

Dues Based and Fee Based Policy Services

Kimberly A. Gatti, Director of Policy

Gina Cuciti, Policy Manager

Policy@njsba.org



NJSBA Dues Based Policy Services

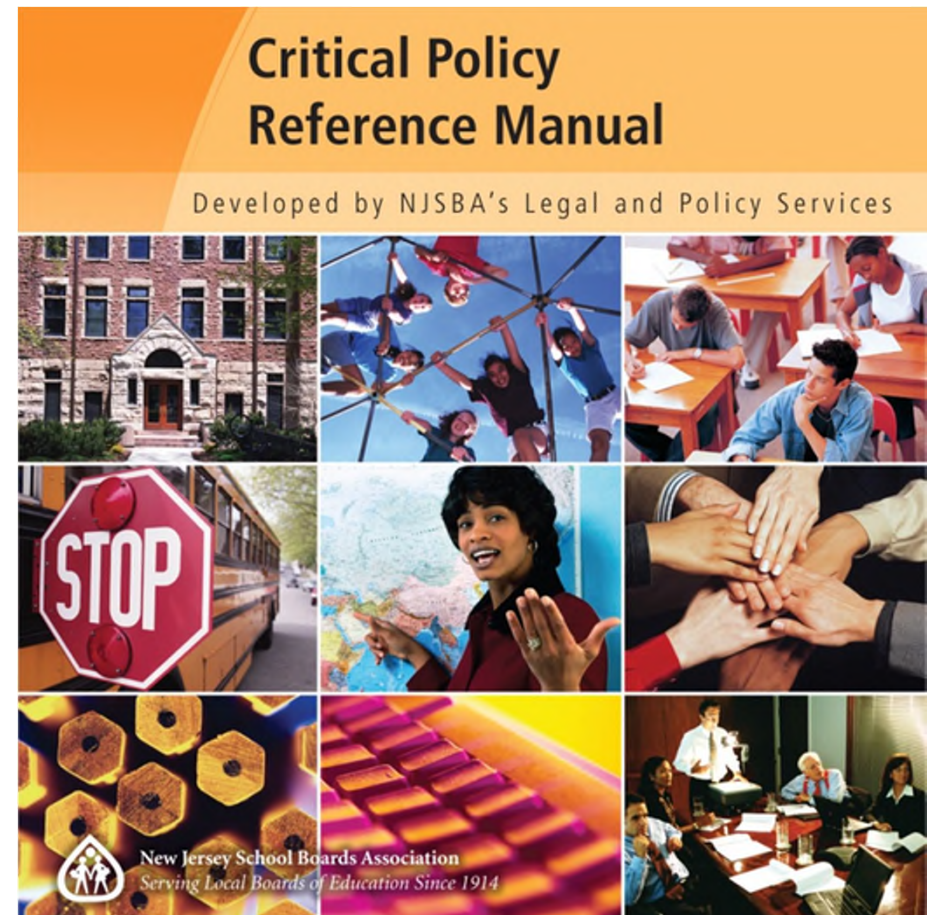
The screenshot shows the NJSBA website with a navigation menu. The 'Our Services' dropdown menu is open, listing various services. A light blue arrow points to the 'Policy' option in the menu. The main content area features a large banner with the text 'The New Jersey School Boards Association... local boards of education in meeting the... pandemic.' Below the banner is a red bar with the text 'Meeting the Challenges of the 2020-2021 School Year'. The page is divided into three main sections: 'Training', 'Services', and 'Information'. The 'Services' section includes a sub-section for 'Dues Based Policy Services'.

- Our Services
- Field Services
- Cooperative Pricing System
- Labor Relations
- Legal
- Policy**
- Grants Support
- Superintendent Positions and Other Vacancies
- STEAM Tank Challenge
- Sustainability
- ACES/ACESplus
- BoardDocs
- SJS - Digital Schools
- National Connection
- Plaques



Critical Policy Reference Manual

- Model policy language
- Annotated legal references
- Policy Update List



Sample CPRM

Critical Policies ▾
Policy Update List ▾
Policy Alerts & Resources ▾

- Series 1000 - Community Relations
- Series 2000 - Administration
- Series 3000 - Business And Noninstructional Operations
- Series 4000 - Instructional and Support Personnel
- ▾ Series 5000 - Students
 - 5020**
Legal References: Role of the Parents Guardians
 - 5020**
Sample Policy: Role of the Parents Guardians
 - 5111**
Legal References: Admission
 - 5111**
Sample Policy: Admission
 - 5113**
Legal References: Attendance, Absences and Excuses
 - 5113**
Sample Policy: Attendance, Absences and Excuses
 - 5114**
Legal References: Suspension and Exclusion

