

SUPPORT SERVICES

The Board of Education recognizes the importance of supportive services to the operation of the school district and the achievement of district and school educational goals.

The Board directs the School Business Administrator/Board Secretary to ensure the provision of sufficient and appropriate supportive services which may include, but are not limited to:

1. Secretarial and clerical;
2. Janitorial;
3. Buildings and grounds maintenance;
4. Food services;
5. Pupil transportation.

Support services are essential to the successful functioning of a school system and management of auxiliary operations is an important responsibility. It should be remembered, however, that education is the district's central function, and all support services shall be provided, guided, and evaluated accordingly.

Date: January 10, 1984

Revised: December 12, 1994

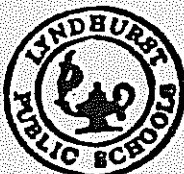
Legal References:

N.J.S.A. 18A:33-3

N.J.S.A. 18A:39-1 et seq

N.J.S.A. 18A:58-7.1

Cafeterias for Pupils
Transportation To and From
Schools
School Lunch Program



LYNDHURST PUBLIC SCHOOLS
281 Ridge Road
Lyndhurst, NJ 07071
(201) 438-6883

Legal References (Cont.)

N.J.A.C. 6:21-1 et seq.

N.J.A.C. 6:20-9.1 et seq.

Pupil Transportation

Child Nutrition Programs

Cross References: 3000 Concept and roles, goals and objectives in business and noninstructional operations
4211 Recruitment, selection and hiring

SUPPORT SERVICES

The board of Education office shall be open from 8:30 a.m. to 4:00 p.m. Monday through Friday inclusive. During Christmas and Easter vacations, the office may be required to be open from 8:30 a.m. to 4:00 p.m. Monday through Friday inclusive. During July and August, the office shall be open from 9:00 a.m. to 3:00 p.m. Monday through Friday inclusive. The office will be closed on two Fridays following a Thursday holiday if the schools are not in session. The two Fridays chosen are to be the same as those of the custodians.

The office may close early on agreement by the Superintendent of Schools and School Business Administrator/Board Secretary or by one of them in the absence from town or by illness of the other at times of emergency or severe weather conditions.

The 12-month clerical and secretarial force shall have the same hours as the Board of Education force when school is not in session.

Secretaries and clerks will be appointed subject to the following qualifications and recommendations of the Superintendent of Schools in concurrence with the School Business Administrator/Board Secretary.

The minimum requirements for secretaries and clerical staff:

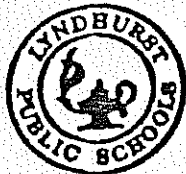
1. Typing speed--50 words per minute
2. Stenography or equivalent
3. Legible handwriting
4. Ability to do simple arithmetic

The receptionist/clerk must have:

1. Typing speed--50 words per minute
2. Legible handwriting
3. Ability to deal with public

Date: January 10, 1984

Revised: December 12, 1994



LYNDHURST PUBLIC SCHOOLS
281 Ridge Road
Lyndhurst, NJ 07071
(201) 438-5683