

# **WAYNE TOWNSHIP PUBLIC SCHOOLS WAYNE, NEW JERSEY**

## **ADVISOR'S HANDBOOK 2013-2014**

### **Administration**

Raymond A. Gonzalez, Ed.D. Superintendent  
Marysol Berrios, Assistant Superintendent  
Juanita A. Petty, RSBA, Business Administrator/Board Secretary  
Nicole C. Schoening, CPA, Assistant Business Administrator

## **INTRODUCTION**

### **Responsibilities of Advisors...**

The primary function of activity advisors is to teach and manage the activity rather than actually do it. The advisor provides an environment in which students define goals and take the necessary steps to achieve them. To fulfill this responsibility, the advisor can be expected to be involved with the following functions:

### **Organizational Goal Setting:**

- 1) Work with students to establish goals for the activity.
- 2) Work with students to plan and organize activities to achieve the goals.
- 3) A general plan of activities for the organization must be submitted by October 31st to the Business Office, along with roster of all club members.

### **Teaching:**

- 1) Teach skills and procedures that are needed to achieve the goals.
- 2) Hold students accountable for learning the necessary skills.
- 3) Set high standards for student learning.

### **Management:**

- 1) Encourage students to do as much of the work as possible.
- 2) Oversee all activities to ensure that they are being performed correctly.
- 3) Coordinate meetings, which are to be held outside of the assigned teaching schedule, with the school building calendar.

### **Evaluation:**

- 1) Work with students to evaluate activities while they are happening.
- 2) Work with students to evaluate activities at their conclusion.
- 3) Draw conclusions from the evaluation to improve learning and to avoid future problems.

### **Safety and Security:**

- 1) The advisor must attend the event.
- 2) Monitor the behavior of students and others involved in the activity.
- 3) Take action necessary to ensure the safety of everyone. It is advisable to make sure all students have been picked up at the end of the activity.
- 4) Clean up – leave the area the way it was before the event.

### **Note to Chaperones:**

**The consumption of alcoholic beverages by adults is prohibited while chaperoning any school event.**

### **As a Club/Organization Advisor, please remember the following:**

- An advisor's role is to make sure that the students involved have followed all the rules and procedures so as to insure a safe, positive experience for each student.
- The purpose of any club or activity is to provide students the experiences of organizing, planning, and seeing the activity through completion. The students are to plan, organize, and do all the things necessary in any activity or project. It is not the advisor's role to do this. He/she serves as a resource and a guide but NOT as the individual that does the work. A project that is not successful is also a learning experience.
- All necessary forms are to be submitted for the approval prior to the activity. In the event of a conflict with another club, those that are submitted first will have priority.
- It is the responsibility of the secretary of each club to keep minutes and take attendance at each meeting.
- The treasurer should keep a running account of finances and compare the balance with the monthly statement from the student activity bookkeeper. Any discrepancy should immediately be rectified.
- All facility requests must be submitted in writing to the Site Coordinator before the event is planned or scheduled.
- Once approved, all events and fundraisers will be placed on the facilities calendar by the Site Coordinator.
- A scheduling meeting will be held for all events in the spring for the following school year.
- If conflicts for facilities arise, the Administration will determine what events get priority usage.
- If there are any questions, please see your Building Principal or designee.

### **Rules and Regulations for Clubs and Classes:**

- No class or club meeting or any meeting of committees of classes or clubs shall be held without the presence of the class advisor, except that committee meetings may be so held if the advisor gives permission and if

decisions made at such meetings are carried back to the advisor before action is taken.

- In general, a class or club committee designated as being responsible shall make decisions concerning activities of the class or club, subject to review by the sponsor.
- Meetings of classes or clubs shall be called by the president and with the consent of the sponsor. If the elected officers of the class or club do not call a meeting when the sponsor deems it necessary, or in the absence of the elected officers, the sponsor is empowered to call such a meeting.
- Committee meetings shall be on call of the chairman and with the consent of the sponsor except that if a committee fails to act. The president (with the consent of the sponsor) shall call a meeting and shall attend the meeting. If all other means fail and if the class or club sponsor determines that a committee needs to meet, the sponsor is empowered to call such a meeting.
- All practices for club, class musical, dramatic, forensic or other such activities must be under the direct control of the teacher in charge who is held responsible for all phases for the practice periods. The teacher in charge may designate student assignments.

