POLICY
Roselle Park Board of Education
Roselle Park, New Jersey

BOARD OF EDUCATION MEETINGS

Board of education meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the board of education are open to the public and representatives of the media, except when, by resolution at the public meeting, the board excludes the public from those parts of a meeting which deal with matters held confidential in accordance with law.

The board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be stated in the agenda, together with any time limit proposed for individual speakers. Any adjustment to posted time limits are within the discretion of the meeting chair.

The board will not permit unnecessary or undesirable identification of district pupils at public or board of education meetings, particularly when the pupil is subject to disciplinary action, or has been identified as having a disability. A special confidential file shall be kept of the names of pupils with disabilities on whose behalf the board must take public action. An unidentifiable coding shall be used when referring to the pupil.

Comments and questions at the end of regular meetings may deal with any topic related to the board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the board is made through newspapers and other appropriate media outlets.

The board shall include a discussion of the School Ethics Act and the Code of Ethics for School Board members annually at a regularly scheduled public meeting.

In a regular meeting by September 30 of each year, the chief school administrator shall report to the board the number of pupils graduated and the number of pupils denied graduation from the prior 12th grade class. This report shall include the number of pupils graduated under the special education and special review assessment procedures outlined in administrative code.

*In a regular board meeting by October 30 of each year, the chief school administrator shall provide a report which includes information on the following topics:

A. The status of all capital projects in the school district's long range plan;
B. The maximum permitted amount of the school district's reserve account
C. Implementation of school-level plans;
D. Achievement of performance objectives;
E. Each school report card, including pupil performance results and student behavior data;
F. Professional development activities;
G. Condition of school facilities;
H. Status of mandated program reviews;

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BOARD OF EDUCATION MEETINGS (continued)

I. Community support data as detailed in the administrative code;
J. The assignment plan for certified and noncertified nurses developed by the school district.

Other items presented at board meetings must include, but are not limited to:

A. Presentation of audit report;
B. Presentation of budget;
C. Student attendance;
D. Dropout statistics; other demographic data;
E. Mandated inservice programs.

In addition, two times each school year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the superintendent will report to the board of education all acts of violence, vandalism and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

Adopted: October 18, 2005
Revised: March 16, 2010
Revised: September 21, 2010
NJSBA Review/Update; September 2015
Readopted:

Key Words
Board of Education Meetings, Reporting to the Public, Communicating with the Public, Confidentiality

* Part of QAAR and no longer mandated. Left in because it is good for accountability.
PARTICIPATION BY THE PUBLIC

The board encourages volunteers and/or residents of the community who are especially qualified because of training, experience, or personal characteristics to take an active part in school affairs. Such persons may be invited to act as advisers both as groups and individually in:

A. Clarifying the general ideas and attitudes held by our residents regarding school;

B. Determining the purposes of courses of study and special services to be provided for pupils; evaluating the extent to which these purposes are being achieved by present practices;

C. Giving active assistance to the professional staff in the actual operation of classes and services where the chief school administrator and staff deem such aid valuable;

D. Offering suggestions on a specific problem or set of closely related problems about which the board must make a decision;

E. Coordinating the delivery of social services to students.

Volunteers carrying out prescribed functions under the supervision of designated professional staff members shall be covered by the board's liability insurance policy.

The chief school administrator shall supervise development of programs and procedures to enlist community participation in school events and deliberations. He/she shall keep on file information on all volunteers and documentation that requirements of law have been fulfilled.

The board, chief school administrator, and the staff shall give substantial weight to the advice that they receive from individuals and community groups interested in the school, especially those individuals and groups that have been invited or created to advise them regarding selected problems. The board, chief school administrator, and staff shall use their own best judgment in arriving at decisions.

The chief school administrator shall report to the public annually on all aspects of community support of the educational program.

