

**LINK COMMUNITY CHARTER SCHOOL
MINUTES OF THE BOARD OF TRUSTEES MEETING
November 23, 2020 6:30 PM
Via Zoom**

CALL TO ORDER

This meeting is called to order at 6:43 pm.

OPEN PUBLIC MEETINGS NOTICE: READING OF THE “SUNSHINE LAW” STATEMENT

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice with the *New Jersey Star Ledge and nj.com, El Nuevo Coqui, Irvington Herald. East Orange Record, Orange Transcript* and *Essex Daily News* on October 21, 2020; by email to the city clerks of the four districts of residence and the county superintendent of education on October 26, 2020; by posting notice on the school website; and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
Covington, Regina	√	
Daughtry, Brenda	√	
Ebanks, Shawna	√	
Holguin-Veras, Susana		√
Marshall, Richard		√
Petrillo, John		√
Purefoy, Frances	√	
Smith, Denise	√	

IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY

Maria Pilar Paradiso, head of school
Sharon Machrone, board recording secretary
Bima Baje, school business administrator
Leslie Baynes, chief operating officer
Christine Martinez, Esq., board attorney

APPROVAL OF MINUTES

Resolution #112320-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the meeting held on November 9, 2020.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote Voice; passed unanimously

APPROVAL OF AGENDA

Resolution #112320-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on November 23, 2020.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote Voice, passed unanimously

PUBLIC COMMENT

There were no members of the public at the meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

None.

HEAD OF SCHOOL**Head of School Report**

See attached.

Approval of elective instructors

Resolution #112320-03: Be it Resolved that the Board of Trustees approves the following elective instructors for the second quarter of the 2020-2021 school year, as recommended by the head of school:

Elective Class	Instructor	Affiliation	Funding
Photography	Tamara Fleming	Tamara Fleming Photography	Link Education Partners
Hip Hop Dance	Erika Prophete	Newark School of the Arts	Link Education Partners
Comics and Manga	Darrell Goza	Newark School of the Arts	Link Education Partners
Yoga	Anne Monsees	Newark Yoga Movement	Link Education Partners
Jump Roping	Laila Little	Jump Kids Health	Link Education Partners
Yoga	Sarah Freer	LCCS Staff	n/a
Hunger Games Book Club	Renaldo Correa	LCCS Staff	n/a
Cooking	Maria Pilar Paradiso	LCCS Staff	n/a
Altered Books	Gwen Howard	LCCS Staff	n/a
Product Design	Lida Duggan and Amira Rogers	Glass Roots	Link Education Partners
Hair, Beauty and Culture	Allison Antwi	Self	Link Education Partners
Canvas Painting	Monika Jaszrebski and Tammie Ramos-Crispino	Fire Me Up Studios	Link Education Partners
Music for Animation	Lisette Santiago	Jazz House Kifs	Link Education Partners
Knitting	Annie Tanella	LCCS Staff	n/a
Fantasy Football	James Clauberg & Chris Kennedy	LCCS Staff	n/a

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None,

Vote: Roll call; passed unanimously

COMMITTEE REPORTS**Governance Committee****Committee Report**

None.

Approval of the second reading and adoption of policies and regulation revisions and additions

Resolution #112320-04: Be it Resolved that the Board of Trustees approves the second reading and adoption of the policies and regulations listed below as recommended by the Governance Committee:

P1648 Restart and Recovery Plan (Mandated, Revised)
 P1648.02 Remote Learning Options for Families (Mandated, New)

P1648.03	Restart and Recovery Plan- Full-Time Remote Instruction (Mandated, New)
P2431	Athletic Competition (Mandated, Revised)
R2431.1	Emergency Procedures for Sports and other Athletic Activity (Mandated, Revised)
P5330.05	Seizure Action Plan (Mandated, New)
R5330.05	Seizure Action Plan (Mandated, New)
P6440	Cooperative Purchasing (Mandated, Revised)
P7440	School Security (Mandated, Revised)
R7440	School Security (Mandated, Revised)
P7450	Property Inventory (Mandated, Revised)
P7510	Use of School Facilities (Mandated, Revised)
R7510	Use of School Facilities (Mandated, Revised)
P8420	Emergency and Crisis Situation (Mandated, Revised)
P8561	Procurement Procedures for School Nutrition Programs (Mandated, Revised)

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote Roll call; passed unanimously

Finance and Facility Reports

Committee Report

None.

Approval of bills for payment

Resolution #112320-05: Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the Bill List, recommended by the school business administrator.

Moved by Mrs. Purefoy

Seconded by Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

Education Committee

Committee Report

None.

OLD BUSINESS

None.

NEW BUSINESS

Walk-in Motion:

Approval of submission for school expansion

Resolution # 112320-06: Be it resolved that the Board of Trustees approves the submission of an application to the Office of Charter and Renaissance Schools/NJ Department of Education on December 1, 2020 to amend the charter of Link Community Charter School to include Grades Kindergarten to 4, with 50 students in each grade, as presented by the head of school on November 23, 2020.

Moved by Mrs. Smith

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

ANNOUNCEMENTS

The next regular board meeting will be held on Monday, December 14, 2020.

MOTION TO ADJOURN

Moved by Mrs. Covington

Seconded by Ms. Ebanks

Vote: voice; passed unanimously

The meeting ended at 7:13 pm.

These minutes represent a record of the actions taken by the Board of Trustees during the meetings and a summary of the discussions that took place. The minutes are not intended to be, nor are they, a verbatim record of the discussion on a particular item.

