

SUBJECT TO BD APPROVAL DRAFT COPY
SPRINGFIELD BOARD OF EDUCATION
AUGUST 18, 2014
REGULAR MEETING

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.

The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

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, August 18, 2014 at 7:30P.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 January 6, 2014.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Jacqueline Shanes.

Present: Mr. Scott Donner, Mr. Dermot McLeer, Mr. Hector Munoz,

Mrs. Patricia Venezia, Mr. Steve Wolcott, Mrs. Jacqueline Shanes

Absent: Mrs. Robin Cornelison, Mr. Scott Samansky, Mr. Scott Silverstein

Also Present:

Mr. Michael Davino, Superintendent

Mrs. Ellyn Atherton, Human Resources

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS

1. NJSBA

Workshop 2014 (100th Anniversary) in Atlantic City will be Oct 28th – Oct 30th.

A listing of the Mandated Training Cycle dates and times for on-line availability should be posted shortly.

Nominations for Board member of the Year will be accepted through September 5th.

Handling New Challenges in Collective Bargaining

Advance Boardmanship workshop will be held at the Princeton Marriott on September 27th.

UCSBA will hold first meeting on September 10th.

School Board Notes July 24th & August 6th.

2. GSCS eNet from July 30th.

3. NSBA weekly report from July 31st.

4. MINUTES

Moved by Mr. Wolcott, seconded by Mrs. Venezia, to approve the following minutes:

Regular Meeting	- July 21, 2014
Executive Session	- July 21, 2014

Yeas: Unanimous by all Members present.

MOTION CARRIED

5. SUPERINTENDENT'S REPORT

Moved by Mr. McLeer, seconded by Mr. Donner, to accept and approve the Superintendent's Report as presented -

1. Cycle 1 test scores have been received and are being reviewed.
2. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
3. Building Usage Request
4. Fund Raiser Request
5. Fieldtrip Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

6. PUBLIC SESSION (7:35 PM)

At this time there were no questions or concerns/comments regarding items on the Agenda.

7. BILL LIST

Moved by Mr. McLeer, seconded by Mr. Wolcott, to approve computer checks numbered 033498 through 033667 and wire transfers 800118, 888102, 888103, 888104 and 888105 for a grand total of \$3,301,183.43.

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. TRANSFER

Moved by Mr. McLeer, seconded by Mr. Wolcott, move the 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

8. BOARD SECRETARY'S REPORT

Moved by Mr. McLeer, seconded by Mr. Wolcott, to approve the Board Secretary's Report dated June 30, 2014 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

9. TREASURER'S REPORT

Moved by Mr. McLeer, seconded by Mr. Wolcott, to approve the Treasurer's Report dated June 30, 2014 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. LEGAL CERTIFICATION

Moved by Mr. McLeer, seconded by Mr. Wolcott, 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 June 30, 2014 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

11. SECURITIES & EXCHANGE COMMISSION RESOLUTION

Moved by Mr. McLeer, seconded by Mr. Wolcott, to approve the attached resolution directing the undertaking of a continuing disclosure review and authorizing participation in the municipalities continuing disclosure cooperation initiative of the Division of Enforcement of the U.S. Securities and Exchange Commission. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. FINANCIAL ADVISOR FOR SECURITIES & EXCHANGE COMMISSION

Moved by Mr. McLeer, seconded by Mr. Wolcott, at the recommendation of the Superintendent, to approve Phoenix Advisors, LLC, Financial Advisor of record, for professional services for reviewing and updating the District compliance with the SEC initiative at a cost of \$950 for the SEC MCDC and \$650 for ongoing reporting.

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. PERSONNEL APPOINTMENTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

20 SPECIAL EDUCATION PLACEMENTS

Moved by Mrs. Venezia, seconded by Mr. Munoz, at the recommendation of the Superintendent, I move that the Board of Education approve Special Education request for Related Services/Placements on the attachment. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. CHILDREN OF STAFF ATTENDING SCHOOL

Moved by Mrs. Venezia, seconded by Mr. Munoz, at the recommendation of the Superintendent, to approve the following staff member's child to attend the Springfield Public Schools for the 2014-2015 school year in accordance with the negotiated contract and Board Policy.

- Gillian Dillard
- Melissa Lagemann

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. HIB REPORT

Moved by Mrs. Venezia, seconded by Mr. Munoz, that the Board of Education affirms the HIB Report previously presented at the following Board meeting:
July 21, 2014.

Yeas: Unanimous by all Members present.

MOTION CARRIED

26. CURRICULUM REVISION

Moved by Mrs. Venezia, seconded by Mr. Munoz, at the recommendation of the Superintendent, to approve the following revised curriculum for the 2014 - 2015 school year –

- Writing and Reading Essentials Grade 6 - Middle School
- Writing and Reading Essentials Grade 7 - Middle School
- Writing and Reading Essentials Grade 8 - Middle School

Yeas: Unanimous by all Members present.

MOTION CARRIED

27. CERTIFICATE OF PAYMENT #2 (TLS) LAUMAR ROOFING

Moved by Mr. McLeer, seconded by Mrs. Venezia, at approval of the Certificate for Payment #2 in the amount of \$249,410.00 to Laumar Roofing Co., Passiac, NJ for project number 14.349. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

28. CERTIFICATE OF PAYMENT #1 (EVW) LAUMAR ROOFING

Moved by Mr. McLeer, seconded by Mrs. Venezia, approval of the Certificate for Payment #1 in the amount of \$221,480.00 to Laumar Roofing Co., Passiac, NJ for project number 14.350. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

28. FINAL APPROVAL OF PROPOSED ENERGY SAVINGS PLAN

Moved by Mr. McLeer, seconded by Mrs. Venezia, at the recommendation of the Superintendent, to approve the following resolution regarding the District's ESiP program –

RESOLUTION

WHEREAS, the Board of Education of the Township of Springfield in the County of Union, New Jersey (the “Board” when referring to the governing body and the “School District” when referring to the territorial boundaries governed thereby) has, pursuant to N.J.S.A. 18A:18A-4.6, (the “ESP Law”), determined to undertake an energy savings plan;

