

Policy Update Guide – 3000 Series

Items in ***bold and italics*** highlight policies that should receive extra board attention. Regulations will be revised and/or developed after policies are approved. All policies with an * are critical.

New Policy #	Old Policy #	Changes
3000/3010*	3000 3010	Used NJSBA. Administrative Assistant position no longer exists. BA/BS job description will appear in the job description manual
3100*	3100 3110 3113 3120 3130 3140 3150	<i>Used NJSBA with modifications. Clarified the tentative budget adoption. Revised section on what is in budget when presented for board review to mirror actual procedures Clarified language on Addition Funds Proposals. Eliminated the details of the budget brochure and made it permissive. Eliminated the requirement of all board members at hearing – need a minimum of a quorum. Local policies were combined under 3100 by NJSBA. Much of local materials are regulations and will be used as such. Calendar for budget will be attached as exhibit.</i>
3160*	3160	Used NJSBA. Added last line about deficit spending and line item over-expenditures
	3170	Deleted as per H. Tiliis
3220/3230*		Missing. Used NJSBA. Sentence in <u>Maintenance Of Effort</u> is federal requirement. Parentheses clarify meaning.
3250*	3250	Used NJSBA, but deleted subject listings in the first paragraph and athletics before events in the second paragraph.
3260/3270*	3260 3270	Used NJSBA. Local policy limiting. Dollar amounts are continually changing by statute. Nominal rental & limited buyers/renters eliminated.
3280*	3280	Used NJSBA with modifications. All gifts must come to board. Added information on NV Regional Foundation. Info on Foundation membership omitted.
	3290	<u>Funds Management/Investing</u> . Used local policy with correct title. Not critical. <i>Legal references need to be checked with attorney.</i>
	3293	<u>Depositories</u> . Used local. Added board right to change during year. Not critical. <i>Legal references need to be checked with attorney.</i>
	3300	<u>Expenditures/Expending Authority</u> . Used local. Changed last 2 paragraphs to allow broader powers. Not critical. <i>Legal references need to be checked with attorney.</i>

continued

New Policy #	Old Policy #	Changes
3320*	3312.2 3320 3321 3223	Used NJSBA with modifications. Added 5 th paragraph with limits on unbudgeted items and items that are under-budgeted. Local policies either regulation or require board to perform administrative functions
	3321	Deleted as per H. Tiliis
3326*	3326 3326.1	Used NJSBA Sample 1. Allows for BA/BS to authorize prepayment of bills, but added limiting factor of financial incentive for prepayment. Current practice. Added info from 3326.1.
3327*		Missing. Used NJSBA. Cross references information in revised Demarest policy 1250*.
3400*		Missing. Used NJSBA. Reflects statutory requirement to use GAAP accounting system.
3440*	3440	Used NJSBA with modifications. Set \$500.00 reporting threshold for loss/destruction of equipment. Removed statement on consumables since that is not your practice. Simplified statement on hiring of outside service.
3450*	3450	Used NJSBA with modifications. Removed “Lost money shall be replaced by the person responsible.” Since teachers/secretaries are already uncomfortable with collection duties. Regulation will be updated.
3451*	3451	Used NJSBA, which is more current than board’s 1996 policy.
3453*	3453	Used NJSBA. Designated CSA & BA/BS as appropriate personnel
	3500	<u>Non-Instructional Operations.</u> Used local with correct title. Changed janitorial to custodial. . Not critical. Legal references need to be checked with attorney.
	3500.1	Deleted. Committee thought this was unnecessary and could be covered in regulations under 3510*.
3510*	3510	Used NJSBA with formatting changes.
3514*		Missing. Used NJSBA. Board should pay specific attention to 2nd paragraph that allows equipment to be loaned to the community. Do you want to do this? Should there be a charge or only payment if equipment is damaged?
3515*		Missing. Used NJSBA, but edited any references that seemed to encourage smoking. Also eliminated all smoking, not just tobacco.

New Policy #	Old Policy #	Changes
	3515.1	<u>Telephone.</u> On hold. Not critical. Waiting for samples from NJSBA. Want to include cell phones and have an issue since telephone company removed pay phones.
	3515.2	<u>Parking.</u> Deleted. Unnecessary and not current practice.
3516*	3516 3516.3 3516.31	Used NJSBA. First paragraph mirrors Demarest 3516. Other two policies will be moved into regulation with care about wording for legal reasons.
	3517	<u>Security.</u> Hold for discussion. Could be used as regulations under 3516*. Currently deals only with building security, not staff or student.
	3517.2	Recoded by H. Tilis to 5131.5. Will address then.
3530	3532 3532.1 3532.2	<u>Insurance Management.</u> Recoded by H. Tilis. Combined three policies. Not critical. Legal references need to be checked with attorney. Changed “broadest, most complete coverage available” to “appropriate coverage. Eliminated mandate for local agents. Changed faculty to staff and board. Changed property insurance from appraised value to replacement cost.
3541.1*	3541	Used NJSBA with modifications. Added “Eligible non-public and charter school students shall be transported by Northern Valley Regional School District. Did not mention Courtesy Transportation on hazardous routes. This needs to be checked by your attorney
3541.3*		<u>Non-School Use of District Vehicles.</u> On hold. Mandated only if you allow practice. Decision is board’s
3541.31*	3541.31	<u>Privately Owned Vehicles.</u> Mandated only if you use private vehicles to transport students in a planned manner. Current use is for emergencies only. I have written a policy & regulation to reflect current use. Both should be okayed by attorney.
3541.33		<u>Transportation Safety.</u> Missing. Used NJSBA.
3542*	3542	Used NJSBA, but made the provision of lunch a “may” since you are not required to do so.
3542.31*	3542.31	Used NJSBA. Modified to reflect that you no longer participate in subsidized programs, but still make lunch/milk available according to the federal regulations.

New Policy #	Old Policy #	Changes
3542.44*	3542.44	Used NJSBA. Inserted Lunch Room Coordinator. Took off dollar purchasing limits.
3570*	3570	<i>Used NJSBA’s most recent version (probably different than the one distributed to you). It incorporates the recent changes to the law. In addition, we added information on destruction of records.</i>
3571	3430	<u>Financial Reports</u> . New #3571. Not critical. Adapted yours to meet current practices. <i>Legal references need to be checked with attorney.</i>
	3433	<u>Annual Financial Statement</u> . New #3571.3. Delete. Committee deemed it not critical
3571.4*	3434	Used NJSBA. Added information on Corrective Action Plans
	3600	<u>Evaluation of Business and Non-Instructional Operations</u> . Delete. Committee deemed it not critical