Actions ▾

Book: Critical Policy Reference Manual
 Section: Series 5000 - Students
 Title: Sample Policy: Attendance, Absences and Excuses
 Code: 5113
 Status: Active
 Last Revised: 03.20

X	Monitored
X	Mandated
X	Other Reasons

[ATTENDANCE, ABSENCES, AND EXCUSES](#)

The board of education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety per cent Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards and literacy and the Core Curriculum Content Standards. The chief school administrator shall oversee the development of effective strategies that maximize student attendance at all scheduled periods.

- A. Encourage good attendance;
- B. Discourage unexcused absences;
- C. Identify patterns of absence, tardiness and early departures from school; and



Accessibility/Function

Actions ▾

Title	Download as Word	Legal References: Attendance, Absences and Excuses
	Download as PDF	
Code	Download Attachments	5113
Status		Active
Last Revised		03.20

X	Monitored
X	Mandated
X	Other Reasons



Detailed Legal References

Legal References: Attendance, Absences and Excuses

X	Monitored
X	Mandated
X	Other Reasons

ATTENDANCE, ABSENCES, AND EXCUSES

QSAC Monitored:

DPR: Instruction and Program – 19

DPR: Governance – 1

SOA: Governance – 1

The New Jersey Department of Education requires all districts to have an attendance policy that conforms to the Student Attendance Policies and Procedures Compliance Checklist.

Mandated:

[N.J.S.A. 18A:36-25](#) requires written policy on potentially missing children.

[N.J.A.C. 6A:16-7.6](#) requires each district board of education to develop, adopt, and implement policies and procedures regarding the attendance of students at the public schools of the school district or at day schools in which students are provided with equivalent instruction.

Other Reasons:

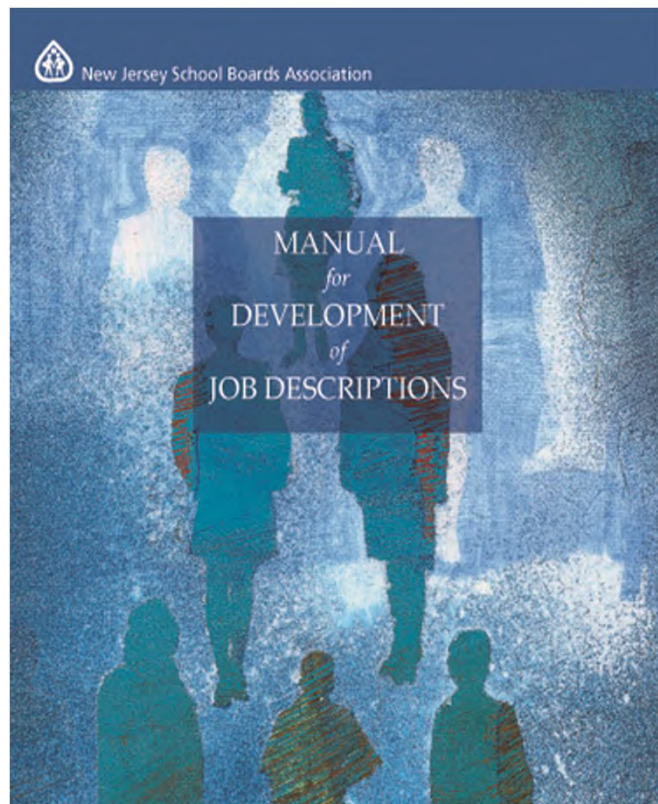
[N.J.S.A. 18A:35-4.9](#) requires boards to adopt policies and procedures for promotion/remediation. Attendance is a logical standard in considering possible need for remediation/retention.

[N.J.S.A. 18A:36-14, -15](#) and [-16](#) govern pupil absences for religious observance; prohibit counting absence as unexcused if a proper written excuse is presented; prohibit depriving pupil of award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.