WHEREAS, pursuant to the ESIP Law, the Board appointed CHA to conduct an energy audit of the School District’s facilities;

WHEREAS, CHA prepared and submitted an audit dated May 2014 (the “Audit”) to the Board;

WHEREAS, the Board has appointed Pennoni Associates Inc. (“PAI”) to develop an Energy Savings Plan (the “ESP”) pursuant to the ESIP Law, based upon the Audit;

WHEREAS, PAI has developed, presented and submitted a proposed ESP to the Board for its review and approval;

WHEREAS, such ESP is required to be submitted to the New Jersey Board of Public Utilities (“NJBP”) for approval prior to undertaking the implementation of the Energy Conservation Measures (ECM’s) included in the Energy Savings Plan;

WHEREAS, prior to the submission of the ESP to the NJBP, the energy reduction and anticipate savings included in the ESP (per ESIP Program requirement) must be verified by a third party;

WHEREAS, the Board had previously appointed Steven Winters Associates as such third party verifier;

WHEREAS, Steven Winters Group has verified the energy reduction and savings included in the ESP;

WHEREAS, the NJ Office of Clean Energy (BPU) has reviewed and approved the ESP;

WHEREAS, in order to continue to move the Energy Savings Plan implementation forward, the Board seeks to take certain actions set forth below;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Springfield in the County of Union, New Jersey, as follows:

- a. The ESP is adopted and approved;
- b. The Board authorizes PAI to work with the Board approved financial advisors (Phoenix Advisors through their representative Robbi Acampora) to develop and receive approval for the most beneficial financing vehicle for the financing of the BPU approved ESP in an amount not to exceed \$2,700,000.

- c. The Board hereby authorizes PAI to develop specifications and drawings (as necessary), bid each of the ECM's included in the ESP, review bid responses and make ECM award recommendation to the District;
- d. The District will issue purchase orders for each ECM to their vendor of choice, who will be providing the most beneficial ECM solution to the District;
- e. PAI will oversee and manage the implementation of ECM's through conclusion of project.

Yeas: Unanimous by all Members present.

MOTION CARRIED

29. POLICY 2ND & FINAL READING

Moved by Mr. Wolcott, seconded by Mrs. Venezia, approve the second and final reading of the following policies (Attachment G):

Policy #2130	- Principal Evaluation
Policy #2131	- Chief School Administrator
Policy #2224	- Nondiscrimination/Affirmative Action
Policy #4116	- Evaluation of Teaching Staff Members
Policy #4119.26	- Electronic Communication by School Staff
Policy #4131.9	- Computer/Internet Acceptable Use Policy Agreement
Policy #5131.6	- Drugs, Alcohol, Tobacco
Policy #5141	- Health
Policy #5300	- Automated External Defibrillators (AED)
Policy #9111	- Qualifications and Requirements of Board Members

Yeas: Unanimous by all Members present.

MOTION CARRIED

30. JAG TRAINER SERVICES

Moved by Mr. Donner, seconded by Mrs. Venezia, at the recommendation of the Superintendent, to approve the following vendor to provide substitute trainer services on an as need basis for the 2014-15 school year -

JAG Physical Therapy - \$35/hour
2360 Morris Avenue, Union, NJ

Yeas: Unanimous by all Members present.

MOTION CARRIED

31. JAG MEDICAL COVERAGE

Moved by Mr. Donner, seconded by Mrs. Venezia, at the recommendation of the Superintendent, to approve the following vendor to provide medical coverage services on an as need basis for the 2014-15 school year -

JAG Physical Therapy - \$300/game
2360 Morris Avenue, Union, NJ

Yeas: Unanimous by all Members present.

MOTION CARRIED

35. PUBLIC SESSION (7:40 PM)

There were no comments from the members of the public at this time.

36. NEW BUSINESS

1. Dayton will be the first to hold their Back to School Night on September 11, 2014. Please check the website calendar for a complete listing.
2. PTA meetings will begin shortly after schools open. Board members were reminded to review their assignments.

42. ADJOURNMENT

Moved by Mr. Wolcott, seconded by Mr. McLeer. to adjourn the regular meeting at 7:41 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – September 15, 2014 at 7:30 PM in the IMC at JDHS
2. Regular Meeting – October 6, 2014 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

**TRANSFERS
JUNE 2014**

Attachment (A)

ACCOUNT CODE	DESCRIPTION	FROM	TO
11-000-100-562-98-11	TUITION SPECIAL ED OTHER DISTR	-\$24,000.00	
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC		\$4,000.00
11-000-211-100-00-10	SALARY ATTENDANCE		\$200.00
11-000-213-100-01-10	SALARIES SUBSTITUTE NURSES		\$2,400.00
11-000-213-100-73-11	NS MEDICAL - DOCTORS		\$225.00
11-000-213-300-70-11	HEALTH SERVICES SPEC ED THERAP	-\$217,210.00	
11-000-213-300-73-11	HEALTH SERV SPEC ED PHYSICAL		\$3,750.00
11-000-213-600-72-07	HEALTH SERVICE SUPPLIES TLS		\$10.00
11-000-213-600-72-08	HEALTH SERVICE SUPPLIES JC	-\$10.00	
11-000-216-101-55-10	SALARIES SPEECH		\$8,825.00
11-000-218-104-00-10	SAL.GUIDANCE COUNSELORS		\$23,800.00
11-000-218-105-99-10	SAL.SECRETARIES GUID.JDHS		\$1,025.00
11-000-218-300-71-14	PROFESSIONAL SERVICES GUIDANCE	-\$8,000.00	
11-000-219-104-00-10	SAL.OTHER INSTR.STAFF CST		\$24,800.00
11-000-219-105-00-10	SAL.SEC.SUPP.SERV.STUDENTS SPE		\$2,075.00
11-000-219-890-70-11	MEMBERSHIP/DUES/SPEC.SERVICES	-\$2,900.00	
11-000-221-500-06-04	OTHER EXP TRAVEL CUR+STAFF DEV	-\$2,200.00	
11-000-221-500-07-04	OTHER EXP DUES COMPUTER/CUR+ST	-\$500.00	
11-000-221-580-82-06	TRAVEL	-\$1,400.00	
11-000-222-100-00-10	SAL.ED MEDIA/SCHOOL LIBRARIES		\$175.00
11-000-222-105-99-10	SAL.SECRETARY ED.MEDIA JDHS		\$8,760.00
11-000-222-600-01-06	LIBRARY BOOKS FMG	-\$1,900.00	
11-000-222-600-02-06	LIBRARY PERIODICALS FMG	-\$1,100.00	
11-000-222-600-03-06	SOFTWARE AVA FMG	-\$1,500.00	
11-000-222-600-05-06	AV SUPPLIES/BULBS FMG	-\$1,100.00	
11-000-222-600-81-06	OTHER EXPENSES REP EQ EMS FM	-\$1,200.00	
11-000-222-600-81-09	SUPPLIES LIBRARY EVW	-\$2,900.00	
11-000-222-600-93-15	INSTRUCT SOFTWARE TECH	-\$49,237.00	
11-000-223-102-00-10	SAL.SUPER.INSTR.STAFF TRAINING		\$4,325.00