Adopted: October 18, 2005
Revised: March 16, 2010
Adopted:
NJSBA Review/Update:
Readopted:
PARTICIPATION BY THE PUBLIC (continued)

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:40-16 Tuberculosis infection; determination of presence
N.J.A.C. 6:8-2.1 Quality assurance annual report
N.J.A.C. 6A:24-2.1 et seq. School Management Teams

Manual for the Evaluation of Local School Districts (September 2002)

Cross References:

*1000/1010 Concepts and roles in community relations; goals and objectives
*1120 Board of education meetings
1210 Community organizations
*1220 Ad hoc advisory committees
*5020 Role of parents/guardians
*6162.4 Community resources

POLICY
Roselle Park Board of Education  
Roselle Park, New Jersey  

LOCAL UNITS

The Roselle Park Board of Education wishes to cooperate as fully as possible with other community agencies that serve district pupils. Cooperation will include pooling resources and exchanging information with other community agencies. The superintendent shall seek to develop positive working relationships with community agencies, including but not limited to, police authorities, fire departments, New Jersey Division of Child Protection and Permanency (DCP&P), emergency room and/or squad, other school districts, and all other agencies providing services to district pupils.

In accordance with law, the district may accept or share the use of facilities or equipment with other local organizations. The terms of the acceptance or sharing shall be decided for each instance.

Police Authorities

It is the policy of the board to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens and to be in compliance with current memoranda of agreement between education and law enforcement officials. At the same time, schools have the responsibility to parents/guardians for the welfare of their children while they are in school. To carry out this dual responsibility, the administration is directed to follow the procedures developed to implement board policies, particularly those for policies numbered 5131.5, 5131.6, 5131.7, 5145.11 and 5145.12.

Fire Department

The chief school administrator shall seek input from local fire officials when course materials in fire safety are being reviewed and revised and when procedures for fire drills are formulated. The fire department should be kept up to date on changes in the school buildings and class arrangements so that, in the event of an emergency, they will be prepared. All fires shall be reported to the local fire department in compliance with law.

Division of Child Protection and Permanency (DCP&P)

Procedures for district cooperation with the Division of Youth and Family Services are included with those implementing policy 5141.4 Child abuse and neglect.

Emergency Room/Squad

The chief school administrator shall establish procedures whereby the facilities of the local hospital emergency room and local ambulance/rescue squad may be called upon in implementing policies numbered 5131.6, 5141.1, 5141.6 and 6145.1/6145.2.
Cooperative Arrangements with Other School Districts

The board desires that strong lines of communication be maintained with other districts and institutions which provide programs, training, or services not available to children residing in this district, and with districts whose resident pupils are enrolled in programs in this district.

The district in which pupils are in attendance has responsibility and authority for those pupils. In order that those pupils receive maximum benefit from their program of studies, articulation between the cooperating institutions is essential.

Further, this school district shall cooperate with other school districts in the solution of common educational concerns. District staff under the direction of the chief school administrator shall participate in the coordination of such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendar and activities, and any others where it may be advantageous to serve a broader area than this school district. In carrying out this policy, the chief school administrator shall include in his/her reports to the board an evaluation of the desirability and feasibility of cooperation with other school districts.

Adopted: October 18, 2005
Revised: March 16, 2010

Legal References:

- N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
- N.J.S.A. 18A:18A-11 Joint purchases by districts, municipalities; counties; authority
- N.J.S.A. 18A:20-4.2 Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education
- N.J.S.A. 18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
- N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes

See particularly:

LOCAL UNITS (continued)

N.J.S.A. 40:8A-3 et al. Contract by local unit for joint service projects; parties; authorization by resolution

N.J.S.A. 40:55D-8 et al. Exemptions from payment of local fees

N.J.S.A. 52:27D-119 et seq. Radon standards

N.J.A.C. 6:3-8.1(c) Athletics Procedures (General requirements)

N.J.A.C. 6:8-2.1 Quality assurance annual report

N.J.A.C. 6A:14-7.1 et seq. Receiving Schools

N.J.A.C. 6A:14-9.1 et seq. Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission

N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

See particularly:
N.J.A.C. 6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 10.2

Manual for the Evaluation of Local School Districts (September 2002)


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

Cross References:

*1330 Use of school facilities
1420 County and intermediate units
*1600 Relations between other entities and the district
*3220/3230 State funds; federal funds
*3320 Purchasing procedures
*5125 Pupil records
*5131.5 Vandalism/violence
*5131.6 Drugs, alcohol, tobacco (substance abuse)
*5141.1 Accidents
*5141.4 Child abuse and neglect
5141.6 Crisis intervention
*5145.11 Questioning and apprehension
*5145.12 Search and seizure
*5114 Emergencies and disaster preparedness
*5122 Articulation
*5145.1/6145.2 Intramural competition; interscholastic competition
*5172 Alternative educational programs
*7110 Long-range facilities planning
7130 Relations with other governmental units

POLICY
Roselle Park Board of Education
Roselle Park, New Jersey

NONDISCRIMINATION/AFFIRMATIVE ACTION

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, pregnancy in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status.

The Roselle Park Board of Education will continue to support its Affirmative Action Resolution and to implement the district’s equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation.

The superintendent shall oversee the development and implementation of the three year comprehensive equity plan to ensure that the district provides equality in educational programs and to identify and correct, or assess and prevent, all bias, discrimination and impermissible isolation in policies, practices and facilities of the district. Upon approval of this plan by the state department of education, the board shall adopt it by resolution. The superintendent shall report to the board annually on progress toward goals established in the plan. A copy of the district’s affirmative action/equity plans and self-evaluation of their achievement shall be available in the district office.

Affirmative Action Officer and Team

The board shall annually appoint a member of the staff as the affirmative action officer and form an affirmative action team, of whom the affirmative action officer is a member. The affirmative action officer shall serve as affirmative action/504 officer and/or desegregation coordinator. The affirmative action officer must have New Jersey certification with an administrative, instructional, or education services endorsement. The board shall ensure that all members of the school community know who the affirmative action officer is and how to access him/her.

The affirmative action officer shall:

A. Coordinate the required professional development training for certificated and non-certificated staff;

B. Notify all students and employees of district grievance procedures for handling discrimination complaints; and
C. Ensure that the district grievance procedures, including investigative responsibilities and reporting information, are followed.

The affirmative action team shall:

A. Develop the comprehensive equity plan in compliance with administrative code;

B. Oversee the implementation of the district's comprehensive equity plan;

C. Collaborate with the affirmative action office in coordinating the required professional development training;

D. Monitor the implementation of the comprehensive equity plan; and

E. Conduct the annual district internal monitoring to ensure continuing compliance with state and federal law and code.

Harassment

The board of education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action inservice programs required by law for all staff.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

A. Submission to the conduct or communication is made a term or condition of employment or education;

B. Submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment or education;

C. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or education;

D. The conduct or communication has the effect of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the schools. Harassment by board members, employees, parents, students, vendors and others doing business with the district is prohibited. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer or building principal.
Anyone else who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the chief school administrator or board president. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the chief school administrator/board. Law enforcement shall be summoned when appropriate. This policy statement on sexual harassment shall be distributed to all staff members. Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a prompt and thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

School and Classroom Practices

In implementing affirmative action, the district shall:

A. Identify and correct the denial of equality of educational opportunities for pupils solely on the basis of any classification protected by law;

B. Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of programs for children; and equal access of all eligible pupils to all extracurricular programs.

These topics are included in the pupil and instruction policies of the district at #5145.4 Equal educational opportunity, #6121 Nondiscrimination/affirmative action, and #6145 Extracurricular activities.

