

SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING APRIL 7, 2008

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Instructional Media Center-First Floor on Monday, April 7, 2008 at 7:31 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on April 23, 2007.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Judith Millman

Present: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Fran Sandler, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Also

Present: Mr. Michael Davino, Superintendent
Mrs. Hillary Corburn, Assistant Superintendent
Mr. Matthew Clarke, Business Administrator/ Board Secretary
Mrs. Ellyn Atherton, Director of Human Resources

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS

- a. Thank you note from Barbara Weslock for her retirement gift.
- b. Reminder, the 2008-09 Budget Election is April 15, 2008. Polls are open between the hours of 2:00 PM and 9:00 PM.
- c. Reminder, in addition to the budget, 3, 3 year BOE positions are on the ballot. Candidates are – Judith Millman, Donato Circelli, Andrew Fekete, Lloyd Grossman, Jeff Strumpf and Fran Sandler.

4. Minutes

Moved by Miss Duke and Seconded by Mr. Sablosky, to approve the following minutes:

Regular Meeting	- March 17, 2008
Executive Session	- March 17, 2008
Special Meeting (Budget Hearing)	- March 24, 2008

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Patricia Venezia, Mrs. Judith Millman
Abstention: Mrs. Fran Sandler, Mrs. Jacqueline Shanes MOTION CARRIED

5. SUPERINTENDENT'S REPORT

Mr. Davino reviewed the following items:

1. Publicly thanked the Technology Department for filming and placing the Candidates Night debate on the district webpage.

2. The Laramie Project performed by Dayton students ranked 1st at the March 7th Teen Arts festival and will perform at the County Arts Festival.
3. *Teacher of the Year* for each school was announced:
 - a. Colleen Funk from Walton
 - b. Lauren Chang from Caldwell
 - c. Linda Schmidt from Sandmeier
 - d. Marie Florio From Gaudineer
 - e. Christopher White from Dayton
 - f. Loren Fortna from the District
4. Mrs. Corburn provided an overview of the Middle States review (at JDHS) which will occur at the end of April.

6. PUBLIC SESSION (7:55 PM)

There were no comments or questions regarding the agenda.

7. BOARD SECRETARY'S REPORT

Moved by Mr. Sablosky, seconded by Mrs. Shanes, approval of the Board Secretary's Report dated February 29, 2008 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. LINE ITEM TRANSFERS

Moved by Mr. Sablosky, seconded by Mrs. Shanes, approval of the transfer of funds from and to the following line item accounts as designated.
(Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

9. BOARD'S MONTHLY CERTIFICATION

Moved by Mr. Sablosky, seconded by Mrs. Shanes, that pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of February 29, 2008 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. TREASURER OF SCHOOL MONIES

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to appoint Mr. Manuel Vieira as Treasurer of School Monies to the Springfield Board of Education for the 2007 - 2008 school year at a salary of \$4,682/pro-rated.

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Mr. Irwin Sablosky, Mrs. Fran Sandler, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Dr. David Hollander

MOTION CARRIED

11. PERSONNEL APPOINTMENTS

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment. (Attachment B)

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Mr. Irwin Sablosky, Mrs. Fran Sandler, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Dr. David Hollander

MOTION CARRIED

12. PROFESSIONAL DEVELOPMENT TRAVEL

Moved by Mrs. Venezia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mrs. Venezia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements for the 2007 - 2008 school year. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. TUITION GRANTS

Moved by Mrs. Venezia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, I move approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. NON PUBLIC TEXTBOOKS 2008-2009

Moved by Mrs. Venezia, seconded by Mr. Sablosky, approval of the attached resolution for the Springfield School District to enter into an agreement with the Union County Educational Services Commission to administer its Non-Public Textbook Program P.L. 192-193 for the 2008-2009 school year. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. STUDENT TEACHERS

Moved by Mrs. Venezia, seconded by Mr. Sablosky, to approve the attached list of Student Teachers for the 2007 – 2008 school year. (Attachment G)

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. DONATION

Moved by Mrs. Venezia, seconded by Mrs. Shanes, approval to accept the following donation to be utilized in the Springfield School District for the purpose of:

<u>Company/Organization</u>	<u>Purpose</u>	<u>Worth (less than \$500/more than \$500)</u>
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1. Spruce Industries	Donation	Less than \$500
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(D. Josephs)

(Donation of a spruce tree approximate value \$185)

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. OVERNIGHT FIELD TRIP

Moved by Mrs. Venezia, seconded by Mr. Sablosky, the recommendation of the Superintendent, approval of the following overnight field trips –

- Alternative Club – Stony Acres, East Stroudsburg, PA (May 1 & 2, 2008)
- JSA – Sheraton, Parsippany, NJ (April 26 & 27, 2008)

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. PROFESSIONAL DEVELOPMENT PLAN 2008-2009

Moved by Mrs. Venezia, seconded by Mr. Sablosky, approval of the Professional Development Plan for the 2008/2009 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. 1st READING POLICY

Moved by Miss Duke, seconded by Mrs. Shanes, to approve the first reading of the following policies (Attachment H):

- | | |
|----------------------|---|
| Policy #5134 | - Married/Pregnant Pupils |
| Policy #5141.4 | - Child Abuse and Neglect |
| Policy #5145.4 | - Equal Opportunity |
| Policy #6010 | - Goals and Objectives |
| Policy #6121 | - Nondiscrimination/Affirmative Action |
| Policy #6142 | - Subject Fields |
| Policy 6145.1/6145.2 | - Intramural Competition; Interscholastic Competition |
| Policy #6153 | - Field Trips |

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. 1st READING POLICY # 9200-9322

Moved by Miss Duke, seconded by Mr. Delia, approval of the first reading of the following policies:

Policy BL #9200	- Orientation of New Board Members
Policy BL #9270	- Conflict of Interest
Policy BL #9271	- School Board Member Code of Ethics
Policy BL #9310	- Development/Distribution and Maintenance of the Policy Manual, Rules and Bylaws
Policy BL #9311	- Formulation, Adoption and Amendment of Policy
Policy BL #9312	- Formulation, Adoption and Amendment of Bylaws
Policy BL #9313	- Formulation, Adoption and Amendment of Administrative Regulations
Policy BL #9314	- Suspension of Policies, Bylaws and Regulations
Policy BL #9322	- Public and Private Sessions.

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. 2nd PUBLIC SESSION (8:11 PM)

There were no comments from the public at this time.

23. NEW BUSINESS

- a. The Board thanked all who attended Candidates Night and the candidates for their presentations.
- b. The Board thanked all the parents and community organizations who helped to keep the Middle School Sports program viable during the 2007-08 school year.
- c. The Board thanked the Professional Development Program and specifically thanked Mrs. April Friedman for her recent outstanding presentation.
- d. The next Walton's PTA meeting is Wednesday at 9:30 AM.
- e. The Board thanked Community Conference Group for arranging and coordinating Candidates Night
- f. The Science Fair at Caldwell was exceptional. The tornado and volcano presentations were very uniquely computerized.
- g. The Board requested that a sympathy card be sent to Marie Bilick, NJ Schools Boards Association Executive Director, on the passing of her husband.
- h. The 4th annual Jordan Lee Fish Foundation Blooddrive will be Wednesday, April 16th.
- i. The basketball/volleyball fundraiser at Caldwell will have the faculty play against Springfield's Emergency Management .
- j. Dayton's Comedy Night will be Wednesday, April 16th.

38. CLOSED SESSION (8:21 PM)

Moved by Miss Duke, seconded by Mrs. Venezia, to suspend the rules of the order of business of the Regular Meeting and adjourn to closed conference session for the reasons contained in the following resolution:

RESOLUTION

“WHEREAS the Board of Education must discuss the Superintendent’s Evaluation which is not an appropriate subject to be discussed in a public meeting and which is within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

RESOLVED that the aforesaid subjects shall be discussed in private session by this Board and the administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist.”

Yeas: Unanimous by all Members present.

MOTION CARRIED

39. CLOSED CONFERENCE ITEMS

1. Superintendent Evaluation

40. RECONVENE (9:30 PM)

Moved by Miss Duke, seconded by Mrs. Venezia, approval to reconvene the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

41. ADJOURNMENT (9:31 PM)

Moved by Miss Duke, seconded by Mrs. Venezia, to adjourn the meeting at 9:31 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Next Regular April 21, 2008 at 7:30 PM in the IMC at JDHS.