Respectfully submitted,



Sharon F. Machrone, Board Recording Secretary

Date: November 23, 2020

Approved by the Link Community Charter School Board of Trustees: December 14, 2020

Head of School Report, November 23, 2020

Residency Check/CHE

- We are working hard on all the approvals from districts.
- We and other charters are having challenges with Newark – lack of responses, can't stop to drop off anything, requests for additional proofs when families can't provide them, so I have signed on to a letter asking for support.
- MPP will communicate with the state's charter finance/enrollment office.

COVID-19:

- Decision to remain all remote through 1/22/21; beginning Monday, November 16th
- Mayor's order to shut down the city

State Reporting Completed:

- Special Education
- Staff
- State
- Performance Report

State Reporting In progress

- Matrix
- Annual Charter School Enrollment System (CHE) is in process

Standardized Testing

- Start Strong Assessment is going well; no significant technical issues
- We will report on data when we have received and reviewed it

Surveys

- A survey was sent to staff to gather feedback on first quarter
- We are preparing surveys to send to families and students in the next few days

Expansion

- Met with NJ Public Charter Schools Association and the NJ Children's Foundation
- Met with Mercury Consulting and had informal conversation with Princeton Group – both are lobbying groups that would help us gather more local and state support for our request
- Scheduled to meet with Julie Bunt at Charter School Office on 11/24/20

Supporting our Staff

- LEP will provide a small financial gift to all staff for the holidays
- LCCS would like to provide a stipend to those who have worked in the hybrid program/in-school

SUMMARY OF THE POLICIES TO PRESENT TO THE BOARD OF TRUSTEES AT THE NOVEMBER 9, 2020 (FIRST READING) AND NOVEMBER 23, 2020 (SECOND READING) OPEN MEETINGS

- P1648** **Restart and Recovery Plan (Mandated, Revised)**
Revised to incorporate the new face covering requirements.
- P1648.02** **Remote Learning Options for Families (Mandated, New)**
Covers minimum standards for eligibility for full time remote learning, procedures for requesting it, scope and expectations of remote learning, procedures to transition to in-person services, reporting and communications to families.
- P1648.03** **Restart and Recovery Plan- Full-Time Remote Instruction (Mandated, New)**
Incorporates the full time remote learning option addressed by executive Order in August, 2020
- P2431** **Athletic Competition (Mandated, Revised)**
R2431.1 **Emergency Procedures for Sports and other Athletic Activity (Mandated, Revised).**
Revised to comply with new laws requiring schools to have emergency action plans for responding to a serious or life threatening sports related injury sustained while participating school athletics or sports activities.
- P5330.05** **Seizure Action Plan (Mandated, New)**
R5330.05 **Seizure Action Plan (Mandated, New)**
Required by new state statutes. Address the school’s responsibility in caring for students with epilepsy and seizure disorders.
- P6440** **Cooperative Purchasing (Mandated, Revised)**
Revised to update definition such as “lead agency”, etc. and some redundant language was removed.
- P7440** **School Security (Mandated, Revised)**
R7440 **School Security (Mandated, Revised)**
Revised with requirement that schools do an annual safety audit using a checklist from the NJ Office of Homeland Security and Preparedness.
- P7450** **Property Inventory (Mandated, Revised)**
Revised to reflect updated guides by the state reflecting more accurately the definitions of equipment and supply to be used for recording inventory.
- P7510** **Use of School Facilities (Mandated, Revised)**
R7510 **Use of School Facilities (Mandated, Revised)**
Revised due to new law that requires schools to ensure that all person who supervise youth programs that are not sponsored by the school and operate in the building in non- school hours are provide with training on the school’s practices and procedures (with all confidential information removed) including security drills, evacuation procedures and emergency response protocols. The organization then supplies a statement of assurance to the school that this training has been done.

P8420

Emergency and Crisis Situation (Mandated, Revised)

Revised due to a new law requiring schools to ensure that substitute employees are provided with information and training in the school's practices and procedures on school safety and security.

P8561

Procurement Procedures for School Nutrition Programs (Mandated, Revised)

Revised to include minor revision to the policy from the NJ Dept. of agriculture..

1648- RESTART AND RECOVERY PLAN

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On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Trustees to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Head of School. ■

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

- a. If the school district is providing transportation services on a ~~district-owned school bus, but is unable to maintain social distancing,~~ a face covering must be worn **by all students** upon entering the school bus **unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.** ~~by all students who are able to do so in accordance with A.2.c. below.~~ **Exceptions to the face covering requirements shall be those outlined in A.2.d. below:**
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.

- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.
- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.
 - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
 - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - (3) Results must be documented when signs/symptoms of COVID-19 are observed.
 - (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
 - (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
 - (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for

COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
 - (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are required ~~strongly encouraged~~ to wear face coverings ~~and are required to do so when social distancing cannot be maintained~~, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.
- d. Exceptions to the Requirement for Face Coverings
 - (1) Doing so would inhibit the individual's health.
 - (2) The individual is in extreme heat outdoors.
 - (3) The individual is in water.
 - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
 - (5) The student is under the age of two ~~and could~~ **due to the** risk suffocation.
 - (6) **During the period a student is eating or drinking.**

- (7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).**
- (8) The student is engaged in high intensity aerobic or anaerobic activities.**
- (9) Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.**
- (10) When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.**

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

4. Wraparound Supports

- a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not

feasible, the district must find other ways to assess and monitor students' mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

5. Contact Tracing

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual

learning models if circumstances change and in-person instruction guidelines can no longer be followed.

- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

(1) Special Education and English Language Learners (ELL)

- (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
- (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.

2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.
- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

(a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

(a) The school district shall ensure:

(i) All novice provisional teachers new to the district be provided induction;

(ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;

(iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;

(iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and

(v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

(a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective

Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

a. The school district shall implement innovative learning models for new learning environments regarding CTE.

b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.

c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

Memorandum – New Jersey Governor and Department of Education – Conditions for Learning – Health and Safety – August 3, 2020

Adopted: 10 August 2020

Appendix C Conditions for Learning

Critical Area of Operation

#3 – Transportation

Link Community Charter School does not provide transportation.

Appendix E Conditions for Learning

Critical Area of Operation

#5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

Link Community Charter School will employ the following protocols to ensure proper screening, use of PPE and response to community members presenting symptoms:

a. **Screening Procedures for Students and Staff**

Students and staff will have their body temperature checked before entering the building, with students arriving in vehicles checked before they exit the car. Simultaneously, students and staff will also be asked a short series of questions designed to more fully assess symptoms. Anyone answering positively will be documented, and should the school learn of a confirmed case in the student body, staff, or household of either, school officials will:

- Make appropriate notifications (with appropriate confidentiality) to local health officials
- Follow CDC guidelines and recommendations of the local health department and school physician for closing and reopening
- Immediately close for deep cleaning of the building

b. **Protocols for Symptomatic Students and Staff**

Any student or staff presenting symptoms while in the school building will be immediately and respectfully isolated from others and placed in the care of the nurse in a designated room. Temperature will be taken and symptoms documented. Arrangements will be made for pick-up by a parent/guardian.

- c. Protocols for PPE
- All staff will be provided face masks, shields, and rubber gloves.
 - Students arriving without face masks will be provided one.

Appendix F Conditions for Learning

Critical Area of Operation

#6 - Contact Tracing

The school nurse will develop a strong understanding of contact tracing procedures and its role in keeping school communities safe from the spread of contagious diseases. She will provide the information to school leadership, administrators, and social workers. And, she will work closely with the school physician and collaborate with local health officials to develop contact tracing procedures for Link.

Appendix G Conditions for Learning

Critical Area of Operation

#7 - Facilities Cleaning Practices

LCCS has contracted a professional cleaning company to work with the school's custodial staff in cleaning and disinfecting the facility, as well as providing greater air quality with mobile filtration devices, in keeping with state and local health department guidance. A schedule will be developed to provide for deep cleaning every Friday, increased cleaning and bathroom sanitizing during the school day, disinfection and air filtration in the evenings.

Appendix K

Academic, Social, and Behavioral Supports

This school district should include in Appendix K supplemental materials, evidence, and further explanations of the elements listed in the Academic, Social, and Behavioral Supports section in the Board's Plan – Section A.2.a. through A.2.e.

Appendix N Leadership and Planning

1. Scheduling of Students

LCCS will implement a school program that maximizes physical safety, social/emotional wellbeing, educational growth, and community connections. Official guidance and stakeholder input were considered in all decisions.

a. School Day

LCCS recognizes that it may need to adjust multiple times throughout the coming year depending on future guidance, therefore flexibility and creative approaches will be critical to the school's and students' success this year. The school is prepared to navigate two environments – virtual and in-person depending on the guidance and circumstances.

The school will provide instruction in two simultaneous structures: remote and in-person. Both will adhere to guidelines and will encompass mission-aligned elements.

LCCS will provide families the opportunity to select a remote instructional program. Remote instruction will be delivered in both synchronous and asynchronous formats. Instructional time, not less than 4 hours daily, will be equivalent to the number of hours a student is spent in standards-based learning under the guidance and direction of a teacher.

In-person programs will occur Mondays through Thursdays, with Fridays set aside for deep-cleaning. Depending on the number of students that select in-person, LCCS will develop an alternating A/B cohort for in-person instruction.

b. Educational Program

Regardless of the environment (virtual or in-person), LCCS will adhere to the maximum extent possible to its existing New Jersey standards-aligned

curriculum that enriches mind, body and spirit, in accordance with the school's mission. The instructional program will be scheduled to maintain:

- Physical, mental and emotional health and safety
- Consistency and structure
- Strong ties and communications
- Support for all learners
- Academic growth

Appendix O Leadership and Planning

4: Staffing

LCCS will comply with all relevant federal and state employment laws, as well as school board policies. LCCS will consider access and equity for all staff to ensure continuity of student learning and high quality instruction. LCCS will continue to consider individual staff member needs and high risk circumstances.

LCCS will leverage staff experience and talent to maximize the educational environment, whether in-person or remote.

POLICY GUIDE

ADMINISTRATION

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Remote Learning Options for Families

Sept 20

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[See **POLICY ALERT No. 221**]

1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Trustees adopts this Policy that addresses the following:

- A. Unconditional Eligibility for Full-time Remote Learning
 - 1. All students are eligible for full-time remote learning.



POLICY GUIDE

ADMINISTRATION

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Remote Learning Options for Families

- a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
 - b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).
- B. Procedures for Submitting Full-time Remote Learning Requests
1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least five calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
 2. The student may only begin full-time remote learning at the beginning of an academic quarter or by written approval from the Principal or designee.
 3. The written request for the student to receive full-time remote learning shall include:
 - a. The student's name, school, and grade;
 - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
 - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;



POLICY GUIDE

- d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
 - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
 - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.
- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. The Principal's written approval of the request shall be provided to the parent within five calendar days of receiving the parent's written request.
- a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.