Contract/Employment Practices

The district directs the chief school administrator to ensure that appropriate administrators implement the district's affirmative action policies by:

A. Adhering to the administrative code in selection of vendors and suppliers; informing vendors and suppliers that their employees are bound by the district's affirmative action policies in their contacts with district staff and pupils;

B. Continuing implementation and refinement of existing practices and affirmative action plans, making certain that all recruitment, hiring, evaluation, training, promotion, personnel-management practices and collective bargaining agreements are structured and administered in a manner that furthers equal employment opportunity principles and eliminates discrimination on any basis protected by law, holding inservice programs on affirmative action for all staff in accordance with law.
NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

These topics are included in the business and noninstructional operations, and the personnel policies of the district at #3320, #3327, #4111.1 and #4211.1.

Disabled

In addition to prohibiting educational and employment decisions based on nonapplicable disabling condition, the district shall, as much as feasible, make facilities accessible to disabled pupils, employees and members of the community as intended by Section 504 and as specified in the administrative code.

Report on Implementation

The chief school administrator shall devise regulations, including grievance forms and procedures to implement the district's affirmative action policies. He/she shall report to the board annually on the effectiveness of this policy and the implementing procedures.

Adopted: December 6, 2005
Revised: March 16, 2010

Legal References:

- N.J.S.A. 2C:33-4 Harassment
- N.J.S.A. 10:5-1 et seq. Law Against Discrimination
- N.J.S.A. 18A:6-5 Inquiry as to religion and religious tests prohibited
- N.J.S.A. 18A:26-1.1 Residence requirements prohibited
- N.J.S.A. 18A:37-15 through -19 Adoption of policy by each school district...
- N.J.S.A. 18A:36-20 Discrimination; prohibition
- N.J.S.A. 26:8A-1 et seq. Domestic Partnership Act
- N.J.A.C. 5:23-7.1 et seq. Barrier free subcode of the uniform construction code
- N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education

See particularly:

- N.J.A.C. 6A:7-1.4, -1.5, -1.6, -1.7, -1.8 Quality assurance annual report
- N.J.A.C. 6:8-2.1 Review of mandated programs and services
- N.J.A.C. 6:8-4.1 Evaluation of the Performance of School Districts
- N.J.A.C. 6A:30-1.1 et seq. Executive Order 11246 as amended
NONDISCRIMINATION/AFFIRMATIVE ACTION


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


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

20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)


School Board of Nassau County v. Arline, 480 U.S. 273 (1987)

Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)


Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)

Manual for the Evaluation of Local School Districts (September 2002)

Multi-year Equity Plan for the Academic Years 2000-2001 through 2002-2003, New Jersey State Department of Education Division of Student Services Office of Bilingual Education and Equity Issues

Cross References:

*3320 Purchasing procedures

*4111 Recruitment, selection and hiring

*4111.1 Nondiscrimination/affirmative action

*4131/4131.1 Staff development; inservice education/visitations/conferences

*4211 Recruitment, selection and hiring

*4211.1 Nondiscrimination/affirmative action

*4231/4231.1 Staff development; inservice education/visitations/conferences
Nondiscrimination/Affirmative Action (continued)

*5131  Conduct/discipline
*5145.4  Equal educational opportunity
*6121  Nondiscrimination/affirmative action
*6145  Extracurricular activities

PAYMENT FOR GOODS AND SERVICES

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

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

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

Purchase Orders

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

Financial Systems to Avoid Over-Payments

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

A. Limiting system access so that only appropriate staff may make purchase order adjustments;

B. Rejecting adjustments in excess of any established approved thresholds;

C. Preventing unauthorized changes to be processed;

D. Rejecting payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order;

E. Rejecting duplicate purchase order numbers;
PAYMENT FOR GOODS AND SERVICES

F. Rejecting duplicate invoice numbers; and

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

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

Adopted: November 7, 2006
Revised: September 1, 2009
Revised: March 16, 2010
Revised: October 19, 2010
NJSBA Review/Update:
Readopted:

Key Words

Payment for Goods and Services, Bills

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

Possible Cross References:

*3320 Purchasing procedures
*3451 Petty cash funds
*3453 School activity funds
4142/4242 Salary checks and deductions