**Extra-Curricular Eligibility:**

All pupils in good disciplinary and academic standing shall have equal access to all extra curricular activities regardless of race, color, creed, religion, sex, national origin, ancestry, social or economic status, or handicap.

**Good Disciplinary Standing:**

Good disciplinary standing shall mean that a pupil is eligible to participate and is not serving a detention or suspension.

When a pupil already participating in an extra-curricular activity is reported for an infraction of the rules for pupil conduct, the principal, in consultation with the advisor, student, and parent, shall consider whether the pupil shall be removed from any or all extra-curricular activities and the conditions for reinstatement, if deemed appropriate.

**Good Academic Standing:**

Eligibility for Student Activities, Grades 9-12 (other than athletics):

- All students, excluding incoming eighth grade students, must have earned 25 credits during the immediately preceding academic year, including

summer school, to be eligible to participate in any student activities during the first semester (September 1<sup>st</sup> – January 31<sup>st</sup>).

- All ineligible students may request a hearing with the building principal and/or designee after the first marking period to review academic progress during the current school year. After consulting with appropriate teachers and subsequently meeting with student and parent, the principal will make a decision regarding reinstatement of eligibility.
- All students in grades 9-12 must have earned the equivalent of 12.5 credits at the close of the preceding semester (January 31<sup>st</sup>) to be eligible to participate in any student activities during the second semester (February 1<sup>st</sup> – June 30<sup>th</sup>). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
- All ineligible students may request a hearing with the building principal and/or designee after the third marking period to review academic progress during the current school year. After consulting with appropriate teachers and subsequently meeting with the student and parent, the principal will make a decision regarding reinstatement of eligibility.

### **General Business Procedures:**

The purpose of these procedures is to establish financial controls for the administration of ALL student activities (clubs, student councils, yearbook, fundraisers, class trips, athletic events, etc.) operated for the benefit of the students that are managed under the guidance of adults, either advisors, coaches or other staff, and are not part of the regular instructional program but for which the Board is at least indirectly responsible. This procedure also applies to money collected for book fines, transcripts, student locks, etc.

In compliance with New Jersey Administrative Code 6A:23-2.14, the Board of Education shall adopt procedures to ensure "appropriate fiscal accountability and sound business practice" of all funds including the establishment of financial and bookkeeping controls. Therefore, staff compliance with this procedure is **MANDATORY**. Appropriate disciplinary action will be taken should the procedure be violated.

Student Activity Accounts are the responsibility of the Building Principal, although advisors, coaches or other staff members may be assigned to administer the account.

Student activity accounts are maintained in Fund 90 in the District's Financial Software system. A separate account shall be maintained for each separate group or activity, detailing receipts and expenditures of funds to ensure that funds are not co-mingled and that accurate records are kept.

All funds must be self-sustaining, are the responsibility of the approved, designated advisor, coach or staff member, and are administered by the Building Principal and the Assistant School Business Administrator.

The Business Office shall post this Student Activity Advisor Handbook on the districts' website. It is recommended that the advisor/staff member read this handbook familiarize themselves with all processes and procedures to be followed to ensure an efficient purchasing system for all student activities.

### **General Business Practices:**

#### Fundraisers:

- All activities and fundraisers need prior approval and shall be submitted in accordance with the Standard Operating Procedure for Pupil Fundraising.
- No fundraising activities shall be initiated until final approval of the fundraiser has been received.

## **Receipt of Funds / Deposits:**

First and foremost, UNDER NO CIRCUMSTANCES is any Advisor to hold or deposit money they have collected in their classroom, the office safe, filing cabinet, etc. or into their personal checking account.