C. Scope and Expectations of Full-Time Remote Learning



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1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
 - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
 - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
 - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).
 - (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
 - d. The school will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.
- D. Procedures to Transition from Full-Time Remote Learning to In-Person Services
 1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at



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least five calendar days before the student is eligible for in-person services.

2. A student is only eligible to transition from full-time remote learning to in-person services commencing at the start of an academic quarter or with the approval of the Principal or designee.
3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
 - a. The student's name, school, and grade;
 - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
 - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least one academic quarter in remote learning before being eligible to transition into the school district's in-person program. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.
 - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.



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7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
 - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:
 - a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
 - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
 - c. Scope and expectations of full-time remote learning in accordance with C. above;
 - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
 - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.

G. Home or Out-of-School Instruction



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1. No provision of this Policy supersedes the district’s requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District’s Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district’s Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:
“Clarifying Expectations Regarding Fulltime Remote Learning
Options for Families 2020-2021”

Adopted:



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Aug 20

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[See POLICY ALERT No. 221]

1648.03 RESTART AND RECOVERY PLAN – FULL-TIME REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Trustees to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;



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2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;
3. The school’s anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district’s first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLS).



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All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:



2431- ATHLETIC COMPETITION (M)

Section: Program

Date Created: November 2014

Date Edited: July 2018

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The Board of Trustees recognizes the value of athletic competition as an integral part of the total school experience. **Sports and other athletic activities** and practice sessions provide opportunities to learn the values of competition and good sportsmanship.

For the purpose of this policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within the school or with any other schools. The programs of athletic competition shall include, but are not limited to, middle school interscholastic athletic programs where school teams or squads play teams or squads from other schools, and/or intramural athletic programs within a school.

Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the school, the signed consent of his/her parent(s) or legal guardian(s). The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity in **accordance with N.J.A.C. 6A:32-9.1(d) and (e)**.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

- It is also expected that Link Community Charter School athletes keep their focus on academics, achieving a high level of academic performance. Students earning a grade lower than C in any class at progress report or report card time will be suspended from play until the grade is brought up to at least a C.
- Students try-out for teams and commit to participation in practices and games while maintaining a strong academic and personal development record ("C" or better in all classes and "1" or "2" in core values). Students must be conscious of their other interests and commitments and not overextend themselves. They will be offered many opportunities throughout the year to participate in extracurricular activities, including athletics and performing arts, and must make decisions wisely and follow-through on commitments.
- **A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused**

absences exceeds three days in a marking period prior to the student commencing participation in school sponsored programs of athletic competition.

- **A student who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.**
- **A student who is serving an in or out of school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.]**
- **A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.**

Notice of the school's eligibility requirements shall be available to students.

Required Examination- Interscholastic or Intramural Team or Squad

Students enrolled in grades six to eight must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Pre-participation Physical Evaluation form required by the Department of Education.

The school shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.

The health findings of this medical examination shall be maintained as part of the student's health record.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Head of School.

The Head of School or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.

The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.]

The Head of School **or designee** shall prepare and ~~present to the Board for its approval~~ procedures for ~~the emergency treatment of~~ **responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity.** ~~injuries and disabilities that occur in the course of any athletic program or activity.~~ ~~Emergency~~ **These procedures shall be reviewed annually, updated as necessary, not less than once in each school year and shall be disseminated to appropriate staff members.**

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq., 18A:40-41; 18A:40-41.10, **18A:40-41.11**

N.J.A.C. 6A:7-1.7 (d); 6A:16-1.4; 6A:16-2.1 et seq., **6A:32-9.1**

Adopted: 10 November 2014

Revised: 17 October 2016

Revised: 13 March 2017

Revised: 09 July 2018

R 2431.1 EMERGENCY PROCEDURES FOR SPORTS AND OTHER ATHLETIC PRACTICES AND COMPETITIONS ACTIVITY

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A. Definitions

1. **“Athletic Activity” means interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities** ~~“Programs of athletic competition” means all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.~~
2. “Health personnel” means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, **the licensed athletic trainer**, and members of the first aid squad or ambulance team.
3. “Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. ~~“Student” means a student enrolled in this school and a student enrolled in any district who is present in this school for the purpose of participating in a program of athletic competition sponsored by the Board of Trustees.~~

B. Precautions

1. All coaches, including assistant coaches **and all staff who supervise sports and other athletic activity**, will be trained in first aid to include sports-related concussions and head injuries, the identification of injured and disabled student athletes, and any other first aid procedures required by statute, administrative code, or by the Head of School.

2. Athletic coaches **or supervising staff members** are responsible at all times for the supervision of students to whom they have been assigned. Students shall not be left unattended at any time.
3. Students who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Student athletes shall be required to report promptly to the athletic coach **or supervising staff member** any injury ~~or disability~~ occurring to the student himself/herself or to another student.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.
7. Health personnel, including but not limited to, the **licensed** athletic trainer, school/team physician, and ambulance/first aid squad may be present at athletic activities and events as determined by the Head of School.