Matthew A. Clarke
Business Administrator/Board Secretary

SPRINGFIELD BOARD OF EDUCATION
LINE ITEM TRANSFERS
FEBRUARY 08

ATTACHMENT (A)

From Account	To Account	Amount
TUITION SP ED OTHER 11-000-100-562-98-11	TUIT PRIV SCH HAND 11-000-100-566-98-11	\$5,100.00
HEALTH INSUR 11-000-291-270-97-03	TUIT CSSD/REG 11-000-100-565-98-11	\$1,100.00
AID IN LIEU 11-000-270-519-96-03	PUPL TRANS SP ED 11-000-270-515-96-03	\$3,900.00
WRKER COMP 11-000-291-260-97-03	PERS PEN LIABIL 11-000-291-241-97-03	\$45,000.00
SS SUPL OFF 11-000-240-600-82-11	SUPL NI 11-204-100-610-50-11	\$1,200.00
OTHR EXP ATHL JD 11-402-100-890-46-14	SUPL ATHL JD 11-402-100-610-46-14	\$1,400.00

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name <i>Certificated</i>	First Name <i>Teachers</i>	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Sagesse	Ken	English	JDHS	----	----	----	resignation	April 16, 2008
O'Sullivan	Marie	Leave Replacment English	JDHS	Step 0/MA	\$ 50,408.00	cover for K.S.	----	4/21/08-6/30/08
Sagesse	Ken	Summer School Director	Walton	----	----	----	resignation	April 8, 2008
Corby	Nicholas	Summer School Director	District	*	\$ 5,253.00	----	----	4/8/08-8/30/08
Sagesse	Ken	Asst. Tennis coach	JDHS	----	----	----	resignation	April 2, 2008
Lieberman	Robert	Asst. Tennis coach	JDHS	Schedule E	\$ 2,678.00	Replacement	prorated	4/8/08-6/30/08

Last Name <i>Non-Certificated</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Knorr	William	Supervisor of Buildings and Grounds	district	----	\$ 80,000.00	replaces M.M.	on or about	6/3/08

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Heller	Renee	Substitute Teacher	District	----	----	----	****	4/8/08-6/30/08
McCusker	Susan	Substitute Teacher	District	----	----	----	****	4/8/08-6/30/08
Arrunategui	Nelsa	Substitute Aide/Secretary	District	----	----	----	****	4/8/08-6/30/08
Williams	Siddeequah	Substitute Aide	District	----	----	----	****	4/8/08-6/30/08
Arrunategui	Nelsa	Home Instructor	District	----	----	----	****	4/8/08-6/30/08
Gerst	Margaret	Volunteer	District	----	----	----	----	4/8/08-6/30/08

* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2007 - June 30, 2010)

**** Special Salaries, Compensation and Fees 2007 - 2008

**** Substitute Salary Guide 2007 -2008

**Workshop Requests
2007 - 2008**

Attachment (C)

Lname	Fname	Description	Date	Amount	Location
Abbate	Michael	Rutgers Football Coaches Clinic	4/11-12/08	55.00	JC
Arbtsman	Sheraine	NJSIAA Athletic Dir. Ast. Workshop	4/17/08	120.00	JD
Bhasin	Kay	NJTESOL Conf	5/21/08	130.00	Dist
Borton	Bonnie	Power of Podcasting	6/10/08	160.00	FMG
Chang	Lauren	Teacher of the Year Breakfast	5/8/08	40.00	JC
Clarke	Matthew	NJASBO Annual Conference	5/6 - 9/08	750.00	Dist
Corburn	Hillary	Making the Most of Teacher Eval.	4/21/08	115.00	Dist
Cresci	Elizabeth	Making the Most of Teacher Eval.	4/21/08	162.00	JD
Dillard	Gillian	Train the Trainer	4/17-18/08	235.00	TLS
Dillard	Gillian	RTI - Reading Strategies	5/20/08	199.00	TLS
Finelli	Michelle	Math & Science with Spec Needs Students	5/20/08	60.00	FMG
Florio	Marie	Teacher of the Year Breakfast	5/8/08	40.00	FMG
Funk	Colleen	Teacher of the Year Breakfast	5/8/08	40.00	EVW
Goerge	Joseph	Rutgers Football Coaches Clinic	4/11-12/08	55.00	JD
Goerge	Michael	Rutgers Football Coaches Clinic	4/11-12/08	85.00	EVW
Griffin	Megan	Response to intervention	5/20/08	199.00	EVW
Herrington	Amy	Differentiating Instr. For Spec. Needs	5/20/08	60.00	FMG
Kanterman	Robin	Differentiating Instr. For Spec. Needs	5/20/08	60.00	FMG
Leonard	Helene	Math & Science with Spec Needs Students	5/20/08	60.00	FMG
Martin	Robert	Rutgers Football Coaches Clinic	4/11-12/08	55.00	JD
Puschel	Donna	TI-Nspiration Calculation	5/13/08	25.00	JD
Schmidt	Linda	Train the Trainer	4/17-18/08	235.00	TLS
Schmidt	Linda	Teacher of the Year Breakfast	5/8/08	40.00	TLS
Schmidt	Linda	RTI - Reading Strategies	5/20/08	199.00	TLS
White	Christopher	Teacher of the Year Breakfast	5/8/08	40.00	JD
April 7, 2008					

**Special Education Request
Related Services/OOD Placements**

Attachment (D)

1. RELATED SERVICES REQUEST

Vendor	Related Service	Rate	Hours/days/week:	Term	Student
Christine Orrico Keyport, NJ	Shadow/Home ABA	\$45/Hour	10 hours/week	06-07 SY (reimbursement)	2611
Joanne O'Sullivan Washington Township, NJ	Program Coordination/ABA	\$110/Hour	10 hours/week	06-07 SY (reimbursement)	2611

2. OUT OF DISTRICT PLACEMENT REQUEST

School/Placement	Student	Tuition	Term	Comments
Governor Livingston High School Berkeley Heights, NJ	1310	\$54,444.40 pro-rated	SY07-08 3/31/08-6/30/08	

**TUITION GRANTS
SUMMER/FALL
2008-2009**

Attachment (E)

Megan Griffin

- | | |
|--|----------------------|
| 1. Dealing With AD/HD Type Behavior
In the Classroom | Graduate/CREDIT ONLY |
| 2. Nine Strategies for Student Success | Graduate/CREDIT ONLY |
| 3. The Cooperative Classroom: Kagan's
Instructional Practices | Graduate/CREDIT ONLY |

Melanie Weiss

- | | |
|--|----------------------|
| 1. Nine Strategies for Student Success | Graduate/CREDIT ONLY |
| 2. The Cooperative Classroom: Kagan's
Instructional Practices | Graduate/CREDIT ONLY |

WHEREAS 18A:58-37-1 et seq. as amended by Chapter 121, Laws of 1984, requires that the State and local community purchase and loan textbooks upon individual request to all students enrolled in grades Kindergarten through 12 in nonpublic schools located within the local school district.

WHEREAS no board of education is required to expend funds for the purchase and loan of textbooks in excess of the amounts provided in State Aide; and

WHEREAS the Union County Educational Services Commission has agreed to handle the purchasing and processing of nonpublic school textbooks for local public school districts for the purpose of greater cost effectiveness through joint purchasing and centralized administration,

THEREFORE, BE IT RESOLVED that the Springfield Board of Education enter into an agreement with the Union County Educational Services Commission whereby the Commission will administer a nonpublic textbook program for those eligible students attending nonpublic schools located within Springfield for the 2008-2009 school year, in accordance with 18A:58-37.1 et seq; and

BE IT FURTHER RESOLVED that the Springfield Board of Education pay a surcharge equal to 10% of the allocation for nonpublic textbooks to cover the Commission's costs for administering the program on July 1, 2008. The total amount allocated by the State for nonpublic textbooks aid will be paid to the Commission on July 1, 2008. Any unexpended entitlement will be refunded to the local district.