1. All funds collected, either cash or checks, MUST be turned over to the Business Office at the close of the school day when they are collected. The following must be included.
  - a. Student Activities Deposit Form (please include description and account number)
  - b. List detailing the names of each student, check # and amount collected
  - c. Copy of the checks

The Advisor/staff member shall turn the funds over to the Business Office either on the same day or immediately the day after. Funds held overnight MUST be kept in the school safe. This is in compliance with Board Policy which requires that all funds be deposited within 48 hours of collection. There are NO EXCEPTIONS to this procedure unless the fundraiser occurs on a weekend – under such circumstances; funds will be delivered to the Business Office on Monday. ALL coins must be rolled and bills must be separated by denomination with totals indicated.

2. The Business Office shall verify the amount of each deposit, and deposit to the bank on the same day or the day after its receipt and shall return a signed copy of the deposit form to the Advisor/Staff Member. The cash received will be posted to the appropriate school activity. If the Business Office does not agree with the amount of the deposit as noted on the deposit form, they shall immediately contact the Advisor and Principal or Administrator.
3. All checks received must be made payable to the Wayne Township Public Schools and will be credited to the appropriate Student Activity Account. NO checks shall be accepted that are made payable to vendors or individual staff members.
4. Advisors, coaches, etc. are responsible for maintaining their own independent record of all money received on behalf of students so that accurate records can be verified with the District's accounting records.
5. Advisors/Coaches should contact their Building Principal or designee to verify balances. The advisor is to notify the Assistant Business Administrator of any discrepancies as soon as possible to ensure accurate records are kept.

## **Expenditures**

1. ALL disbursements of funds, whether for reimbursement to a staff member, parent or student, or whether to purchase materials, supplies or services, **MUST** be made in accordance with the District's purchasing procedures through a purchase requisition, as outlined in the District Purchasing Manual.
2. Upon verifying there are sufficient funds to support the requisition, the
  - a. Assistant Business Administrator will approve the requisition.
  - b. Business Office will then print the approved purchase order.
  - c. Obtain the proper signatures.
  - d. Mail to the vendor along with the yellow voucher form if order is over \$5400.00 which is to be signed and returned to the business office by the vendor for payment.
  - e. The blue receiving copy of the purchase order will be sent to the advisor who shall **upon receipt of goods or services** will sign this form certifying that all goods and services have been delivered or received and are entitled to receive payment and return signed form to the Business Office.

Please note that an **approved** purchase order is one that has been submitted and SIGNED by the Business Administrator. The signature of the Building Principal or Administrator on the "Student Activities Purchase Requisition Form" does not guarantee that the order will be approved.
3. In an effort to avoid confirming orders and ensure prompt payment to our vendors, it is imperative that NO Advisor is to order goods/services without an approved purchase order in place. Any advisor who orders and/or receives materials, services or supplies *without* obtaining such an approved purchase order has made an unauthorized purchase and may be subject to disciplinary action including paying for the unauthorized purchase. **Under NO CIRCUMSTANCE is a student authorized to order any item or service from a vendor.**
4. No payments shall be made on open purchase orders without written authorization from the advisor responsible. When the material, supplies or services has been received or provided, the advisor will sign the blue receiving copy of the purchase order certifying Receipt of Goods/Services is complete and return to the Business Office so that payment may be made to the vendor.



5. Before payment is made to a vendor, the vendor must submit a receipt, claim or company invoice and the signed yellow voucher form if over \$5400.00 (part of the District purchase order) certifying that the material, supply or service was provided and its cost.
6. The advisor(s) responsible shall direct all questions regarding the processing of disbursements through the Assistant Business Administrator. Vendors shall be directed to contact the Business Office directly should they have a question on the status of the disbursement.
7. Once all proper documentation is received from the advisor responsible and the vendor, the Business Office shall issue the check and mail it to the vendor. Although not subject to Board Approval, the check will be informally approved with the subsequent Bills List which will be submitted to the Board of Education for approval.
8. Returned checks for insufficient funds shall be subject to an additional charge for the amount of the bank fee, \$25.00-\$35.00 **if the check is redeposited**. The Business Office shall debit the account and notify the advisor and building principal via email of all returned checks.