C. **Emergency Action Plan and Procedures**

1. **The Board of a school district with any of the grades six through twelve shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity. The plan shall be specific to the activity site, and shall be developed in consultation with local emergency medical services personnel in accordance with N.J.S.A. 18A:40-41.11.**
2. The following **emergency action plan** ~~procedures~~ shall be **established and implemented** whenever a student athlete is **seriously injured when participating in sports or other athletic activity** ~~or disabled in the course of an athletic practice or competition sponsored by this district.~~ **The emergency action plan shall include the following:**
 - a. **A list of the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardio-pulmonary resuscitation;**
 - b. **Identification of the employees, team coaches, or licensed athletic trainers in each school who will be responsible for carrying out the**

emergency action plan and a description of their respective responsibilities;

- c. **Identification of the activity location or venue;**
 - d. **Identification of the equipment and supplies that may be needed to respond to the emergency, including the location of each item; and**
 - e. **A description of the proper procedures to be followed after a student sustains a serious or life threatening sports-related injury including, but not limited to, responding to the injured student, summoning emergency medical care, assisting emergency responders in getting to the injured student, and documenting the actions taken during the emergency.**
3. **The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.**
4. **The proper procedures to be followed after a student sustains a serious or life-threatening sports-related injury while participating in sports or other athletic activity shall include, but not be limited to, the following components:**
- a1. **The athletic coach or supervising staff member shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the student.**
 - b2. **If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach or supervising staff member shall administer such first aid as may be necessary.**
 - c3. **If the student's injury or disability requires more than routine first aid, the athletic coach or supervising staff member shall:**
 - (1)a- **Summon emergency personnel by calling 911; or**
 - (2)b- **Arrange for the student's transportation to the nearest hospital or the office of the school physician medical inspector.**
 - d4. **The athletic coach or supervising staff member his/her designee shall promptly notify the Building Principal, the Superintendent, and the student's parent(s) or legal guardian(s) of the student's injury or disability and the condition and location of the student.**

e5. An injured ~~or disabled~~ student who has been transported away from school premises must be accompanied by the athletic coach **or supervising staff member**, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach **or supervising staff member**.

56. These emergency procedures ~~shall~~ **may** be followed when the injured ~~or disabled~~ student is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the student is enrolled.]

D. Non-Serious or Non-Life-Threatening Injuries During an Athletic Program or Activity

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually and updated as necessary and shall be disseminated to appropriate staff members.

ED. Reports

1. The athletic coach **or supervising staff member** shall complete and file a report of every injury ~~or disability~~ that occurs to a student in the course of his/her participation in **sports or other athletic activity** ~~the athletic program of this district,~~ regardless of the severity of the injury ~~or disability~~. The report shall include:
 - a. The date of the incident;
 - b. The name, age, **and** grade level, ~~and gender~~ of each injured ~~or disabled~~ student;
 - c. The district in which the student is enrolled;
 - d. The name and district of each student involved in the incident;
 - e. A narrative account of the incident;
 - f. A detailed description of the injury ~~or disability~~;
 - g. The treatment given on school premises and the names of the health personnel, if any, who treated the student;

- h. The place, if any, to which the student was taken and the persons who accompanied the student; and
 - i. ~~A memorandum of~~ **How** the notice **was provided** ~~given~~ to the student's parent(s) ~~or legal guardian(s)~~.
2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.
 3. The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.
 4. A copy of each report of an incident of student injury ~~or disability~~ that occurs in the course of **the sport or other** athletic activities shall be maintained by the ~~athletic director~~ **Principal or designee**, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The ~~athletic director~~ **Principal or designee** shall report the findings of his/her analysis to the Superintendent **on an annual basis** ~~at the close of each sport season~~.
 5. The parent(s) ~~or legal guardian(s)~~ of each injured ~~or disabled~~ student will be given assistance in the completion and filing of insurance claim forms.

FE. Readmission to Athletic Activities

A student **who sustains a serious or potentially life-threatening injury while participating in a** ~~injured or disabled in the course of sport or an other~~ athletic activity will be permitted to **resume** ~~participate in~~ athletic competition ~~only on the~~ **upon submission of** ~~written permission~~ **medical clearance** ~~of~~ **from the student's medical home, which shall be subject to review by school district health personnel** ~~the school medical inspector or designated team doctor, who must first examine the student to determine his/her fitness to participate in athletics.~~ Written notice of that determination, **approved** ~~signed~~ by the school **health personnel** ~~medical inspector or designated team doctor~~ as appropriate, shall be given to the student's parent(s) ~~or legal guardian(s)~~.

The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.

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5330.05 SEIZURE ACTION PLAN

The Board of Trustees requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:



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R 5330.05 SEIZURE ACTION PLAN

A. Definitions (N.J.S.A. 18A:40-12.34)

1. “Individualized emergency health care plan” means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals, which is consistent with the recommendations of the student’s health care providers and which provides specific actions for non-medical school staff to do in a particular emergency situation and is signed by the parent or guardian and the school nurse.
2. “Individualized health care plan” means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, which is consistent with the recommendations of the student’s health care providers and which sets out the health services needed by the student at school and is signed by the parent or guardian and the school nurse.
3. “School” means an elementary or secondary public school located within this State.
4. “School employee” means a person employed by a school district.
5. “Seizure action plan” means a comprehensive document provided by the student’s physician, advanced practice nurse, or physician’s assistant which includes, but is not limited to, information regarding presentation of seizures, seizure triggers, daily seizure medications, seizure first aid, and additional treatments.