Student Teachers

2008-2009 School Year

Student Teacher:	Kristen Kunie
College:	Kean University
Assigned to:	Sandmeier School
Assignment Date:	September 4 thru December 19, 2008
Cooperating Teacher:	LeEtta Palumbo

School Psychology Externship

Teacher:	Kathleen Nesheiwat
College:	Kean University
Assigned to:	JC, TLS, EVW
Assignment Date:	September 2008 thru mid-June 2009
Cooperating Teacher:	Renee Altman

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: MARRIED/PREGNANT PUPILS

No pupil, whether married or unmarried, who is otherwise eligible to attend the district's school(s) shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board reserves the right to require, as a prerequisite for attendance in the regular classes of the school and the extracurricular program of the school, that each pregnant pupil submit to periodic medical examination by a physician at the intervals prescribed by the physician.

Pregnant pupils shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school.

A pregnant pupil who does not wish to attend regular classes or who is physically unable to do so during her pregnancy may, on her request, be assigned to either a formal alternative educational program or home instruction.

A pupil who has received an alternate educational program or home instruction for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so.

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination

N.J.S.A. 18A:36-20 Discrimination prohibited

N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education

See particularly: N.J.A.C. 6A:7-1.4,-1.7

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

The Comprehensive Equity Plan, New Jersey State Department of Education

Cross References:

5141.3 Health examinations and immunizations
5145.4 Equal educational opportunity
6145 Extracurricular activities
6154 Homework/makeup work
6172 Alternative educational programs
6173 Home instruction

Approved: August 28, 1989

Revised: July 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY; CHILD ABUSE AND NEGLECT

The Board of Education believes that a child's physical and mental well-being must be maintained as a prerequisite to achievement through the formal educational process. The Board therefore believes that it is important to identify and investigate suspected child abuse or neglect immediately. The school district will cooperate with the New Jersey Division of Youth and Family Services (DYFS) in identifying and reporting all such cases, whether institutional or noninstitutional. The Chief School Administrator/designee shall act as liaison between DYFS and the district. The liaison shall facilitate communication and cooperation between the district and DYFS and act as primary contact between the schools and DYFS.

The board directs the Chief School Administrator/designee to gather, maintain, secure and make available to DYFS the relevant confidential district records of any pupil alleged either by school personnel or DYFS to be the victim of abuse or neglect as defined by law. The Board also directs the Chief School Administrator/designee to cooperate with DYFS in scheduling interviews with any employee, volunteer or pupil who may have information relevant to an investigation of child abuse.

In order to increase school employees' and volunteers' awareness of the symptoms of child abuse and neglect and cause them to be better informed on all aspects of abuse and neglect, the Board directs the Chief School Administrator to provide information and inservice training on the subject to all school employees and volunteers.

The Chief School Administrator is therefore directed to develop procedures for compliance with statutory requirements that child abuse and neglect be reported. The County Superintendent shall review all procedures as well as this policy. Procedures shall:

- A. Impress on all staff members and volunteers having contact with pupils of their responsibility to report directly and immediately to DYFS all cases of suspected abuse, abandonment, cruelty or neglect resulting in physical or mental injury, and the penalties for failing to do so. Point out that institutional abuse--abuse alleged to have taken place in the school or other institutional setting by paid school staff or a volunteer--must be reported on the same basis as noninstitutional abuse. Information reported shall include the name, age, and grade of the child, as well as the name and address of the child's parents/guardians. The report shall also include a description of the child's condition, nature and extent of his/her possible injuries, and any other information pertinent to the child abuse or neglect or

identification of the suspected perpetrator;

- B. Require all school personnel and volunteers to report suspected instances of child abuse or neglect to the building principal after reporting to DYFS, unless the reporting personnel believes that he/she may be endangering the welfare of the child or himself/herself or causing retaliation or discrimination against the child or himself/herself by such notice to the building principal;
- C. Provide for the annual delivery of information and in-service training to all school staff members and volunteers concerning child abuse and neglect. This shall include instruction on child abuse and neglect identification and reporting procedures;
- D. Provide for the delivery of information and in-service training to all new school district employees, both paid and voluntary, as part of their orientation;
- E. Require prompt action to facilitate treatment options for the children injured by abuse or neglect in order to protect their health and wellbeing;
- F. Provide for DYFS investigators to interview alleged victims in the presence of the school principal, his/her designee, or any staff member with whom the child is comfortable;
- G. Provide for cooperation with DYFS in scheduling interviews with any school personnel or volunteers who may have information relevant to the investigation;
- H. Permit DYFS to remove pupils from school during the course of the school day when it is necessary to protect the child or take the child to a service provider. Removal shall take place when the principal is provided, either in advance or at the time removal is sought, with appropriate authorization as specified in N.J.S.A. 9:6-8.27 through -8.30;
- I. Require that a report of each case of unexplained absence which might be a cause of child abuse or neglect be reported to DYFS as the law provides, and to other appropriate school staff;
- J. Require that appropriate school staff be assigned as a liaison to facilitate communication and cooperation, and act as the primary contact between the district and DYFS in order to ensure continuance of shared information and training development;
- K. Release all pupil records of the child(ren) under investigation that are deemed relevant and maintain, secure and release all confidential information about child abuse cases, according to law;

- L. Fulfill other procedural requirements of the law pertaining to district response to child abuse, neglect and missing children.

The Board assures all school personnel and volunteers that no one will be discharged from employment or discriminated against in any way as a result of making in good faith any reports of child abuse and neglect.

Due process rights will be provided to school personnel or volunteers who have been reassigned or suspended as a result of an accusation of child abuse or neglect. Temporary reassignment or suspension of school personnel or volunteers alleged to have committed an act of child abuse or neglect shall occur if there is reasonable cause to believe that the life or health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child.

All references to a report of child abuse or neglect against school personnel shall be removed from employee personnel records immediately following the receipt of an official notice from DYFS that such allegations were unfounded.

Legal References:

- N.J.S.A. 9:6-1 et seq. Abuse, abandonment, cruelty and neglect of child;
- N.J.S.A. 18A:6-7a, -10, -11, Removal from personnel files of reference to -13, -14, -18.1, -30, -30.1 complaint of child abuse or neglect determined to be unfounded
- N.J.S.A. 18A:25-1 Transfer of teaching staff members
- N.J.S.A. 18A:25-6, -7 Suspension of assistant superintendents, principals and teachers...
- N.J.S.A. 18A:36-19 Pupil records; creation; maintenance and retention, security and access; regulations; nonliability
- N.J.S.A. 18A:36-19a Newly enrolled students; records and identification
- N.J.S.A. 18A:36-24 et seq. Missing children; legislative findings and declarations
- N.J.S.A. 52:17B-9.8a et seq. Marking of missing child's school record
- N.J.A.C. 6A:16-1.4(a)21 District policies and procedures
- N.J.A.C. 6A:16-11.1 Reporting Allegations of Child Abuse and Neglect
- N.J.A.C. 6A:32-7.1 et seq. Student records

Cross References:

- 5113 Absences and excuses
- 5125 Pupil records
- 5141.1 Accidents
- 5142 Pupil safety

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: EQUAL OPPORTUNITY

The Board of Education directs that all pupils enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No pupil shall be denied access to or benefit from an educational program or activity or form a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, handicap, or disability.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that insures equivalency of educational opportunity throughout this district. Affirmative action shall be taken to insure that pupils are protected from the effects of discrimination in accordance with policy.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self-esteem that this board wishes to encourage in all pupils. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, handicap or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall disseminate to parents, pupils, and staff information pertaining to this policy and the procedures shall be made available for pupils and/or parents/guardians to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or building principal.

Legal References:

N.J.S.A. 2C:33-4 Harassment
N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:36-20 Discrimination; prohibition
N.J.S.A. 18A:38-5.1 No child to be excluded from school because of race, etc.
N.J.A.C. 6:4-1.3 Policy development
N.J.A.C. 6:4-1.5 School and classroom practices
N.J.A.C. 6:8-4.3 Quality assurance
N.J.A.C. 6:8-4.10 State and Federally mandated programs and services

State v. Mortimer, 135 N.J. 517 (1994)

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act)--Part B

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

Cross References:

2224 Nondiscrimination/affirmative action

4111.1/4211.1 Nondiscrimination/affirmative action

4111.2 Elimination of discrimination on the basis of disability in district programs or activities

5134 Married/pregnant pupils

6121 Nondiscrimination/affirmative action

6141 Curriculum design/development

6145 Extracurricular activities

6161.1 Guidelines for evaluation and selection of instructional materials

6171.4 Special education

Approved: December 21, 1992

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: GOALS AND OBJECTIVES

It is the general goal of the Springfield Public Schools to provide the most efficient and highest quality educational program to students, consistent with the needs of the individual student and the requirement of a democratic society, within resources available. Every effort will be made to insure that the instructional, administrative and support staffs are of the highest quality in every respect.