[N.J.A.C. 6A:8-5.1\(a\)\(3\)](#) says that boards must include local student attendance requirements as one



Manual for the Development of Job Descriptions



- Sample job descriptions
- Organized and thorough list of duties
- Employment categories
- Clearinghouse of collected descriptions available



Policy Consultation



- 24-hour response
- Electronic Clearinghouse
- Research
- Policy drafts/samples
- Job description drafts
- Wellness Check



NJSBA Fee Based Policy Services



Services

1. Customized Policy Writing
2. Policy Update Notification
3. Online Manual Public



Custom Policy Manual Writing Services

Establishing district policy is your board's primary responsibility. NJSBA will ensure your policy manual is in compliance with federal and state laws and reflects your district.

- Coordinate your manual with the dues-based resources available to all members.
- Apply all policy updates and access all resources at no additional cost.
- All policies are reviewed by Legal and Labor Relations.
- Cost for conversion/customization of manual from another vendor to NJSBA is \$9,000; can be spread over 2 fiscal years.



Customization

Partnered with you, NJSBA develops a policy manual that communicates your board's vision:



- Existing policies and regulations evaluated
- Your policies updated for compliance with state/federal law
- Your district specific content preserved and updated
- Your policy history retained
- New policies developed to meet your district's needs



Additional Benefits

- The addition of all critical policies that are not presently in your manual;
- The removal of redundant or duplicate policies;
- Consolidation of shorter policies under the same file code number;
- Additions that will ensure your manual complies with federal and state requirements;
- Updates of legal citations with hyperlinks;
- Evaluation and update of regulations and discretionary policies;
- An Alphabetical Index to key words in order to locate policies;
- Sample regulations; and
- Assistance from the Legal, Policy and Labor Relations professionals at NJSBA.



YOU make the difference!

- We work with your board to any extent preferred
- You receive ongoing policy support during the project and **after** your updated manual is completed
- Policy consultants are a call or an e-mail away
- NJSBA is your Association, and we work for **YOU!**



Regular Policy Updates

Custom policy manual clients receive NJSBA's Policy Alerts and Resources Service at no additional charge.

Actions ▾

▼ Policy Update List

- 2013**
2013 Policy Updates
- 2014**
2014 Policy Updates
- 2015**
2015 Policy Updates
- 2016**
2016 Policy Updates
- 2017**
2017 Policy Updates
- 2018**
2018 Policy Updates
- 2019**
2019 Policy Updates
- 2020**
2020 Policy Updates
- 2021**
2021 Policy Updates
- 2022**
2022 Policy Updates
- 2023**
2023 Policy Updates

Book Policy Update List

Section Policy Update List

Title 2023 Policy Updates

Code 2023

Status Active

Last Revised 11.23

[2023 Policy Update List](#)

This policy update list records all the changes to the CPRM model policies and legal references that have resulted from law and code changes the top of the chart.

If you have any questions contact Gina Cuciti, Policy Manager, (609)278-5219; E-mail: gcuciti@njsba.org

Date	Policy#	Policy Name	Legal Reference update	Policy update
3/23	3327P	Relations with Vendors		Changed Federal Exclusion Parties List System (EPLS) to System for Award Management (SAM)
3/23	3542.2LR	School Meal Program Arrears	Added 18A:33-11.3: Establishment of "breakfast after the bell" program in certain	Content added in section titled <u>Procedures</u> for Charaina Lunch:



PAR Service

NJSBA's Policy Alerts and Resources is a policy maintenance service. It offers your district access to all policy resources you need to keep your manual up to date and in one place.

The platform includes:

- Policy updates going back to 2013;
- Sample discretionary policies and regulations;
- Sample required regulations;
- A resource clearinghouse;
- A list of required regulations, the *Policy Perspectives* newsletter, links to New Jersey Statutes, Administrative Code, and School Law Decisions.
- As new content is posted, including policy alerts, an email alert will be sent out advising of the content/changes.



Online Manual Publication

- The NJSBA Online Policy Publication service offers the convenience of hosting your policy manual on your website.
- Cost if not already a Board Docs customer is \$1995.
- **FEATURES:**
 - Publicly available through your website;
 - 3 different view options (Public, Admin, Editor);
 - Create your own table of contents;
 - Allow authorized users to update, create and revise policies;
 - Mark policies as draft, approved or retired;
 - Cross references other policies;
 - Keyword searchable; and
 - Hyperlinks to law/regulation



Contact Information

Kimberly A. Gatti, Director of Policy

(609) 278-5268

kgatti@njsba.org

Gina Cuciti, Manager – Policy

(609) 275-5265

gcuciti@njsba.org