#### **IMPORTANT REMINDERS:**

- Students and Advisors are **NOT AUTHORIZED** to sign contracts with bands or other organizations (such as field trip vendors). The **School Business Administrator** shall have this responsibility. All contracts must be submitted to the Site Coordinator who shall forward them to the Director. If approved by the Director, the contract will then be signed by the Business Administrator and returned. Until the signed contract is returned, no activities with that vendor shall occur.
- No expenditure shall be contracted for nor made without the written approval of the **School District Business Administrator**.

#### **Reports**

- It is the responsibility of the secretary of each club to keep minutes and take attendance at each meeting.
- All reports are to be submitted typed.

## REFERENCES / ATTACHMENTS

1. District Purchasing Manual (located under the Staff Resources tab on the District website)
2. Standard Operating Procedure - Pupil Fund Raising
3. Standard Operating Procedure - Field Trips
4. Standard Operating Procedure - Food Service Catering
5. Purchase Requisition Handbook (located under the Staff Resources tab on the District website)
6. Student Activity Deposit Form
7. Student Activity Purchase Requisition/Transfer Form
8. Board Policies/Regulations:
  - a. 5830 - Pupil Fund Raising
  - b. 6660 - Student Activity Fund
  - c. 6661 - Monies in School Buildings

Please note that Board Policies are available on the District Website under the Board of Education tab

**Wayne Township Public Schools  
Wayne, New Jersey**

**Standard Operating Procedure  
Pupil Fund Raising**

Subject: Pupil Fund Raising	Effective Date: July 1, 2013	Page 1 of 2
	Approved: Dr. Raymond Gonzalez	

- I. Purpose:** To outline the procedures for the approval of a pupil fund raiser
- II. Authority:** Superintendent
- III. Terms and Conditions:** This process applies to the approval of pupil fund raisers  
  
Board of Education Policy 5830 – Pupil Fund Raising  
Board of Education Policy 6660 – Student Activity Funds
- IV. Reporting Procedures:** Superintendent Office, Business Office
- V. Approval Process:** Advisors/Coaches, Principals, Directors
- VI. Consequences:** Failure to follow the SOP will result in the denial of student fund raisers
- VII. Dissemination:** All Principals, Directors, Site Coordinators, Business Administrator, Assistant Business Administrator, Assistant Superintendent and Superintendent

Solicitation of funds from pupils is strictly limited to those circumstances explicitly allowed by law, including the collection of money for any purpose in exchange for tickets, papers or any other goods or services, or in order to help defray the cost of certain non-curricular field trips or other worthwhile programs.

Approval of fundraisers will be limited to the following allowable purposes:

- 1. Field trips
- 2. Bona fide charitable causes
- 3. Equipment, services or supplies to enhance existing programs
- 4. Special student events such as awards and recognition programs

The approval process for a pupil fundraiser shall be as follows:

1. The individual or group requesting permission for a pupil fundraiser shall complete and sign the ***Fundraiser Request Form***. All information must be complete, including the activity to be conducted and the purpose for the activity.
2. The completed Fundraiser Request Form shall be submitted to:
  - a. The appropriate Coach for high school requests
  - b. The appropriate Advisor
  - c. Directly to the Building Principal for requests for which there is no Advisor or Coach (skip Items 3 and 4)
3. For high school requests, the Coach or Advisor will review the form and if supported, sign and forward the form to the appropriate Site Coordinator.
4. The Site Coordinator will log the fundraiser into the master event file, sign that it has been done, and then forward the form to the Building Principal.
5. The Building Principal shall review the fundraiser event and purpose to ensure that it complies with Board Policy and the allowable purposes outlined in this Standard Operating Procedure. If supported, the Principal will sign off on the Fundraiser Request Form and forward the request to the appropriate Director for final approval.
6. The Elementary, Secondary or Athletic Director will review the fundraiser and sign off on the form if supported and return a fully signed copy of the form to the requesting group.
7. If the funds to be raised will be deposited in the School's student activity account, the Director shall ensure that the Business Office receives a copy of the fully signed form.