**TRANSFERS
JUNE 2014**

Attachment (A)

ACCOUNT CODE	DESCRIPTION	FROM	TO
11-000-223-105-00-10	HUMAN RESOURCES SECRETARY		\$2.00
11-000-223-500-80-04	INSTR.STAFF TRAIN.PURCH.SERVIC	-\$16,000.00	
11-000-223-500-80-12	SERVICES STAFF TRAINING	-\$12,000.00	
11-000-230-100-01-10	SUPT. SALARIES		\$5,075.00
11-000-230-331-01-01	CNTR SERV LEGAL FEES	-\$4,900.00	
11-000-230-530-95-01	T-1 LINES	-\$28,100.00	
11-000-230-530-95-05	UTILITIES TELEPHONE	-\$21,000.00	
11-000-230-590-03-01	BOARD MEMBERS MISC	-\$2,000.00	
11-000-230-590-05-01	ELECTION EXPENSES	-\$3,000.00	
11-000-230-590-08-03	BD SECY OFFICE PETTY CASH	-\$1,500.00	
11-000-230-590-09-01	OTHER EXP ADS, PRINT, MISCELL.	-\$4,700.00	
11-000-230-590-09-03	OTHER EXP MISC ADS	-\$5,400.00	
11-000-230-590-09-04	ADVERTISING	-\$8,600.00	
11-000-230-590-97-14	ADMINISTRATOR PURCH.SERV.JDHS	-\$1,500.00	
11-000-230-610-93-15	SUPP TECHNOLOGY	-\$34,000.00	
11-000-240-103-00-10	SALARIES PRINCIPALS		\$8,010.00
11-000-240-600-82-14	OFFICE SUPPLIES JDHS	-\$16,400.00	
11-000-240-890-82-11	DUES FEES WKSPH SP SERV	-\$2,275.00	
11-000-251-100-00-10	SALARIES BOARD ADM	-\$4,350.00	
11-000-251-105-00-10	BUSINESS OFF SECRETARIES		\$4,350.00
11-000-261-100-94-10	MAINTENANCE SALARIES		\$670.00
11-000-261-110-94-05	OVERTIME MAINTENANCE SALARIES	-\$6,380.00	
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES		\$517,850.00
11-000-261-610-94-05	BUILDING SUPPLIES		\$19,325.00
11-000-262-100-95-10	OPER PLANT SERV SAL	-\$3,200.00	
11-000-262-105-95-10	OPER PLANT SERV SEC		\$710.00
11-000-262-110-46-10	SUBSTITUTE CUSTODIANS	-\$12,900.00	
11-000-262-300-95-05	PURCHASED PROF&TECH SERV.	-\$4,400.00	
11-000-262-420-20-14	EQUIP REP/MAINT MUSIC JDHS	-\$800.00	
11-000-262-420-70-11	REPAIR/MAINT SPECIAL SERVICES	-\$700.00	

**TRANSFERS
JUNE 2014**

Attachment (A)

ACCOUNT CODE	DESCRIPTION	FROM	TO
11-000-262-420-71-14	REP/MAINT EQUIP GUIDANCE JDHS	-\$600.00	
11-000-262-420-82-06	REPAIR EQUIP OFFICE FMG	-\$11,015.00	
11-000-262-420-82-07	REPAIR MAINT OFFICE EQUIP	-\$2,100.00	
11-000-262-420-82-09	CONT.SERV REP EQUIP OFFICE EVW	-\$4,500.00	
11-000-262-420-82-14	REP/MAINT EQUIP OFFICE JDHS	-\$15,460.00	
11-000-262-420-90-03	REPAIR EQUIP.BUSINESS OFFICE	-\$3,450.00	
11-000-262-420-92-03	REPAIR EQUIP.FOOD SERVICES	-\$1,000.00	
11-000-262-420-93-03	REPAIR/SERVICE/MAINT EQUIP	-\$31,625.00	
11-000-262-420-93-15	REPAIR/MAINT CONTRACTS TECH	-\$18,900.00	
11-000-262-420-94-05	CONTRACTED SERVICES GROUNDS		\$15,750.00
11-000-262-490-95-05	WATER AND SEWAGE	-\$800.00	
11-000-262-610-82-09	SUPPLIES FURNITURE	-\$3,200.00	
11-000-262-610-92-03	SUPPLIES FOOD SERVICE		\$3,560.00
11-000-262-610-93-05	UNIFORMS AND SHOES	-\$1,260.00	
11-000-262-610-93-15	SUPPLIES TECH	-\$16,700.00	
11-000-262-610-94-05	CUSTODIAL&GROUNDS SUPPLIES		\$39,700.00
11-000-262-610-95-05	SUPPLIES/VEHICLES	-\$1,100.00	
11-000-262-621-95-05	NATURAL GAS	-\$132,800.00	
11-000-262-622-95-05	ELECTRICITY		\$2,800.00
11-000-262-890-93-15	MISC TECH	-\$4,800.00	
11-000-263-110-94-05	OVERTIME GROUNDS	-\$4,400.00	
11-000-263-300-94-05	MAINTENANCE OF GROUNDS	-\$3,300.00	
11-000-263-610-84-05	SUPPLIES GROUNDS	-\$2,500.00	
11-000-270-160-96-10	SALARIES FOR PUPIL TRANS		\$4,900.00
11-000-270-162-96-10	SALARIES OTHER THAN TO/FRO	-\$4,200.00	
11-000-270-420-96-03	PUPIL TRANS MAINT/REPAIR		\$3,500.00
11-000-270-503-96-03	AID IN LIEU	-\$4,200.00	
11-000-270-512-96-03	CONT SERVICES OTHER TO/FROM	-\$800.00	
11-000-270-515-96-03	PUPIL TRANS.SPEC.ED.JOINT AGRE		\$52,000.00
11-000-270-515-96-03	PUPIL TRANS.SPEC.ED.JOINT AGRE		