The Springfield School District strives to insure that students:

1. Acquire and demonstrate skills and knowledge in:
 - a. Communication arts (reading, writing, spelling, listening, hearing)
 - b. Mathematics
 - c. Science/Technology
 - d. Social Studies
2. Develop and apply critical thinking and problem solving skills
3. Learn how to work cooperatively and solve problems in a group setting
4. Deal positively with competition on the academic, social and athletic level
5. Develop a variety of intellectual and recreational interests
6. Develop a sense of responsibility toward the school, community and nation
7. Develop a concern and respect for the dignity, welfare, rights and freedom of each individual
8. Develop a positive self image
9. Acquire the knowledge, habits and attitude that promote personal and public health, both physical and mental
10. Develop an understanding and appreciation of the arts
11. Acquire study skills
12. Learn to enjoy the process of learning and to begin to acquire the skills necessary for a lifetime of continuous learning

NOTE: the goals have NOT been listed in priority order. For example, it should not be interpreted that goal 6 is more important than goal 10.

Process goals

1. Instruction which bears a meaningful relationship to the present and future needs and/or interests of pupils.
2. Significant opportunities, consistent with the age of the pupil, for helping to determine the nature of the educational experiences of the pupil
3. Specialized and individualized kinds of educational experiences to meet the needs of each pupil.

4. Opportunities for teaching staff members and pupils to make recommendations concerning the operation of the schools
5. Comprehensive guidance facilities and services for each pupil
6. An environment in which any competition among pupils is positive
7. Resources for education, used with maximum efficiency
8. Teaching staff members of high quality
9. Different forms of constructive cooperation with parents and community groups

The Board shall develop, in consultation with the Chief School Administrator and teaching staff members, a written educational plan for the district. This plan shall be reviewed and adopted annually and shall include:

1. Written educational goals
2. An assessment of pupil needs
3. Specific annual objectives based on identified needs and action plans to implement them
4. Standards for assessing and evaluating the achievement of objectives
5. The establishment of reasonable pupil minimum proficiency levels in the basic reading, writing and mathematics skills
6. An educational program consistent with these goals, objectives, standards and needs
7. An evaluation of pupil progress

Legal References:

N.J.S.A. 18A:7A-5 Major elements; guidelines
 N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
 N.J.A.C. 6:8-1.1 Words and terms defined
 N.J.A.C. 6:8-2.1 State educational goals
 N.J.A.C. 6:8-4.3 Quality assurance
 N.J.A.C. 6:8-4.4 School-level planning
 N.J.A.C. 6:8-9.1 et seq. Educational improvement plans in special needs districts

P.L. 103-227, GOALS 2000: Educate America Act (Pro-Children Act of 1994)

Cross References:

1100 Communicating with the public
 1120 Board of education meetings
 1230 School-connected organizations
 1600 Relations between other entities and the district
 2131 Chief school administrator
 2240 Research, evaluation and planning
 3542 Food service

4111 Recruitment, selection and hiring
4116 Evaluation
4131/4131.1 Staff development; inservice

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: NONDISCRIMINATION/AFFIRMATIVE ACTION

No pupil enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, sex, disability or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the armed forces of the United States, nationality, [national origin, place of residence in the district, social or economic condition, nonapplicable disability or because of genetic information or] refusal to submit to or make available the results of a genetic test. The Affirmative Action Officer shall be responsible for planning, implementing and monitoring the district's affirmative action program with respect to school and classroom practices.

Reporting to the Chief School Administrator, the Affirmative Action Officer shall review the following areas for compliance with State Department of Education regulations and make suggestions and/or recommendations when necessary.

A. Curriculum content

The officer shall examine the following areas to ensure that curricula eliminate discrimination and promote understanding and mutual respect among students, regardless of race, color, creed, religion, gender, affectional or sexual orientation, ancestry, national origin, socio-economic status or disability:

1. School climate
2. Courses of study
3. Instructional materials
4. Instructional strategies
5. Library materials
6. Technology/Software and audio-visual materials
7. Guidance and counseling
8. Extracurricular programs and activities

9. Testing and other assessments

10. Reducing or preventing the under representation of minority, female and male students in classes and programs

The Officer shall monitor the curriculum to ensure inclusion of instruction on African-American history in the teaching of United States history and inclusion of instruction on the Holocaust and genocide in the curriculum for all elementary and secondary school pupils.

B. Staff training

The Affirmative Action Officer shall suggest a program of in-service training for school personnel designed to identify and solve problems of bias in all aspects of the school program. An equity in-service program shall be held annually for all staff and for parents and community members as needed to facilitate participation and support.

C. Pupil access

The officer shall review all school facilities, courses, programs, activities and services to ensure that all pupils are provided equal and bias-free access to them. Particular attention shall be paid to the following:

1. Ensuring equal access and barrier-free to all school and classroom facilities;
2. Assigning pupils in such a way that the racial/national origin composition of each school's enrollment reflects the composition of the district-wide enrollment at each grade level;
3. Refraining from locating new facilities in areas that will contribute to imbalanced, isolated or racially identifiable school enrollments;
4. Assigning pupils so that school and classroom enrollments are not identifiable on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status;
5. Ensuring that pupils are not separated or isolated within schools, courses, classes, programs or extracurricular activities;
6. Ensuring that minority and male pupils are not over-represented in detentions, suspensions, dropouts or special needs classifications;

7. Ensuring equal and bias-free access for all pupils to computers, computer classes and other technologically-advanced instructional assistance;
8. Ensuring that all limited English-proficient pupils and pupils with disabilities have equal and bias-free access to all school programs and activities;
9. Ensuring equal and bias-free access for language-minority pupils and pupils with disabilities to multiple measures for determining special needs;
10. Ensuring that pupil support services (such as school-based youth services, health care, tutoring and mentoring) are available to all pupils, including LEP pupils;
11. Ensuring that all pregnant pupils are permitted to remain in the regular school program and activities.

D. District support

The officer shall ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters and that all grades within the district are comparable in those areas.

The Chief School Administrator will report to the Board annually on continuing compliance.

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
 N.J.S.A. 18A:4A-1 et seq. New Jersey Commission on Holocaust Education
 N.J.S.A. 18A:18A-17 Facilities for handicapped persons
 N.J.S.A. 18A:35-1 Course in history of the United States in high school
 N.J.S.A. 18A:36-20 Discrimination; prohibition
 N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
 N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
 N.J.A.C. 6A:32-12.1 Reporting requirements
 N.J.A.C. 6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act, of 1973

20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act (IDEA)

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Gebser v. Lago Vista Indep. School Dist. 524 U.S. 274 (1998)

Davis v. Monroe County Bd. of Ed. 526 U.S. 629 (1999)

Cross References:

2224 Nondiscrimination/affirmative action
4111.1 Nondiscrimination/affirmative action
4131/4131.1 Staff development; in-service education/visitations/conferences
4211.1 Nondiscrimination/affirmative action
4231/4231.1 Staff development; in-service education/visitations/conferences
5134 Married/pregnant pupils
5145.4 Equal educational opportunity
6140 Curriculum adoption
6141 Curriculum design/development
6142.4 Physical education and health
6145 Extracurricular activities
6161.1 Guidelines for evaluation and selection of instructional materials
6163.1 Media center/library
6164.2 Guidance services
6171.4 Special education

Approved: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: SUBJECT FIELDS

The Board of Education directs that the district schools offer a comprehensive curriculum to provide for the intellectual, social and emotional growth of all pupils, pre-kindergarten through grade 12, giving them the basic body of skills, understandings, attitudes and knowledge needed for living in a democracy.

The Board believes this program should focus first on those subjects included in the Core Curriculum Content Standards and the skills emphasized by the Cross-Content Workplace Readiness Standards, in addition to those courses mandated by statute.

The Chief School Administrator shall direct development of and present to the Board for adoption a written curriculum for each element of the instructional program for the district to include:

- A. All courses mandated by New Jersey statute or administrative code;
- B. Such other courses as shall implement the Board's intent as expressed in this policy.

The total curriculum, when adopted, shall be adapted to suit the applicable requirements of the administrative code and shall provide basic, advanced, enriched, or technical instruction or experience to meet the identified needs of the pupils of the district.