No fundraising efforts shall be performed without review and approval of all of the required signatures on the form.

All funds collected for Board-sponsored groups must be deposited in the pupil activities account of the school as per Board Policy governing Student Activity Funds.

**Wayne Township Public Schools  
Wayne, New Jersey**

**Standard Operating Procedure:  
Field Trips**

Subject: Field Trips	Effective Date: July 1, 2013	Page 1 of 3
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- VIII. **Purpose:** To outline the procedures to schedule field trips with the District transportation department or using a staff member’s personal vehicle
- IX. **Authority:** Business Administrator
- X. **Terms and Conditions:** This process applies to scheduling of transportation for student field trips
- XI. **Reporting Procedures:** Business Office
- XII. **Approval Process:** Principals, Directors, Business Administrator, Executive Manager of Transportation
- XIII. **Consequences:** Failure to follow the SOP will result in the denial of student transportation
- XIV. **Dissemination:** All staff

A field trip is not limited to only those events where students are transported via bus. Some field trips may transport students in a personal vehicle. In all cases, a field trip request form **MUST** be submitted and **APPROVED PRIOR** to the trip.

In addition, new State Accountability Regulations **REQUIRE** that **ALL** field trips be approved by the Board of Education **BEFORE** the trip occurs. If Board approval is not received **PRIOR** to the trip, the trip **CANNOT** take place. On an annual basis, before September of each year, the Board of Education will approve a listing of all field trip destinations, based upon the destinations from the prior year.

However, for new field trip destinations that have not already been approved, the field trip request **MUST** be received by the Superintendent’s Office at least four (4) weeks in advance of the scheduled trip in order to get Board of Education approval before the trip occurs. Once approved by the Superintendent, a copy of the approved Field trip form will be forwarded to the Secretary of Elementary or Secondary Education for placement on the next agenda.

Requests for field trips should be made according to the following procedure:

1. **Request for Field Trip form** should be completed and **MUST** be signed by the Building Principal or Administrator for consideration. Field trip forms are located in your school office.
2. The Request for Field Trip form, once approved by the Building Principal, should be forwarded to either the Director of Elementary Education or the Director of Secondary Education for approval. After the appropriate Director has approved the field trip request, it will be forwarded to the Office of the Superintendent for approval.
3. If a fee is required for participation, registration or in some cases, special transportation or accommodations,
  - a. The appropriate purchase requisition(s) must be prepared and submitted with the Request for Field Trip form. Please be careful when choosing the vendor to use the correct address.
  - b. If the registration and/or transportation fees are to be paid (reimbursed to the District) by the students, the Business Office must be provided with a copy of the flyer sent home to parents. **IMPORTANT:** The deadline for receipt of the funds must be a minimum of 4 weeks prior to the trip to ensure that all checks clear the bank. Parents should be directed to make checks payable to: **Wayne Township Public Schools.**

Note: All checks/cash received **MUST** be turned over for deposit **within 48 hours** of receipt, no exceptions. No staff member shall keep cash and/or checks received in their possession.

4. If school bus transportation is required, the Transportation Department will make the arrangements either through the use of a district vehicle or an outside contractor. The Transportation Department shall be responsible to notify the Building Principal and the Business Office of the anticipated cost of the transportation. The school should prepare a Purchase Requisition to the vendor for the fee. (*Please use vendor code 2811 for district transportation*).
5. It is the responsibility of the staff member and the Building Principal to ensure that all purchase requisitions are entered for the trip – for the registration fee, transportation, etc. *Should a vendor require a check on the day of the trip* for the registration fee, it is the responsibility of the staff member to contact the Business Office **two weeks prior to the trip** to arrange for the pickup of the claim voucher and check. It is not the responsibility of the Business Office to follow up with the staff member.
6. If a staff member will be using his/her own vehicle to transport students, the staff member responsible for driving shall submit a copy of his/her current driver's license, insurance card and vehicle registration for the vehicle to be used. Prior to the trip, the Building Principal shall ensure that a Professional Leave Request Form is completed and the procedure for Reimbursement to Staff will be followed.