**TRANSFERS
JUNE 2014**

Attachment (A)

ACCOUNT CODE	DESCRIPTION	FROM	TO
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		\$5,200.00
11-000-270-600-96-03	TRANS.FUEL/OIL,TIRES,REP.PARTS		\$5,000.00
11-000-270-890-96-03	MISC.EXP. TRASPORTATION	-\$1,600.00	
11-000-291-220-97-03	SOCIAL SECURITY CONTRIBUTION	-\$1,400.00	
11-000-291-241-97-03	PERS PENSION LIABILITY	-\$58,400.00	
11-000-291-250-97-03	INSURANCE UNEMPLOYMENT		\$10,650.00
11-000-291-260-97-03	WORKER'S COMPENSATION	-\$2,250.00	
11-000-291-270-97-03	HEALTH INSURANCE	-\$47,850.00	
11-000-291-290-97-03	DISABILITY INS.-ADMINISTRATORS	-\$9,100.00	
11-000-291-290-97-14	INSURANCE ADMINISTRATOR JDHS	-\$5,800.00	
11-105-100-101-00-10	SALARIES PRE-K		\$960.00
11-105-100-101-01-10	SUBSTITUTES PRE K	-\$7,160.00	
11-110-100-101-00-10	SALARIES OF TEACHERS KINDERGAR		\$41,850.00
11-110-100-101-01-10	SUBSTITUTES K	-\$35,630.00	
11-110-100-101-80-04	SUMMER WRITING K	-\$1,720.00	
11-120-100-101-00-10	SALARIES TEACHERS 1-5	-\$680.00	
11-120-100-101-01-10	SUBSTITUTES 1-5		\$15,680.00
11-130-100-101-01-10	SUBSTITUTES 6-8		\$11,225.00
11-130-100-101-02-10	MIDDLE 6-8 TRANSITION	-\$3,725.00	
11-140-100-101-00-10	SALARIES TEACHER 9-12		\$155,300.00
11-140-100-101-01-10	SUBSTITUTES 9-12		\$5,850.00
11-140-100-101-02-10	HS 9-12 TRANSITION	-\$6,775.00	
11-140-100-101-80-04	SAL WRITING TEAM 9-12	-\$775.00	
11-150-100-101-63-11	SALARIES HOME INST/BED SD TUT	-\$12,000.00	
11-150-100-320-63-11	HOME INSTRUCTION PURCH.PROF.ED	-\$3,400.00	
11-190-100-500-97-03	TUITION REIMBURSEMENT	-\$50,000.00	
11-190-100-590-37-04	OTHER EXP DUES G+T FMG	-\$9,500.00	
11-190-100-610-08-09	MISC SUPPLIES WAL	-\$1,375.00	
11-190-100-610-12-09	TEACHER SUPPLIES COMP ED EVW	-\$6,600.00	
11-190-100-610-14-08	TEACHER SUPPLIES ENGLISH JC		\$1,375.00

**TRANSFERS
JUNE 2014**

Attachment (A)

ACCOUNT CODE	DESCRIPTION	FROM	TO
11-190-100-610-14-09	LA SUPPLIES WAL	-\$3,300.00	
11-190-100-610-20-14	TEACHER SUPPLIES MUSIC JDHS	-\$1,000.00	
11-190-100-610-22-09	SCI SUPPLIES WAL	-\$900.00	
11-190-100-610-23-09	SS SUPPLIES WAL	-\$2,100.00	
11-190-100-610-26-14	TEACHER SUPPL.TV STUDIO PROD.J	-\$2,500.00	
11-190-100-610-33-06	BSI	-\$6,100.00	
11-190-100-610-45-09	SUPPLIES CO-CURRICULAR EVW	-\$1,000.00	
11-190-100-610-82-09	TEACHER SUPPLIES OFFICE EVW	-\$9,500.00	
11-190-100-610-93-15	COMPUTER UPGRADES-DISTRICT	-\$7,800.00	
11-190-100-640-19-14	TEXTBOOKS MATH JDHS	-\$2,700.00	
11-204-100-101-50-10	SALARIES OF TEACHERS N.I.	-\$1,700.00	
11-204-100-106-50-10	SALARIES OF AIDES N.I.		\$51,400.00
11-213-100-101-53-10	SAL. TEACHERS RES RM		\$62,203.00
11-213-100-610-53-11	SUPPLIES RESOURCE ROOM		\$2.00
11-215-100-101-57-10	SALARIES TEACHERS PSH	-\$500.00	
11-215-100-106-40-11	EXTENDED SAL AIDES	-\$3,800.00	
11-215-100-106-57-10	SALARIES AIDE PSH	-\$6,700.00	
11-215-100-320-40-11	PURCH.PROF.ED SERVICES PSH	-\$40,000.00	
11-230-100-101-33-10	SALARIES TEACHERS BASIC SKILLS	-\$5,700.00	
11-240-100-101-36-10	SALARIES ESL		\$1,045.00
11-401-100-100-45-06	SALARIES STUDENT ACT CLUB F	-\$12,575.00	
11-401-100-100-45-07	SALARIES STUDENT ACT CLUB TL	-\$2,250.00	
11-401-100-100-45-08	COCURRICULAR SALARIES	-\$10.00	
11-401-100-100-45-08	COCURRICULAR SALARIES		\$2,100.00
11-401-100-100-45-09	STUDENT ACTIVITIES SALARIES		\$4,150.00
11-401-100-100-45-14	SALARIES STUDENT ACTIVITY JDHS		\$23,485.00
11-401-100-600-45-06	STUDENT ACT CLUBS FMG	-\$500.00	
11-401-100-600-45-09	STUDENT ACTIVITY CLUB SUPPL.EV	-\$8,200.00	
11-402-100-100-46-06	ATHLETIC SALARIES FMG	-\$3,500.00	
11-402-100-100-46-14	SALARIES COACHES JDHS	-\$37,400.00	