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Seizure Action Plan

- B. Annual Submission of Student's Seizure Action Plan (N.J.S.A. 18A:40-12.35)
1. The parent of a student with epilepsy or a seizure disorder who seeks epilepsy or seizure disorder care for the student while at school shall annually submit to the school nurse the student's seizure action plan.
 2. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided that the parents of the student annually provide to the Board of Trustees written authorization for the provision of epilepsy or seizure disorder care.
 3. The individualized health care plan and individualized emergency health care plan, developed in accordance with N.J.S.A. 18A:40-12.35, shall be annually updated by the school nurse and as necessary in the event there is a change in the health status of the student.
 4. Each individualized health care plan shall include, and each individualized emergency health care plan may include, the following information:
 - a. Written orders from the student's physician or advanced practice nurse outlining the epilepsy or seizure disorder care;
 - b. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
 - c. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
 - d. Accommodations for school trips, after-school activities, class parties, and other school-related activities;



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Seizure Action Plan

- e. Education of all school personnel about epilepsy and seizure disorders, how to recognize and provide care for epilepsy and seizure disorders, and when to call for assistance;
 - f. Medical and treatment issues that may affect the educational process of the student with epilepsy or the seizure disorder;
 - g. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and
 - h. How to maintain communication with the student, the student's parent and health care team, the school nurse, and the educational staff.
5. The Head of School or designee shall coordinate the provision of epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorders, including staff working with school-sponsored programs outside of the regular school day.
6. The training required pursuant to B.5. above shall include a Department of Health approved on-line or in-person course of instruction provided by a nonprofit national organization that supports the welfare of individuals with epilepsy and seizure disorders.
- C. Information Provided to Bus Driver (N.J.S.A. 18A:40-12.36)
- 1. In the event a school bus driver transports a student with epilepsy or a seizure disorder, the School Business Administrator/Board Secretary or designee shall provide the driver with:
 - a. A notice of the student's condition;
 - b. Information on how to provide care for epilepsy or the seizure disorder;



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Seizure Action Plan

- c. Emergency contact information;
 - d. Epilepsy and seizure disorder first aid training; and
 - e. Parent contact information.
- D. Release to Share Medical Information (N.J.S.A. 18A:40-12.37)
- 1. The school nurse shall obtain a release from the parent of a student with epilepsy or a seizure disorder to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers.
 - a. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.

Adopted:



6440- COOPERATIVE PURCHASING

Section: Finances

Date Created: August 2014

Date Edited: August 2014

The Board of Trustees recognizes that centralized, cooperative purchasing ~~tends to~~ **may** maximize the value received for each dollar spent. The ~~Board of Education Administration~~ is encouraged to seek savings that may accrue to ~~this~~ **the school** district by means of joint agreements for the purchase of goods or services with the governing body of ~~any~~ **the** municipality or the county ~~within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.~~

For the purpose of this Policy, A “cooperative pricing system” means is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own ~~needs~~ **quantities** and ~~for the estimated quantities submitted by the individual registered members~~ **prices to be extended to registered members, and notifies them of the bid prices awarded.** ~~The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.~~

For the purpose of this Policy, “cooperative purchasing system” means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, “electronic data processing” means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

For the purpose of this Policy, A “joint purchasing system” means is a cooperative purchasing system in which the lead agency ~~serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant.~~ **The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor.** ~~has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.~~

For the purpose of this Policy, “lead agency” means the contracting unit which is responsible for the management of the cooperative purchasing system.

For the purpose of this Policy, “registered members” means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.

~~A “cooperative purchasing system” is either a joint purchasing or cooperative pricing system.~~

When the lead agency is a Board of Trustees or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services **in the Department of Community Affairs** are Boards of Education, the **provision and performance of goods or services** ~~purchase of work, materials or supplies~~ shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

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

In accordance with the provisions of N.J.S.A. 18A:18A-12, a ~~No~~ cooperative or joint purchase agreement(s) shall be entered into by resolution adopted ~~may be entered without Board approval~~ by each participating Board of Education, municipality, or county, and shall set forth ~~of an agreement that specifies~~ the categories of **goods or services to be provided or performed** ~~work, materials and supplies to be purchased~~; the manner of advertising for bids and the awarding of contracts; the method ~~by which~~ of payment ~~will be made~~ by each participating Board of Education, municipality or county, and ~~such other matters terms~~ deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the manner as for other expenses of the participant.

In accordance with the provisions of N.J.S.A. 18A:18A-14.2, the Board may by contract or lease provide electronic data processing services for the Board of Trustees of another school; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties **in accordance with N.J.S.A. 18A:18A-14.3.** .

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, ~~a~~Any party to **such** a contract ~~for joint operation of electronic data processing services~~ may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Trustees is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or ~~a county~~) to any such **contract agreement**, the same shall be referred to the **Executive** County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education ~~and the State Board~~ pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the **Executive** County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

~~In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Trustees or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.~~

N.J.S.A. 18A:18A-10 **11** through 14
N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6A:23-7.4**23A-21.5**

Adopted: 11 August 2014

7440 SCHOOL SECURITY (M)

M

The Board of Trustees believes that the buildings and facilities of the school represent a substantial community investment. The Board directs the development and implementation of a plan for school security to protect that investment. 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 security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment.

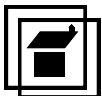
The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy 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 school officials with the landlord, local 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 Head of School shall designate a school administrator or a school employee with expertise in school safety and security, as a School Safety Specialist for the school 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 liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to the school building 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 keys 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 resources 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.