A listing of all courses and programs comprising the instructional program shall be available in the district office.

Legal References:

- N.J.S.A. 18A:6-2 Instruction in accident and fire prevention
- N.J.S.A. 18A:6-3 Courses in constitution of United States
- N.J.S.A. 18A:7C-5 Board of education to provide policy on graduation to students and parents
- N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
- N.J.S.A. 18A:35-1 et seq. Curriculum and courses
- N.J.S.A. 18A:35-4.6 through -4.8 Parents Right to Conscience Act of 1979
- N.J.A.C. 6A:8-3.1 Curriculum and instruction
- N.J.A.C. 6A:8-5.1 Graduation requirements

N.J.A.C. 6A:9-1.1 et. seq. Professional Licensure and Standards
N.J.A.C. 6A:14-3.7 Individualized education program
N.J.A.C. 6A:14-4.1 General requirements
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1 Definitions
N.J.A.C. 6A:32-12.2 School-level planning

New Jersey State Board of Education Resolution, September 6, 1989, recommend that each district establish a citizens' advisory group for the implementation of core values of the local community into the district's schools.

Old Bridge Education Association v. Board of Education of the Township of Old Bridge, Middlesex County

Cross References:

2224 Nondiscrimination/affirmative action
6121 Nondiscrimination/affirmative action
6122 Articulation
6140 Curriculum adoption
6142.1 Family life education
6142.2 English as a second language; bilingual/bicultural
6142.4 Physical education and health
6142.6 Basic skills
6142.9 Arts
6142.12 Career education
6146 Graduation requirements
6147 Standards of proficiency
6164.2 Guidance services
6171.1 Remedial instruction
6171.2 Gifted and talented
6171.4 Special education
9130 Committees

Approved: August 28, 1989

Revised: June 30 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

**POLICY:INTRAMURAL COMPETITION; INTERSCHOLASTIC
COMPETITION**

The Board considers all competitive extracurricular activities--academic, artistic and athletic--an integral part of the total educational program. Competitive activities shall be under the same administration and control as the rest of the school program and closely articulated with it.

Competitive activities can provide pupils with valuable experiences and opportunities. In this district, the emphasis in any competition--intramural or interscholastic--shall be on providing such experiences and opportunities rather than on producing winning teams or providing entertainment. Practice for or performance in any competitive event shall not interfere with the regular educational program.

The Board shall approve all proposed interscholastic competition, either as a schedule or as a discrete event, whichever is appropriate. The Board must approve membership in any leagues, associations and conferences, and any agreements with other schools for a series of games or events. Contests of any kind between and among the schools of the district shall be approved by the Chief School Administrator.

The Board shall appoint coaches, advisors, physicians and other necessary supervisory personnel upon recommendation of the Chief School Administrator. The Chief School Administrator shall also ensure that training programs/regulations are developed for all extracurricular athletic activities and that all physical facilities involved in any competition in which district schools take part shall be adequate, safe and sanitary.

Public recognition shall be given to participants in academic or artistic competitions in the same measure as to athletic competitors. The district's affirmative action resolution and plan for equity in school and classroom practices shall apply to determining eligibility for competition, approval of each competitive activity in which pupils officially represent the district, and district expenditure to provide facilities and coaches.

Parental Consent

No pupil may participate in a school-sponsored physical activity outside the regular physical education curriculum without a signed consent form from a parent/guardian naming the activity and acknowledging that the activity may be hazardous.

Academic Eligibility

Academic standards for eligibility shall be those established by policy 6145 Extracurricular activities.

Attendance Standards

Attendance standards shall be those set in policy 5113 Absences and Excuses. In particular, a pupil shall not participate in a performance, exhibition, practice or athletic event unless he/she has been present in school that day or has been absent for an excused reason other than for sickness.

Disciplinary Standards

Disciplinary standards are based on board policies 5114 Suspension and expulsion and 5131 Conduct/Discipline. Pupils on disciplinary probation or serving a detention or suspension may not practice, perform or compete. The Chief School Administrator and the building principal shall decide at the end of a probation or suspension whether the pupil may return to practice and competition.

Special Education Pupils

To participate in interscholastic competition, special education pupils must meet the same requirements listed above in conformity with IEPs.

Physical Eligibility

All pupils in grades seven through 12 participating in intramural or interscholastic athletics must be given a medical examination within 365 days prior to the first practice session, with a health history update if the examination was completed more than 60 days prior to the first practice session of the first sport participated in. The medical examination shall be given at the student's medical home, as defined in file code 5141.3 Health examinations and immunizations. If a student does not have a medical home, the school physician shall conduct the medical examination. Examinations shall be made available throughout the school year consistent with the district athletic schedule. The examination shall be documented on the form approved by the Commissioner of Education and include, as a minimum, the components listed in the administrative code. In the event a private physician is used, the medical examination shall not be at the expense of the Board of Education.

The parents/guardians shall be sent written notification signed by the examining physician testifying to the pupil's physical fitness to participate in athletics. The reason for the physician's disapproval of the pupil's participation shall be included in the notification. The health findings of the medical examination for participation in athletics shall be made part of the general health examination record.

The Chief School Administrator shall present to the Board for adoption procedures for administration of the required medical examination. The procedures for the medical examination to determine the fitness of a pupil to participate in athletics shall include a form for a medical history to be filled out and returned by a parent/guardian and a form to be filled out by the examining physician.

The medical examination to determine the fitness of a pupil to participate in athletics shall include, as a minimum, the following:

A. A medical history questionnaire, completed by the parent/guardian of the pupil, to determine if the pupil:

1. Has been medically advised not to participate in any sport, and the reason for such advice;
2. Is under a physician's care and the reasons for such care;
3. Has experienced loss of consciousness after an injury;
4. Has experienced a fracture or dislocation;
5. Has undergone any surgery;
6. Takes any medication on a regular basis, the names of such medication and the reasons for such medication;
7. Has allergies including hives, asthma and reaction to bee stings;
8. Has experienced frequent chest pains or palpitations;
9. Has a recent history of fatigue and undue tiredness;
10. Has a history of fainting with exercise;
11. Has a history of family members dying suddenly.

B. A physical examination which shall include, as a minimum, no less than:

1. Measurement of weight, height, and blood pressure;
2. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;
3. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;

4. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;
5. Examination of the nose to assess the presence of deformity which may affect endurance;
6. Assessment of the neck to determine range of motion and the presence of pain associated with such motion;
7. Examination of chest contour;
8. Auscultation and percussion of the lungs;
9. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;
10. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;
11. Assessment of the back to determine range of motion and abnormal curvature of the spine;
12. Examination of extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;
13. Examination of the testes to determine the presence and descent of both testes, abnormal masses or configurations, or hernia;
14. Assessment of physiological maturation;
15. Neurological examination to assess balance and coordination and the presence of abnormal reflexes.

Insurance

The Board will cover each participant in interscholastic football with insurance coverage as recommended by the current insurance carrier. All other interscholastic activities shall be covered at the recommendation of the insurance advisor and Chief School Administrator.

Parents/guardians shall be strongly encouraged to participate in the supplemental pupil accident insurance program offered by the board.

Legal References:

N.J.S.A. 5:17-1 et seq. Athletic code of conduct permitted; “youth sports event” defined...

N.J.S.A. 18A:11-3 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals

N.J.S.A. 18A:26-2.1 et al. Supervisory certificate required for appointment as director of athletics

N.J.S.A. 18A:36-20 Discrimination; prohibition

N.J.S.A. 18A:40A-1 et seq. Substance abuse

N.J.S.A. 18A:42-2 School orchestra not to compete with civilian musicians; exceptions

N.J.S.A. 18A:43-1 Accident insurance for pupils authorized

N.J.A.C. 6A:7-1.4 Responsibilities of the district board of education

N.J.A.C. 6A:7-1.7 Equality in school and classroom practices

N.J.A.C. 6A:9-5.19 Athletics personnel

N.J.A.C. 6A:16-1.4(a)6 District policies and procedures

N.J.A.C. 6A:16-2.1 et seq. General Provisions for School Health Services

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-9.1 et seq. Athletic Procedures

N.J.A.C. 6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Krupp v. Bd. of Ed. of Union County Reg. H.S. Dist. #1, 278 N.J. Super. 31 (App. Div. 1994) cert. den. 140 N.J. 277 (1994)

NJSIAA Constitution, Bylaws, Rules and Regulations

Cross References:

1322 Contests for pupils

1500 Relations between area, county, state, regional and national associations and the district

3250 Income from fees, fines, charges

3453 School activity funds

3530 Insurance management

3541.31 Privately owned vehicles

4143 Extra pay for extra work

5125 Pupil records

5126 Awards for achievement

5131 Conduct/discipline

5141.1 Accidents

5141.3 Health examinations and immunizations

5143 Insurance

5145.4 Equal educational opportunity
6121 Nondiscrimination/affirmative action
6142.4 Physical education and health
6145 Extracurricular activities
6145.4 Public performances and exhibitions
6146 Graduation requirements
6147.1 Evaluation of individual student performance

Approved: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: FIELD TRIPS

The Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

When field trips and excursions are to be arranged, the following guidelines apply:

- A. All trips, and the arrangements for them, must have advance approval
- B. Costs must be ascertained.
- C. Each child who goes on a field trip or excursion must have written parental permission.
- D. Pupil safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones if necessary.
- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.