**TRANSFERS
JUNE 2014**

Attachment (A)

ACCOUNT CODE	DESCRIPTION	FROM	TO
11-402-100-105-00-10	ATHLETICS SECRETARY	-\$1,600.00	
11-402-100-500-46-06	ATHLETIC PURCH.SERV.FMG	-\$5,200.00	
11-402-100-500-46-14	ATHLETICS PURCH.SERV.JDHS	-\$14,550.00	
11-402-100-610-46-14	SUPPLIES ATHLETICS JDHS		\$66,050.00
11-402-100-890-46-14	OTHER EXPENSES ATHLETICS JDHS	-\$3,800.00	
12-000-100-730-46-14	PE EQUIPMENT JDHS		\$45,000.00
12-000-100-730-93-15	EQUIPMENT TECHNOLOGY	-\$4,250.00	
12-000-252-731-91-15	TECHNOLOGY CAPITAL OUTLAY	-\$91,760.00	
12-000-261-730-94-05	EQUIP BLDS & GROUNDS		\$48,460.00
12-000-400-334-91-03	PROF FEES CAPITAL OUTLAY	-\$21,000.00	
12-000-400-390-91-03	CAPITAL OUTLAY PROF FEES	-\$9,850.00	
12-000-400-600-95-03	SUPPLIES AND MATERIALS		\$39,150.00
12-000-400-800-94-03	OTHER FEES	-\$5,750.00	
13-422-100-610-40-12	SUPPLIES SUMMER SCHOOL		\$2,500.00

RESOLUTION OF THE BOARD OF EDUCATION OF THE
TOWNSHIP OF SPRINGFIELD DIRECTING THE UNDERTAKING
OF A CONTINUING DISCLOSURE REVIEW AND AUTHORIZING
PARTICIPATION IN THE MUNICIPALITIES CONTINUING
DISCLOSURE COOPERATION INITIATIVE OF THE DIVISION OF
ENFORCEMENT OF THE U.S. SECURITIES AND EXCHANGE
COMMISSION

WHEREAS, the Board of Education of the Township of Springfield (the "Board of Education") has entered into continuing disclosure agreement(s) in connection with certain of its prior bond and/or note issuance(s) (the "Prior Issuances"), agreeing to file certain financial information and operating data and/or certain enumerated event notices with the former nationally recognized municipal securities information repositories or the Municipal Securities Rulemaking Board (the "MSRB") pursuant to the provisions of Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the "Rule"); and

WHEREAS, the Board of Education has made certain representations regarding its continuing disclosures in bond and/or note offering documents in connection with its Prior Issuances; and

WHEREAS, in response to widespread concerns that many municipal issuers have not been complying with their obligations to file continuing disclosure documents under the Rule, and furthermore have made false representations concerning compliance in bond and note offering documents, the Division of Enforcement (the "Division") of the U.S. Securities and Exchange Commission (the "Commission") has set forth its Municipalities Continuing Disclosure Cooperation Initiative (the "MCDC Initiative"), attached hereto as Exhibit A, whereby the Commission will recommend favorable settlement terms to municipal issuers involved in the offer or sale of municipal securities, as well as underwriters of such offerings, if they self-report to the Division, by 12:00 a.m. on September 10, 2014, possible violations involving materially inaccurate statements in bond and note offering documents relating to prior compliance with continuing disclosure obligations pursuant to the Rule; and

WHEREAS, in order to be able to participate in the MCDC Initiative and obtain favorable settlement terms with the SEC, the Board of Education needs to undertake a Review (as hereinafter defined) and authorize participation in the MCDC Initiative, if appropriate, as determined by the facts of the Review;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION, as follows:

Section 1. The Board of Education, through its Business Administrator or a third-party disclosure-dissemination agent, is hereby directed to conduct a continuing disclosure review of its prior continuing disclosure undertakings (the "Review"), and the Board of Education hereby ratifies any such previously conducted Review. Such Review shall include, but is not limited to, a historical review of the Board of Education's continuing disclosure obligations and filings in

connection with its Prior Issuances that are presently outstanding and which are no longer outstanding but, as of the date five years prior to the date of submission of the Questionnaire (as hereinafter defined), were outstanding; and the undertaking, at any time, of any applicable remedial filings with the MSRB deemed necessary for compliance with its continuing disclosure obligations.

Section 2. The Board of Education, through its Business Administrator, is hereby authorized to participate in the MCDC Initiative, if in the discretion of the Business Administrator after consultation with Board of Education officials, it is determined that the Board of Education may have made materially inaccurate statements in its bond and/or note offering documents relating to prior compliance with continuing disclosure obligations pursuant to the Rule in connection with its Prior Issuances issued during the period beginning five years prior to the date of submission of the Questionnaire.

Section 3. The Business Administrator of the Board of Education is hereby authorized to execute and deliver any and all documents and instruments, including the Municipalities Continuing Disclosure Cooperation Initiative Questionnaire for Self-Reporting Entities contained in the MCDC Initiative (the "Questionnaire"), and to do and cause to be done any and all acts and things necessary or proper for participating in the MCDC Initiative and all related transactions, including the Review, contemplated by this resolution.

Section 4. All resolutions or proceedings, or parts thereof, in conflict with the provisions of this resolution are to the extent of such conflict hereby repealed.

Section 5. This resolution shall become effective in accordance with applicable law.

RECORDED VOTE:

AYE

NO

ABSTAIN

ABSENT

The foregoing is a true copy of the Resolution adopted by the governing body of the Issuer at a meeting thereof duly called and held on _____, 2014.