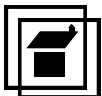
N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13; **18A:41-14**
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 11 August 2014

Adopted revision: 12 March 2018

Revised and Adopted: 11 March 2019

Adopted revision: 11 November 2019



R 7440 SCHOOL SECURITY (M)

A. Definitions

1. “Access” means free and unimpeded entry to the public areas on school premises. Access does not include entry to:
 - a. Areas that are the private domain of individuals, such as an individual’s office, closets, and filing cabinets, or
 - b. Areas in which student instruction is being carried on, without the express permission of the Principal or the teacher in charge.
2. “School premises” means the school building, all school grounds, and any structures on school grounds.
3. “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.
4. “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 Premises

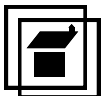


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LINK COMMUNITY CHARTER SCHOOL
BOARD OF EDUCATION

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SCHOOL DISTRICT SECURITY (M)

1. Access to the school building and grounds during the school day will be permitted to all students enrolled in the school, all school staff members, and visitors pursuant to Policy No. 9150.
2. Access to the school building and grounds before and after the school day will be permitted to:
 - a. Members of the Board of Trustees;
 - b. The Head of School, Board Secretary, Supervisor of Buildings and Grounds, and Head Custodian;
 - c. The Principal and other administrative staff members;
 - d. Staff members in the performance of their professional responsibilities;
 - e. Students involved in interscholastic athletics, co-curricular, and extra-curricular activities and authorized spectators;
 - f. Members of organizations granted the use of school premises pursuant to Policy No. 7510;
 - g. Police officers, fire fighters, health inspectors, and other agents of State and local government in the performance of their official duties; and
 - h. Members of the public present to attend a public Board meeting.
3. All visitors to the school building during the school day will be required to register their presence in the school office, pursuant to Policy No. 9150. Visitors will be issued a “visitor’s tag” to be worn while in the school.
4. All persons who enter the school building when the school office is closed must sign a school log, maintained outside the school office. The log will record:
 - a. The person’s name and, if appropriate, title;



REGULATION

- b. The date and time of entry and exit;
 - c. The reason for the person's entry.
 5. Signs will be conspicuously posted to inform visitors of the requirements of B3 and B4.
- C. Building Security
 1. Entrances to the school building shall be kept locked when the school office is closed, except for those entrances required for the access of authorized persons.
 2. The Principal shall recommend to the Head of School the installation of any special protective device to guard against illegal entry and/or vandalism.
- D. Keys to the School Building and Facilities
 1. Staff members and school officials will be provided with keys as follows:
 - a. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility(ies) to which they require access for the performance of their professional duties.
 - b. The Principal and custodian will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.
 - c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.
 - d. The Head of School, Chief Operating Officer, and School Business Administrator/Board Secretary will be provided with a set of all master keys.



2. The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by these regulations.
3. Possession and/or use of a key to school premises by a school employee not expressly authorized by these regulations to possess such a key is an infraction of rules subject to discipline.
4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the Main office. The staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock.

E. 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



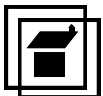
REGULATION

5. Office personnel shall take all reasonable precautions to ensure the security of records and documents against unauthorized access, deterioration, and destruction.
 - a. Petty cash funds and records will be secured daily in accordance with Regulation No. 6620.
 - b. Board minutes will be secured in accordance with Bylaw No. 0168.
 - c. Financial records and books of account will be secured in accordance with Policy No. 6810.
 - d. Student records will be secured in accordance with Policy No. 8330 and Regulation No. 8330.
 - e. Personnel records will be secured in accordance with Policy No. 8320 and Regulation No. 8320.

- G. School Safety Specialist
 1. The Head of School shall designate a school administrator 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;
 - 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 staff in matters relating to school safety and security.
 3. The School Safety Specialist shall also serve as the school'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 the Police
1. The Newark Police Department will be summoned promptly whenever evidence is discovered that indicates
 - a. A crime has been committed on school premises or in the course of staff or student transportation to or from school,
 - b. A break and entry has occurred on school premises,
 - c. A deadly weapon is on school premises, or
 - d. A breach of the peace has occurred on school premises.
 2. A call to law enforcement agents will be reported to the Head of School as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.
- 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.**



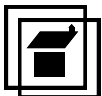
REGULATION

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.**
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.**

Issued: 11 August 2014

Revised: 12 March 2018

Revised: 11 November 2019



7450- PROPERTY INVENTORY

Section: Property
Date Created: August 2014
Date Edited: August 2014

~~As steward of this district's school property,~~ The Board of Trustees recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained ~~property~~ records.

~~The Board shall conduct~~ **The school shall maintain** a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

~~For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least \$500 as a single unit, and does not lose its identity when incorporated into a more complex unit.~~

For the purpose of this Policy, "equipment" shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above \$2,000:

- 1. It retains its original shape, appearance, and character with use;**
- 2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;**
- 3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and**
- 4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.**

Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.

The School Business Administrator/Board Secretary or designee shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory. ~~to determine loss, mislocation, or depreciation;~~ A any major loss shall be reported to the Board.

Property records of consumable supplies shall be maintained on a continuous inventory basis. An item should be classified as a "supply" if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of \$2,000.