If expenditures are required for a field trip, no pupil is to be denied the right to participate because of inability to pay.

The Chief School Administrator shall develop guidelines for planning trips suitable to the various grade levels.

The district Board of Education shall establish procedures to be followed by the school bus driver in the event of an emergency involving to and from school transportation and all extra-curricular trips.

The Board does not endorse, support or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district without Board permission.

Pupil Self-Administration of Medication

The board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils in grades kindergarten through twelve. All conditions established by law and board policy shall be met (see policy 5141.21).

Legal References:

N.J.S.A. 18A:25-2 Authority over pupils

N.J.S.A. 18A:36-21-23 Field trips; costs to be borne by parents or guardians ...

N.J.S.A.18A:39-20.1 Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents

N.J.S.A. 18A:40-12.3-12.4 Self-administration of medication by pupils; conditions

N.J.A.C. 6:21-1.1et seq. Pupil transportation

Rhodes v. Caldwell Board of Education, 1981 S.L.D. 140

Cross References:

1230 School-connected organizations

3450 Money in school buildings

3541.31 Privately owned vehicles

5020 Role of parents/guardians

5136 Fund-raising activities

5141.21 Administering medication

6145 Extracurricular activities

6154 Homework/makeup work

Approved: August 28, 1989

Revised: June 30, 1997

Revised:

**SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081**

ORIENTATION OF NEW BOARD MEMBERS

The Springfield Board of Education wishes to make the best use of the transitional period between election and installation of new Board members provided by New Jersey statute. Therefore:

1. The School Business Administrator/Board Secretary shall invite all Board members-elect to all meetings of the Board.
2. The School Business Administrator/Board Secretary shall include all Board members-elect on the mailing list and send all preliminary materials for all public sessions, and for private sessions at the discretion of the Board.
3. Each Board member elect shall receive a copy of the policy manual, copies of NJSBA materials, as well as pertinent background information on current work and copies of minutes for the previous six months.
4. The Superintendent shall prepare materials to introduce Board members-elect to the operating procedures of the district and the details of the curriculum.
5. Sufficient monies shall be allocated to *fund or* reimburse Board members-elect for expenses incurred by them in attending orientation sessions presented by NJSBA and/or the County Office or other arm of the State Department of Education, in accordance with *state law or* Board Bylaws concerning Remuneration and Reimbursement.
6. The orientation process does not permit the right to vote until installation; however, Board members-elect may be allowed to participate in all discussions in public sessions, but in private sessions only at Board discretion.
7. The above shall apply only to new Board members-elect.

Code of Ethics Training

The Board shall ensure that all members of the Board receive and review a copy of the Code of Ethics for School Board Members. Each board member shall sign an acknowledgement that he/she has received and read it. Training as required by the administrative code shall be scheduled to familiarize new and existing board members with the contents and requirements of the Code of Ethics.

Inservice Development

State, regional and national workshops, conventions, conferences and seminars developed by associations such as the New Jersey School Boards Association, the National School Boards Association, the New Jersey Association of School Administrators, etc., provide opportunities for Members to broaden their understanding of their responsibilities, and to keep up to date on educational issues.

The Board of Education believes that the preparation of each Board Member for the performance of Board duties is essential to the effectiveness of the Board's functioning. Therefore, the Board recommends that, in addition to sending the mandated delegate to the New Jersey School Boards Association's Delegate Assemblies, the Board also send representatives to other educational conferences, workshops, conventions and seminars. The Board Secretary shall prepare a list of available events for district Board Members, to aid them in preparing their choices for possible attendance.

A report shall be presented *to the Board Secretary or* at a Board meeting within one month of the event. The same regulations regarding travel arrangements and reimbursements developed for other district-paid events shall apply.

Legal References:

N.J.S.A. 18A:6-45 through -50 New Jersey School Boards Association established ...
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:12-24.1 Code of Ethics for School Board Members
N.J.S.A. 18A:12-33 Training program for new board members
N.J.S.A. 18A:17-20.3 Evaluation of superintendents; school board training program
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:28-1.2 Definitions
N.J.A.C. 6A:28-1.6 Board member training
N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for school board members and charter school board of trustee members
N.J.A.C. 6A:32-4.3 Evaluation of tenured and nontenured chief school administrators

Amended resolution of the School Ethics Commission (3/23/99)

Cross References:

1500 Relations between area, county, state, regional and national associations and the district
2131 Chief school administrator
9250 Expenses
9271 Code of Ethics

Approved: August 28, 1989
Revised: December 16, 1991
Revised: June 30, 1997

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

CONFLICT OF INTEREST

The Board of Education accepts the responsibility of governing the operation of the district in the best interests of the total community. Individual members shall subscribe to the Code of Ethics in Bylaw #9271 Code of Ethics. The Board as a body, and the members individually, wish at all times to avoid attitudes and actions that might give rise to public questioning of the integrity of any Board decision.

For the purpose of this Bylaw, family member shall be defined as grandparent, parent, spouse, child, grandchild or sibling, whether by blood or marriage.

Therefore, in addition to complying with all statutory requirements:

- A. No Board member shall hold any form of paid employment with the district while he/she is serving, nor for six months after leaving office.
- B. No Board member shall participate in any way in the employment, appointment, terms and conditions of employment, performance evaluation of or promotion of his/her family member.
- C. No Board member shall discuss or vote on a proposed collective bargaining agreement with a bargaining unit; participate in any way as a member of the negotiating team; be present in closed session when the Board is discussing negotiation strategies nor participate in negotiations in any way when his/her family member belongs to that bargaining unit.
- D. No Board member who is a member of the same statewide union or whose immediate family member is a member of that same statewide union shall participate in any way in negotiations, prior to the Board's attaining a tentative memorandum of agreement with the bargaining unit. Once the tentative memorandum of agreement is established, the Board member with an out of district same statewide union affiliation may fully participate in the process, absent other conflicts. Prior to that time, the Board member shall not be a member of the negotiating team and shall not be present with the Board in closed session when negotiation strategies are being discussed. The Board member may vote on the collective bargaining agreement.
- E. No Board member shall use, attempt to use, or allow to be used any property owned or leased by the school district for the purpose of securing financial gain for the Board member, a family member, a political organization, or a business in which the Board member or a family member has an interest or which employs or provides compensation to the Board member or family member.

- F. No Board member shall use, attempt to use, or allow to be used his/her position for the purpose of securing financial gain for the Board member, a family member, a political organization, or a business in which the Board member or a family member has an interest or which employs or provides compensation to the Board member or family member.
- G. No Board member shall use, attempt to use, or allow to be used any information which is not generally available to the public, and which the Board member acquired by reason of his/her position, for the purpose of securing financial gain for the Board member, family member, a political organization, or a business in which the Board member or a family member has an interest or which employs or provides compensation to the Board member or family member.
- H. No Board member shall solicit, accept, or agree to accept, either directly or indirectly, any gift, loan, political contribution, service, promise of future employment, or other thing of value if the Board member knows or reasonably should know that the gift, loan, political contribution, service, promise of future employment, or other thing of value was given or offered for the purpose of influencing the Board member, directly or indirectly, in the discharge of his/her duties.
- I. No Board member shall direct or request that any person or business which is a party to a contract with the school district perform, whether for compensation or not, any services for, or contribute anything of value to, a political organization.
- J. No Board member shall use his/her position to direct or request that any other school official or any person employed by the school district perform any services, whether for compensation or not, for, or contribute anything of value to, a political organization.
- K. No Board member shall participate in any way in school district action which he/she knows or reasonably should know would result in the payment of school district funds, from whatever source derived, to the Board member, family member, a political organization, or a business in which the Board member or family member has an interest or which employs or provides compensation to the Board member or family member.
- L. Nothing in this bylaw shall be construed to prohibit a Board member from taking action in an official capacity if by reason of that action no benefit or detriment could reasonably be expected to accrue to the Board member or a family member as a member of a group to any greater extent than any such benefit or detriment could reasonably be expected to accrue to any other member of such group.