Board Secretary

EXHIBIT A



U.S. Securities and Exchange Commission

Municipalities Continuing Disclosure Cooperation Initiative

Division of Enforcement

U.S. Securities and Exchange Commission

I. Introduction

The Municipalities Continuing Disclosure Cooperation Initiative (the "MCDC Initiative") is intended to address potentially widespread violations of the federal securities laws by municipal issuers and underwriters of municipal securities in connection with certain representations about continuing disclosures in bond offering documents.

As described below, under the MCDC Initiative, the Division of Enforcement (the "Division") of the U.S. Securities and Exchange Commission (the "Commission") will recommend favorable settlement terms to issuers and obligated persons involved in the offer or sale of municipal securities (collectively, "issuers") as well as underwriters of such offerings if they self-report to the Division possible violations involving materially inaccurate statements relating to prior compliance with the continuing disclosure obligations specified in Rule 15c2-12 under the Securities Exchange Act of 1934 (the "Exchange Act").¹

II. Background

Rule 15c2-12 generally prohibits any underwriter from purchasing or selling municipal securities unless the issuer has committed to providing continuing disclosure regarding the security and issuer, including information about its financial condition and operating data.² Rule 15c2-12 also generally requires that any final official statement prepared in connection with a primary offering of municipal securities contain a description of any instances in the previous five years in which the issuer failed to comply, in all material respects, with any previous commitment to provide such continuing disclosure.

The Commission may file enforcement actions under either Section 17(a) of the Securities Act of 1933 (the "Securities Act"), and/or Section 10(b) of the Exchange Act against issuers for inaccurately stating in final official statements that they have substantially complied with their prior continuing disclosure obligations. In such instances, underwriters for these bond offerings may also have violated the anti-fraud provisions to the extent they failed to exercise adequate due diligence in determining whether issuers have complied with such obligations, and as a result, failed to form a reasonable basis for believing the truthfulness of a key representation in the issuer's official statement. For instance, on July 29, 2013, the Commission charged a school district in Indiana and its underwriter with falsely stating to bond investors that the school district had been properly providing annual financial information and notices required as part of its prior bond offerings.³ Without admitting or denying the Commission's findings, the school district and underwriter each consented to, among other things, an order to cease and desist from committing or causing any violations of Section 10(b) of the Exchange Act and Rule 10b-5. The underwriter also agreed to pay disgorgement and prejudgment interest of \$279,446 as well as a penalty of \$300,000.

The Commission has in the past emphasized that the likelihood that an issuer will abide by its continuing disclosure obligations is critical to any evaluation of its covenants. An underwriter's obligation to have a reasonable basis to believe that the key representations in a final official statement are true and accurate extends to an issuer's representations concerning past compliance with disclosure obligations. Indeed, this provision of Rule 15c2-12 was specifically intended to serve as an incentive for issuers to comply with their undertakings to provide disclosures in the secondary market for municipal securities, and also assists underwriters and others in assessing the reliability of the issuer's disclosure representations. Moreover, the Commission has in the past stated that it believes that it is doubtful that an underwriter could form a reasonable basis for relying on the accuracy or completeness of an issuer's ongoing disclosure representations without the underwriter affirmatively inquiring as to that filing history, and the underwriter may not rely solely on a written certification from an issuer that it has provided all filings or notices.⁴

Based on available information, and as highlighted in the Commission's August 2012 Municipal Market Report, there is significant concern that many issuers have not been complying with their obligation to file continuing disclosure documents and that federal securities law violations involving false statements concerning such compliance may be widespread.

III. The MCDC Initiative

A. Who Should Consider Self-Reporting to the Division?

Issuers who may have made materially inaccurate statements in a final official statement regarding their prior compliance with their continuing obligations as described in Rule 15c2-12 should consider self-reporting to the Division to take advantage of the MCDC Initiative.

Underwriters of offerings in which the final official statement contains materially inaccurate statements regarding an issuer's prior compliance with continuing disclosure obligations should also consider self-reporting under the MCDC Initiative. Such underwriters may include the lead underwriter in an underwriting syndicate of such offerings or the sole underwriter in such offerings, and includes both competitive and negotiated underwritings.

Issuers or underwriters that have already been contacted by the Division as of the date of this announcement regarding possible inaccurate statements as to past compliance with continuing disclosure obligations, but against whom no enforcement action has yet been taken, may be eligible for the MCDC Initiative and should contact the Enforcement staff to discuss eligibility.

B. When and What Must Issuers and Underwriters Self Report?

To be eligible for the MCDC Initiative, an issuer or underwriter must self-report by accurately completing the attached questionnaire and submitting it within the six month period beginning March 10, 2014 and ending at 12:00 a.m. EST on September 10, 2014. Information required by the questionnaire includes:

- identification and contact information of the self-reporting entity;
- information regarding the municipal securities offerings containing the potentially inaccurate statements;
- identities of the lead underwriter, municipal advisor, bond counsel, underwriter's counsel and disclosure counsel, if any, and the primary contact person at each entity, for each such offering;
- any facts that the self-reporting entity would like to provide to assist the staff in understanding the circumstances that may have led to the potentially inaccurate statement(s); and
- a statement that the self-reporting entity intends to consent to the applicable settlement terms under the MCDC Initiative.

Submissions may be made by email to MCDCsubmissions@sec.gov, by fax to (301) 847-4713 or by mail to MCDC Initiative, U.S. Securities and Exchange Commission, Boston Regional Office, 33 Arch Street, Boston, MA 02110.

C. Standardized Settlement Terms the Division Will Recommend

To the extent an entity meets the requirements of the MCDC Initiative and the Division decides to recommend enforcement action against the entity ("eligible issuer" or "eligible underwriter"), the Division will recommend that the Commission accept a settlement which includes the terms described below.⁵

1. Types of Proceedings and Nature of Charges

For eligible issuers, the Division will recommend that the Commission accept a settlement pursuant to which the issuer consents to the institution of a cease and desist proceeding under Section 8A of the Securities Act for violation(s) of Section 17(a)(2) of the Securities Act.⁶ The Division will recommend a settlement in which the issuer neither admits nor denies the findings of the Commission.