The School Business Administrator/Board Secretary or designee shall maintain a system of property records that show, as appropriate to the item recorded, description and identification,

manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14

~~N.J.A.C. 6:20-4.3~~ **New Jersey Department of Education – “The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities” 2020-2021 Edition**

P7510- USE OF SCHOOL FACILITIES

The Board of Trustees believes the facilities of this school should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Head of School or designee. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

Any use of the school facilities beyond that of groups directly related to the school and the operations of the school, including student and teacher groups; and organizations indirectly related to the school, including the Link Parent Association shall be the responsibility of the Link Education Partners.

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by school regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a school representative of any existing safety or dangerous conditions. In the event such conditions exist, the school may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and school operations shall be without cost to the user except that the user shall be

responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.

2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school 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 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 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’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

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

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district’s school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Head of School with the Chief Operating Officer 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.

N.J.S.A. 18A:20-20; 18A:20-34; **18A:41-7**

Adopted: 11 August 2014

8420- EMERGENCY AND CRISIS SITUATIONS (M)

Section: Operations

Date Created: August 2014

Date Edited: August 2014

M

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

The Head of School 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'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's safety and security plan shall be disseminated to all school employees. New employees shall receive a copy of the school's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school shall develop and provide an in-service training program for all school employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school'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.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill,

to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. The school is required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Chief Operating Officer will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

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

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

N.J.S.A. 18A:41-1 et seq. .; **18A:41-7**

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 11 August 2014

8561- PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

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

The Board is ultimately responsible for ensuring all procurement procedures for any purchases by the Board and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board procurement policies; and any other applicable State and local laws. FSMC's billing invoices will be monitored to ensure compliance with Federal and State procurement regulations and will comply with any additional monitoring requirements as outlined in the approved FSMC Contract.

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

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

A. General Procurement

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

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

Product/ Services	Estimated Dollar	Procurement Method	Evaluation	Contract Award	Contract Duration/
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	Amount			Type	Frequency

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

B. Micro-Purchase Procedures

1. Public/Charter Schools

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

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

BC. Formal Procurement

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

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.

2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
 - a. A general description of items to be purchased;
 - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 - d. The deadline for submission of sealed bids or proposals; and
 - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - a. Contract period **for the base year and renewals as permitted**;
 - b. The Board is responsible for all contracts awarded (statement);
 - c. Date, time, and location of IFB/RFP opening;
 - d. How the vendor is to be informed of bid acceptance or rejection;
 - e. Delivery schedule;
 - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
 - g. Benefits to which the Board will be entitled if the contractor cannot or will not perform as required;

- h. Statement assuring positive efforts will be made to involve ~~minority and~~ small **and minority businesses, women’s business enterprises, and labor surplus area firms**;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits **under a cost reimbursement FSMC contract** to the Board of Education’s nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;
 - (1) **Termination for cause and convenience – contracts in excess of \$10,000;**
 - (2) **Equal Opportunity Employment – “federally assisted construction contracts”;**
 - (3) **Davis-Bacon Act – construction contracts in excess of \$2,000;**
 - (4) **Contract work Hours and Safety Standards – contracts in excess of \$100,000;**
 - (5) **Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);**
 - (6) **Clean Air Act – contracts in excess of \$150,000;**
 - (7) **Debarment and Suspension – all Federal awarded contracts;**
 - (8) **Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and**
 - (9) **Contracts must address administrative, contractual , or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;

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

- y. Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, **including specific instructions for prior approval and documentation of utilization of non-domestic food products only;** ~~and~~
 - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
 - aa. **The Board of Education’s Electronic Signature Policy.**
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, **questions may be sent to the School Business Administrator/Board Secretary.** ~~Interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee’s response and will be provided in writing to all potential bidders within ten days. specify the deadline for all questions.~~
- a. The School Business Administrator/Board Secretary will be responsible for **providing responses to questions and** securing all bids or proposals.
 - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
 - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
 - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

DC. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See

Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following

criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

ED. Noncompetitive Proposal Procedures

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

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. **~~Non-Public Schools Only~~ – The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State ~~Federal~~ micro-purchase threshold (~~2 CFR 200.67~~) to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be**

maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.

6. A member or representative of the Board will approve, in advance, all procurements that result from noncompetitive negotiations.

~~FF.~~ Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

~~GF.~~ Emergency Purchases

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

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

1. When participating in intergovernmental and inter-agency agreements the Board will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board will ensure that the following conditions have been met **and considered as one source of pricing in addition to other prices**:
 - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
 - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
 - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
 - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
 - e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
 - f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
 - g. The Buy American provisions are included in the procurement of food and agricultural products; and
 - h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

H. Records Retention

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

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

I. Code of Conduct for Procurement

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

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

J. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the

FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law

New Jersey Department of Agriculture “Procurement Procedures for School Food Authorities”
Model Policy, September 2018

Adopted: 09 July 2018

Revised: 14 September 2018

Revised: 11 March 2019

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:1155	11/23/20	Daniel Whalen			
		PERS CONTRIBUTION REIMB	6,795.60	91 - 499	OTHER CURR LIAB
		Insurance contr reimb	458.16	91 - 499	OTHER CURR LIAB
		Total Check Amount:	<u>7,253.76</u>		
A:3852	11/23/20	Link Community Charter School-Petty Cash			
			1,000.00	10 - 103	PETTY CASH
The Grand Total of all Checks from Fund 10 is:			1,000.00		
The Grand Total of all Checks from Fund 91 is:			7,253.76		
The Grand total of all checks for this period is:			8,253.76		

We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.