M. No Board member shall serve as a member of the municipal governing body of the district.

Legal References:

N.J.S.A. 18A:6-8 Interest of school officers, etc., in sale of textbooks or supplies;
royalties
N.J.S.A. 18A:6-8.4 Right to hold elective or appointive state, county or municipal
office
N.J.S.A. 18A:12-1.1 Ineligibility for appointment to paid office or position filled by
board
N.J.S.A. 18A:12-2 Inconsistent interests or office prohibited
N.J.S.A. 18A:12-21 et seq. School Ethics Act
N.J.S.A. 52:13D-12 et seq. Legislative findings ... (regarding conflict of interest)
N.J.A.C. 6A:4-1.1 et seq. Appeals
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission
N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for school board members and
charter school board of trustee members

Visotcky v. City Council of Garfield, 113 N.J. Super. 263 (App. Div. 1971)

Vittoria v. West Orange Board of Education, 122 N.J. Super. 340 (App. Div. 1973)

Elms v. Mt. Olive Board of Education, 1977 S.L.D. 713

Scola v. Ringwood Board of Education, 1978 S.L.D. 413

Salerno v. Old Bridge Township Board of Education, 1984 S.L.D. (April 23)

Scannella v. Scudillo, School Ethics Decision, Complaint No. C-14-93

In the Matter of Frank Pannucci, 2000 S.L.D. March 1, State Board Rev'g
Commissioner 97

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A021-93

School Ethics Commission, Advisory Opinion, A07-94

School Ethics Commission, Advisory Opinion, A33-95

School Ethics Commission, Advisory Opinion, A02-00

School Ethics Commission, Advisory Opinion, A14-00

Cross References:

4112.8 Nepotism

4212.8 Nepotism

9271 Code of ethics

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

SCHOOL BOARD MEMBER CODE OF ETHICS

The members of the Springfield Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the board adopts this Code of Ethics based upon those of the New Jersey School Boards Association.

- A. I will uphold and enforce all laws, state Board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- B. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- C. I will confine my board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
- D. *I will behave toward my fellow Board members with the respect due their office--demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.*
- E. *I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow Board members or others on a personal, social, racial or religious basis.*
- F. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- G. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the board.
- H. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- I. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. *But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.*

- J. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Chief School Administrator.
- K. I will support and protect school personnel in proper performance of their duties.
- L. I will refer all complaints to the Chief School Administrator and will act on such complaints at public meetings only after failure of an administrative solution.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:12-2 Inconsistent interests or office prohibited
N.J.S.A. 18A:12-21 et seq. School Ethics Act
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)
N.J.A.C. 6A:4-1.1 et seq. Appeals
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission
N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for school board members and charter school board of trustee members

Cross References:

4112.8 Nepotism
4212.8 Nepotism
9270 Conflict of interest

Approved: August 28, 1989
Revised: June 30, 1997
Revised:

**SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081**

**DEVELOPMENT/DISTRIBUTION AND MAINTENANCE OF THE POLICY
MANUAL, RULES AND BYLAWS**

In carrying out the functions of government and management of the Springfield School District, the Board of Education shall, insofar as possible, provide for the lawful and proper conduct, equipment and maintenance of the public schools of the district through written policies.

No policy adopted by the Board shall supersede modify, nullify, or in any way or to any extent infringe upon any law of the United States or the State of New Jersey, or any rule or regulation of the State Board of Education or the State Commissioner of Education.

Policies may be suggested or advised by the Superintendent or any Board member who may have the assistance of the Board's attorney in preparing the final form.

After its adoption, a policy shall be published and disseminated in the manner provided by the Board. Unless otherwise provided in the resolution or motion, every policy shall take effect immediately upon its adoption. Any subsequent failure to publish the policy in the manner specified by the Board or the Superintendent shall not invalidate the policy or regulation.

Copies of the manual will be kept as current at possible and accessible in each school building, the Office of the Board Secretary, Office of the Superintendent, Office of the Director of Special Services, the board Conference Room and the Springfield Public Library. *The policy manual will also be available on the school district's website.* Each Board member and the Board Attorney shall retain a copy.

Approved: August 28, 1989

Revised: June 30, 1997

Revised:

**SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081**

FORMULATION, ADOPTION AND AMENDMENT OF POLICY

The Policy Committee, upon the suggestion of the Superintendent or any Board member, shall consider new policies, and/or amendments to existing policies. If recommended by the Policy Committee, the proposed policy or amendment shall be presented to the full Board for a first reading. A majority vote of the full Board membership shall be necessary to approve the proposed policy or amendment with any modifications thereto, if made, for the first reading and for referral to a second reading. At least four (4) weeks later, the policy or amendment, with any modifications approved at the first reading, shall be presented to the full Board for a second reading and formal adoption which shall require a majority vote of the full Board membership.

The formal adoption of policies shall be recorded in the official minutes of the Board of Education. Only those written statement so adopted and so recorded shall be regarded as official Board policy and shall become effective immediately regardless of whether or not they have been officially recorded yet.

The proposed policy in its final form shall be made available to Board members for inspection and review at least 10 days prior to the second reading.

The Board Attorney may be consulted to advise the board as to the legality of the policy and for assistance in preparing the final format of the policy or regulation.

Legal References:

N.J.S.A. 10:4-6 et seq Open Public Meetings Act
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement;
adjournment, etc., for lack of quorum
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-20 Superintendent; general powers and duties
N.J.S.A. 18A:54-20 Powers of the Board attorney (county vocational schools)

Cross References:

9000 Role of the Board of Education
9314 Suspension of policies
9322 Public and executive sessions
9323/9324 Agenda preparation/advance delivery of meeting material

Approved: November 17, 1986
Revised: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New jersey 07081

FORMULATION, ADOPTION, AMENDMENT OF BYLAWS

The Board of Education's bylaws are rules designed to organize and control its internal operations. Some bylaws are set by statute. Others may be formulated and adopted at its option by the Board of Education itself as long as they are in harmony with the intent and specifics of the statutes.

In its deliberations leading to the establishment or amendment of its bylaws, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks.

Proposed new bylaws and suggested amendments to or revisions of existing bylaws shall be adopted by a majority vote of the members of the Board present and voting during the second of two regularly or specially scheduled meetings of the Board. The proposed additions, amendments or revisions shall have been described in writing in the calls for these meetings.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours commencement;
adjournment, etc., for lack of quorum
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Cross References:

9311 Formulation, adoption, amendment of policies
9314 Suspension of policies, bylaws and regulations
9323/9324 Agenda preparation/advance delivery of meeting material

Approved: November 17, 1986
Revised: August 28, 1989
Revised: June 30, 1997
Revised

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

**FORMULATION, ADOPTION, AMENDMENT OF ADMINISTRATIVE
REGULATIONS**

The board of Education delegates to the Chief School Administrator the function of specifying required actions and designing the detailed procedures under which the school will be operated. Such rules and detailed procedures shall constitute the administrative regulations governing the schools.

These administrative rules and regulations must be consistent with Board contracts and policies, the law, rulings of the Commissioner of Education, and rules of the State Board of Education.

In the development of rules, regulations, and procedures for the operation of the school system, the Chief School Administrator shall include at the planning stage, whenever appropriate, those employees who will be affected by such provisions.