For eligible underwriters, the Division will recommend that the Commission accept a settlement pursuant to which the underwriter consents to the institution of a cease and desist proceeding under Section 8A of the Securities Act and administrative proceedings under Section 15(b) of the Exchange Act for violation(s) of Section 17(a)(2) of the Securities Act. The Division will recommend a settlement in which the underwriter neither admits nor denies the findings of the Commission.

2. Undertakings

For eligible issuers, the settlement to be recommended by the Division must include undertakings by the issuers. Specifically, as part of the settlement, the issuer must undertake to:

- establish appropriate policies and procedures and training regarding continuing disclosure obligations within 180 days of the institution of the proceedings;
- comply with existing continuing disclosure undertakings, including updating past delinquent filings within 180 days of the institution of the proceedings;
- cooperate with any subsequent investigation by the Division regarding the false statement(s), including the roles of individuals and/or other parties involved;
- disclose in a clear and conspicuous fashion the settlement terms in any final official statement for an offering by the issuer within five years of the date of institution of the proceedings; and
- provide the Commission staff with a compliance certification regarding the applicable undertakings by the issuer on the one year anniversary of the date of institution of the proceedings.

For eligible underwriters, the settlement to be recommended by the Division must include undertakings by the underwriters. Specifically, as part of the settlement, the underwriter must undertake to:

- retain an independent consultant, not unacceptable to the Commission staff, to conduct a compliance review and, within 180 days of the institution of proceedings, provide recommendations to the underwriter regarding the underwriter's municipal underwriting due diligence process and procedures;
- within 90 days of the independent consultant's recommendations, take reasonable steps to enact such recommendations; provided that the underwriter make seek approval from the Commission staff to not adopt recommendations that the underwriter can demonstrate to be unduly burdensome;
- cooperate with any subsequent investigation by the Division regarding the false statement(s), including the roles of individuals and/or other parties involved; and

- provide the Commission staff with a compliance certifications regarding the applicable undertakings by the Underwriter on the one year anniversary of the date of Institution of the proceedings.

3. Civil Penalties

For eligible Issuers, the Division will recommend that the Commission accept a settlement in which there is no payment of any civil penalty by the issuer.

For eligible underwriters, the Division will recommend that the Commission accept a settlement in which the underwriter consents to an order requiring payment of a civil penalty as described below:

- For offerings of \$30 million or less, the underwriter will be required to pay a civil penalty of \$20,000 per offering containing a materially false statement;
- For offerings of more than \$30 million, the underwriter will be required to pay a civil penalty of \$60,000 per offering containing a materially false statement;
- However, no underwriter will be required to pay more than \$500,000 total in civil penalties under the MCDC Initiative.

D. No Assurances Offered with Respect to Individual Liability

The MCDC Initiative covers only eligible issuers and underwriters. The Division provides no assurance that individuals associated with those entities, such as municipal officials and employees of underwriting firms, will be offered similar terms if they have engaged in violations of the federal securities laws. The Division may recommend enforcement action against such individuals and may seek remedies beyond those available through the MCDC Initiative. Assessing whether to recommend enforcement action against an individual for violations of the federal securities laws necessarily involves a case-by-case assessment of specific facts and circumstances, including evidence regarding the level of intent and other factors such as cooperation by the individual.

E. No Assurances for Entities That Do Not Take Advantage of MCDC Initiative

For issuers and underwriters that would be eligible for the terms of the MCDC Initiative but that do not self-report pursuant to the terms of the MCDC Initiative, the Division offers no assurances that it will recommend the above terms in any subsequent enforcement recommendation. As noted above, assessing whether to recommend enforcement action necessarily involves a case-by-case assessment of specific facts and circumstances, but entities are cautioned that enforcement actions outside of the MCDC initiative could result in the Division or the Commission seeking remedies beyond those described in the initiative. For issuers, the Division will likely recommend and seek financial sanctions. For underwriters, the Division will likely recommend and seek financial sanctions in amounts greater than those available pursuant to the MCDC Initiative.

Questions regarding the MCDC Initiative may be directed to MCDCinquiries@sec.gov.

¹ Recommendations by the Division to the Commission are subject to approval by the Commission.

² The Issuers' agreement to make such disclosures is memorialized in a written undertaking frequently called a Continuing Disclosure Agreement. The Continuing Disclosure Agreement requires that issuer to file annual financial information and notices of certain material events with the Electronic Municipal Market Access, or EMMA, an electronic information repository system maintained by the Municipal Securities Rulemaking Board (MSRB), which is accessible to all investors on the Internet.

³ *In the Matter of West Clark Community Schools*, AP File No. 3-15391 (July 29, 2013); *In the Matter of City Securities Corporation and Randy G. Ruhl*, AP File No. 3-15390 (July 29, 2013).

⁴ See "Municipal Securities Disclosure," Securities Exchange Act Release No. 34961 (November 10, 1994), 59 FR 59590, *supra* notes 50-54 (November 17, 1994). See also "Amendments to Municipal Securities Disclosure," Securities Exchange Act Release No. 34-62184A (May 26, 2010), 75 FR 331100, *supra* n. 348-362 (June 10, 2010).

⁵ The standardized settlement terms of the MCDC Initiative are only applicable to inaccurate statements concerning compliance with continuing disclosure obligations. The MCDC Initiative and the standardized settlement terms are not applicable to other material misstatements in final official statements or related communications or other misconduct. Any other potential misconduct is subject to investigation and separate enforcement action, if appropriate. If enforcement action is taken, entities may be subject to additional remedies for that misconduct, including additional financial sanctions.

⁶ Violations of Section 17(a)(2) require a finding of negligent conduct.



**U.S. SECURITIES AND EXCHANGE COMMISSION
DIVISION OF ENFORCEMENT**

**MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION INITIATIVE
QUESTIONNAIRE FOR SELF-REPORTING ENTITIES**

NOTE: The information being requested in this Questionnaire is subject to the Commission's routine uses. A list of those uses is contained in SEC Form 1662, which also contains other important information.

