/Paraprofessional	Holmdel High School	6.75 hours per day/5 days a week/Paraprofessional	Indian Hill School	12/17/22-01/30/23
Schelling	Julie	6.75 hours per day/5 days a week	Indian Hill School	4 hours a day/4 days a week	Holmdel High School	01/31//23-06/30/23
Snyder	Elaine	2.5 hours per day/5 days a week	W.R. Satz School	5 hours a day/5 days a week	Holmdel High School	1/1/2023

<b>Extra Level of Staffing 2022/2023 School Year</b>					
<b>Motion #23 - December 14, 2022</b>					
	<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Proportion</u></b>	<b><u>Location</u></b>	<b><u>Dates</u></b>
a.	Gurney	David	0.2	Holmdel High School	12/1/2022-12/23/22
b.	Cohen	Elliot	0.4	Holmdel High School	12/1/2022-12/23/22
c.	Davidson	Michelle	0.2	Holmdel High School	12/1/2022-12/23/22
d.	Rein	Amanda	0.2	Holmdel High School	12/1/2022-12/23/22
e.	Palma	Ann	0.2	W.R. Satz School	11/1/22-12/16/22
f.	Saler	Katherine	0.2	W.R. Satz School	11/1/22-12/16/22
g.	Begen	Kayla	0.2	W.R. Satz School	01/03/23-04/28/23

**Assigning Substitutes Sidebar - 2022/2023 School Year**

**Motion #25 - December 14, 2022 Agenda**

	<b>Employee Name (Last,First)</b>	<b>Location</b>	<b>Stipend</b>
a.	Wagner, Marie	Village School	\$4,000.00
b.	O'Rourke, Heidi	Indian Hill School	\$4,000.00
c.	Dasaro, Patricia	W.R. Satz School	\$4,000.00
d.	Panepinto, Jeanne	Holmdel High School	\$4,000.00

**Staff Members to Present at Open House, Holmdel High School****Motion #28 - December 14, 2022 Agenda**

	<b>Employee Name (Last,First)</b>	<b>Work Performed</b>	<b>Hours</b>	<b>Non-Pupil Contact Pay Rate</b>
a.	Cole, Jonathan	HHS Open House 10/13/22	3.00	\$48.00
b.	Davis, Shannon	HHS Open House 10/13/22	3.00	\$48.00
c.	Dowd, Sean	HHS Open House 10/13/22	3.00	\$48.00
d.	Evans, Kimberly	HHS Open House 10/13/22	3.00	\$48.00
e.	Halpin, Nicole	HHS Open House 10/13/22	3.00	\$48.00
f.	Koryat, John	HHS Open House 10/13/22	3.00	\$48.00
g.	Michaud, Suzanne	HHS Open House 10/13/22	3.00	\$48.00
h.	Roberts, Katrina	HHS Open House 10/13/22	3.00	\$48.00
i.	Taylor, Kathleen	HHS Open House 10/13/22	3.00	\$48.00
j.	Wilson, Nicole	HHS Open House 10/13/22	3.00	\$48.00

***Substitute List***

**Motion #29 - 12/14/22 Board Agenda**

<b>First Name</b>	<b>Last Name</b>	<b>Position(s)</b>	<b>Effective Date</b>
Marc	Cerbo	Paraprofessional	12/8/2022
Margo	Greenbaum	Teacher	12/15/2022
Erica	Morstein	Teacher	12/15/2022
Susan	Griffin	Nurse	9/1/2022