Such rules and regulations shall be binding on all employees unless or until the Board shall vote to change or rescind any such rule or regulation following its presentation at a public meeting of the Board. The Board itself will adopt administrative regulations when specific state laws require Board adoption, and may do so when the Chief School Administrator recommends Board adoption. The Board reserves the right to review and cause revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Legal References:

N.J.S.A. 18A: 11-1 General mandatory powers and duties
N.J.S.A. 18A:17- Superintendent; general powers and duties
N.J.S.A. 18A:54- Powers of board (county vocational schools)
N.J.A.C. 6A:32-2.1 Definitions (chief school administrator and
administrative principal)
N.J.A.C. 6A:32-4.3 Evaluation of tenured and nontenured chief school
administrator

Cross References:

2131 Chief school administrator
2210 Administrative leeway in absence of board policy
9130 Committees
9311 Formulation, adoption, amendment of policies
9312 Formulation, adoption, amendment of bylaws

9314 Suspension of policies, bylaws and regulations

9323/9324 Agenda preparation/advance delivery of meeting material

Approved: June 30, 1979

Revised:

**SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081**

SUSPENSION OF POLICIES, BYLAWS AND REGULATIONS

The Board of Education has developed a careful and deliberate process of formulating and adopting its policies and bylaws. Requests for suspension of any existing policy or bylaw should receive the same careful consideration.

Therefore:

- A. Any request for a waiver of policy or bylaw shall be considered in light of the policy or bylaw itself, rather than any particular circumstances of the moment. The circumstance shall be governed by the policy in place at the time of the incidence, not by pending modification.
- B. The Board shall decide whether the policy or bylaw still reflects the considered intent of the Board. If it does, the suspension will be denied and the policy or bylaw reaffirmed in the minutes.
- C. If the policy or bylaw does not reflect the intent of the Board, then the policy shall be waived by a majority vote of the members of the Board present and voting and development of a revised policy or bylaw shall become the board's prime policy priority.
- D. The Board shall determine whether rights of the public would be adversely affected by the The board shall determine whether rights of the public would be adversely affected by the proposed suspension or waiver of policy. If the public's rights would be adversely affected, the suspension or waiver will be denied.*

In the event of an emergency requiring immediate action, the Chief School Administrator shall have the power to waive policy or regulation in the single instance. In such cases, the Chief School Administrator shall report the instance to the Board President immediately, and request reconsideration of the policy at the next regular meeting.

Legal References:

- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:17-20 Tenured and non-tenured superintendents; general powers and duties
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.A.C. 6A:32-2.1 Definitions (chief school administrator and administrative principal)

N.J.A.C. 6A:32-4.3 Evaluation of tenured and nontenured chief school administrator

Matawan Teachers' Assn. v. Board of Education 223 N.J. Super 504
(App. Div. 1988)

Cross References:

- 2210 Administrative leeway in absence of board policy
- 9213 Formulation, adoption, amendment of policies
- 9312 Formulation, adoption, amendment of bylaws
- 9313 Formulation, adoption, amendment of administrative regulations

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

PUBLIC AND PRIVATE SESSIONS

The Board of Education shall officially transact all business at a legal meeting of the board in accordance with New Jersey law.

All meetings of the Board of Education shall be open to the public with the exception of meetings to discuss:

- A. Any matter which by express provision of state or federal law or rule of court shall be rendered confidential;
- B. Any matter in which the release of information would impair a right to receive federal funds;
- C. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy, unless the individual (or all the individuals) concerned shall request in writing that the same be disclosed publicly. This includes information contained in pupil records, and any reports or recommendations concerning a specific individual (see 1120 for "needless public labeling");
- D. Any collective bargaining agreement or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the actual negotiating sessions with representatives of employee groups;
- E. Any matter involving the purchase, lease or acquisition of real property (land or buildings) with public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
- F. The tactics and techniques used in protecting the safety and property of the public, provided that their disclosure could impair such protection;
- G. Any investigations of violations or possible violations of law;
- H. Any pending or anticipated litigation or contract negotiations other than collective bargaining, and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;
- I. Any matter involving employment, appointment, termination, terms and conditions of employment, evaluation, promotion or disciplining of any prospective or current public employee or officer unless all the individual employees whose rights could

be adversely affected request in writing that the matter be discussed at a public meeting;

- J. Any deliberations occurring after a public hearing that may result in the imposition of a specified civil penalty or loss of license to an individual.

Such sessions shall be closed to the public and press, and shall be declared so by a formal motion at a public meeting. Minutes taken at such meetings shall remain confidential only so long as their publication would defeat the purpose of the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board members and other persons attending the session shall not disclose the topic or details of discussion at executive session.

The Board may invite staff members or others to attend executive sessions at its discretion.

When public employees make statements pursuant to their official duties: in the classroom, at Board meetings, and at other meetings related to educational issues affecting the district, the employees are not speaking as citizens for First Amendment purposes, and the Constitution does not insulate their communications from employer discipline (Garcetti v. Ceballos).

No official action shall be taken at executive sessions, except such as may be sanctioned by law. To take final action on any other matter discussed, the Board shall convene or reconvene in open session.

Public Participation

Meetings of the Board are open to the public and all members of the community should feel free to attend. A time for public discussion of agenda items shall be included in the order of business at an appropriate time.

Brief comments on any matter of interest to the district should be reserved for the time provided in the order of business.

Provision may be made for the introduction by a member of the public of business not on the agenda when the matter is of such urgency or wide interest that delaying consideration of it to the next meeting would not be in the public interest.

The Board shall not consider grievances or complaints that have not previously been considered through administrative channels.

Electronic Communication Among Board Members

The Board of Education believes that electronic communication among its members and the administration is an efficient and convenient way to exchange information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, Board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. They should understand at all times that these communications may be considered school district records that are subject to public disclosure.

Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communication (committee meetings, telephone calls, etc.). Board members shall adhere to the following guidelines when communicating electronically:

- A. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at Board meetings. The Open Public Meetings Act defines a "meeting" as any gathering, whether corporeal or by means of communication equipment, attended by or open to all of the members of a public body, held with the intent to discuss or act as a unit upon the specific public business of that body.*
- B. Board members shall be aware that email and email attachments received or prepared for use in Board business may be considered public records that may be inspected by any person upon request, unless otherwise made confidential by law.*
- C. Board members shall avoid reference to confidential information about employees, students or others in email communications because of the risk of improper disclosure.*
- D. Board members shall adhere to the district "acceptable use" policy in all email communications and shall refrain from sending inappropriate, profane, harassing or abusive emails).*
- E. Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any Board member has reason to believe a password has been lost or stolen, or that someone without authorization is accessing email, he/she shall notify the chief school administrator immediately.*

Electronic "Surveying" Communications

The Board of Education believes that "paperless board meetings" are a type of electronic communication among its members and the administration is an efficient and convenient way to exchange information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, Board members and administrators shall exercise

caution when communicating between and among themselves via electronic messaging services including but not limited to surveying, email, internet web forums and internet chat rooms.

The surveying features of paperless board meetings shall be used consistent with the New Jersey Open Public Meetings Act by restricting its use in the following ways:

- A. The Board shall maintain and provide access to all electronic communications pursuant to the New Jersey Open Public Records Act.*
- B. Surveying is a type of electronic messaging communication, and shall conform to the same standards of judgment, propriety and ethics as other forms of Board-related communications (committee meetings, telephone calls, etc.).*
- C. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at Board meetings. The Open Public Meetings Act defines a "meeting" as any gathering, whether corporeal or by means of communication equipment, attended by or open to all of the members of a public body, held with the intent to discuss or act as a unit upon the specific public business of that body.*
- D. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.*
- E. The district will avoid the appearance of conducting Board discussion or actions, in which opinions are exchanged among a quorum of board members through repeated survey questions and answers, outside an open public meeting.*
- F. The Board shall annually review its electronic communication policy and practices with the Board Attorney.*

Legal References:

N.J.S.A. 2C:33-8 Disrupting meetings and processions
N.J.S.A. 10:4-6 et seq Open Public Meetings Act
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of
commencement; adjournment, etc., for lack of quorum
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:12-21 et seq. School Ethics Act
N.J.S.A. 47:1A-1 et seq. Public Records; Examination and Copies ("Open Public
Records Act")
N.J.A.C. 6A:32-12. Reporting requirements

Rice v. Union City Board of Education, 143 N.J. Super 64 (1978)
5 U.S.C. Section 552as amended by Public Law
No. 104-231,110 Stat. 3048 Freedom of Information Act

Garcetti v. Ceballos 2006 U.S. LEXIS 4341(May 2006)

Cross References:

1120 Board of education meetings
3570 District records and reports
6142.10 Technology
9121 Election and duties of president
9271 Code of ethics
9323/9324 Agenda preparation/advance delivery of meeting material
9326 Minutes

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