Please note that if a personal vehicle is used and an accident does occur, the liability falls to the vehicle insurance first and the school insurance as secondary.

**Please note:**            **Any changes to the field trip (i.e. change in time, number of students, etc.) MUST be communicated to the appropriate Education Director, Superintendent Office, Transportation Office and Business Office so that arrangements can be revised if necessary and Board of Education approval can be received.**

**Wayne Township Public Schools  
Wayne, New Jersey**

**Standard Operating Procedure  
Food Service - Catering**

Subject: Food Service - Catering	Effective Date: July 1, 2013	Page 1 of 2
	Approved: Dr. Raymond Gonzalez	

XV. **Purpose:** To establish an established procedure for ordering beverages and/or food from the Food Service Management Company

XVI. **Authority:** Business Administrator

XVII. **Terms and Conditions:** This process outlines the process to order the catering requested, in accordance with existing purchasing procedures

Board of Education Purchasing Manual  
Wayne Board of Education Policy #6470 – Payment of Claims

XVIII. **Reporting Procedures:** Business Administrator

XIX. **Approval Process:** Business Administrator

XX. **Consequences:** Failure to follow SOP will jeopardize catering event and could result in disciplinary action if proper purchasing procedure is not followed

XXI. **Dissemination:** All Administrative and Secretarial Staff

Sodexo, the District’s food service management company, may be used to provide catering and/or refreshments for school district functions. However, there are procedures that must be followed when requesting these services. The procedures are different depending on the type of event occurring.

**Events for the Board of Education, General Administration, School Administration (instructional activities such as graduation exercises), Human Resources, Business Office, Facilities, Technology, and Student Activity Accounts**

Arrangements for food services for special events must be handled like any other District purchase – a purchase requisition must be prepared and approved PRIOR to the event.



The following process will be used:

1. Contact Mike Schmidt, the Food Service Manager, at Extension 2249/2250 to obtain an estimate for the event you are scheduling
2. Prepare a purchase requisition for the estimated amount using Wayne Board of Education Lunch Fund as the vendor, record the appropriate budget account, and submit it for approval
3. After the requisition has been approved and you receive the blue copy back of the purchase order, contact Mike to confirm the event and provide him with the purchase order number so he can include it on the invoice for payment
4. When the event is completed, Sodexo will submit an invoice to the Business Office for payment and will note the approved purchase order number on the invoice
5. The invoice will include the name of the contact who scheduled the event, the date of the event, and the actual costs

### **Events for PTO Activities and any outside groups such as the Boys & Girls Club**

Arrangements for food services for these events will be handled as follows:

1. Contact Mike Schmidt as noted above to make the arrangements
2. Provide Mike Schmidt with the name of the group that will be paying for the event
3. Provide the Business Office with the information on the event and the order placed via email: [nschoening@wayneschools.com](mailto:nschoening@wayneschools.com)
4. When the event is completed, Sodexo will submit an invoice to the group responsible to pay for the event and will provide the Business Office with a copy of the invoice so that an Accounts Receivable can be recorded in the District's financial records. Sodexo will include the full name of the group, the address, the contact name, the date of the event and the actual costs on the invoice
5. Checks from the group paying for the event will be forwarded to the Business Office for deposit

Sodexo has been advised that they are NOT to accept any arrangements for these types of events as final until they receive a purchase order number. A purchase requisition number will NOT be accepted. Therefore, please allow sufficient time to process your request. If sufficient time is not available, please use the procedure in the District Purchasing Manual for an emergency purchase.