1. Please provide the official name of the entity that is self-reporting ("Self-Reporting Entity") pursuant to the MCDC Initiative along with contact information for the Self-Reporting Entity:

Individual Contact Name:

Individual Contact Title:

Individual Contact telephone:

Individual Contact Fax number:

Individual Contact email address:

Full Legal Name of Self-Reporting Entity:

Mailing Address (number and street):

Mailing Address (city):

Mailing Address (state): Select a state...

Mailing Address (zip):

2. Please identify the municipal bond offering(s) (including name of Issuer and/or Obligor, date of offering and CUSIP number) with Official Statements that may contain a materially inaccurate certification on compliance regarding prior continuing disclosure obligations (for each additional offering, attach an additional sheet or separate schedule):

State: Select a state...

Full Name of Issuing Entity:

Full Legal Name of Obligor (if any):

Full Name of Security Issue:

Initial Principal Amount of Bond Issuance:

Date of Offering:

Date of final Official Statement (format MMDDYYYY):

Nine Character CUSIP number of last maturity:

3. Please describe the role of the Self-Reporting Entity in connection with the municipal bond offerings identified in Item 2 above (select Issuer, Obligor or Underwriter):

- ☐ Issuer
☐ Obligor
☐ Underwriter

4. Please identify the lead underwriter, municipal advisor, bond counsel, underwriter's counsel and disclosure counsel, if any, and the primary contact person at each entity, for each offering identified in Item 2 above (attach additional sheets if necessary):

Senior Managing Underwriting Firm:

Primary Individual Contact at Underwriter:

Financial Advisor:

Primary Individual Contact at Financial Advisor:

Bond Counsel Firm:

Primary Individual Contact at Bond Counsel:

Law Firm Serving as Underwriter's Counsel:

Primary Individual Contact at Underwriter's Counsel:

Law Firm Serving as Disclosure Counsel:

Primary Individual Contact at Disclosure Counsel:

5. Please include any facts that the Self-Reporting Entity would like to provide to assist the staff of the Division of Enforcement in understanding the circumstances that may have led to the potentially inaccurate statements (attach additional sheets if necessary):

On behalf of [Name of Self-Reporting Entity]

I hereby certify that the Self-Reporting Entity intends to consent to the applicable settlement terms under the MCDC Initiative.

By: _____

Name of Duly Authorized Signer:

Title:

**Springfield Public Schools
Personnel**

Attachment (C)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Certificated								
Vernoia	Francesca	Elementary Teacher	Walton	----	----	----	resignation	August 12, 2014
Tofte	Michael	Physics Teacher	JDHS	----	----	----	resignation	July 25, 2014
Trueger	Barbara	Elementary Teacher	Walton	----	----	----	Leave	9/1/14-12/2/14
Salmon	Gregory	Independent Study/Physics	JDHS	----	\$1,500.00	----	----	9/1/14-6/30/15
Maul	Teresa	IDE Summer Curriculum	Walton	----	\$39.01/hr	----	----	8/18/14-8/22/14
Krumholz	Drew	IDE Summer Curriculum	JDHS	----	\$39.01/hr	----	----	8/18/14-8/22/14
Crigler	Danielle	IDE Summer Curriculum	JDHS	----	\$39.01/hr	----	----	8/18/14-8/22/14
Perruci	Andrew	IDE Summer Curriculum	FMG	----	\$39.01/hr	----	----	8/18/14-8/22/14
David	Joseph	Social Studies Teacher	FMG	Step 8/MA	\$65,036.00	----	Attainment of Masters	9/1/14-6/30/15
Farrell	Tara-Lyn	Leave Replacement Elementary Teacher	Walton	Step 0/BA	\$53,195.00	----	cover for KP	9/1/14-6/30/15
Rebimbaz	Jaqueline	Elementary Teacher	Walton	Step 1/BA	\$53,834.00	Replacement	for FV	9/1/14-6/30/15
Silva	David	Physics Teacher	JDHS	Step 0/BA	\$53,195.00	Replacement	for MT	9/1/14-6/30/15

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Substitute/Home instructor/Volunteer								
Wicker	Rodney	Substitute Bus Driver	District	----	***	New	----	9/1/14-6/30/15
Gonzalez	Emily	Substitute Teacher and Aide	District	----	***	New	----	9/1/14-6/30/15
Silance	Kathy	Substitute Aide	District	----	***	New	----	9/1/14-6/30/15
Cetrulo	Patricia	Substitute Aide	District	----	***	New	----	9/1/14-6/30/15
Kissell	Daniela	Substitute Teacher and Aide	District	----	***	Renewal	----	9/1/14-6/30/15
Ginefra	Deborah	Substitute Nurse	District	----	***	Renewal	----	9/1/14-6/30/15
Huber	Rachel	Substitute Teacher and Aide	District	----	***	Renewal	----	9/1/14-6/30/15
Carvalho	Melanie	Substitute Teacher and Aide	District	----	***	New	----	9/1/14-6/30/15
Corigliano	Tara	Substitute Aide	District	----	***	New	----	9/1/14-6/30/15

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Non-Certificated								
Lozovsky	Ekaterina	Instructional Aide	District	----	----	----	resignation	August 12, 2014
Ditzel	Linda	Clock Operator	JDHS	----	26.15/hour	----	----	9/1/14-6/30/15
Gonzalez	Emily	Lunch Aide	District	----	16.72/hr	new	up to 10 hours per week	9/1/14-6/30/15
Silance	Kathy	Lunch Aide	District	----	16.72/hr	new	up to 10 hours per week	9/1/14-6/30/15
Cetrulo	Patricia	Lunch Aide	District	----	16.72/hr	new	up to 10 hours per week	9/1/14-6/30/15

**Springfield Public Schools
Personnel**

Attachment (C)

Corigliano	Tara	Lunch Aide	District	----	16.72/hr	new	up to 10 hours per week	9/1/14-6/30/15
Blondet	James	Bus Driver	District	----	\$17.72/hr	----	----	9/1/14-6/30/15
Semo	Stefan	IT Manager	District	----	\$64,925.00	replacement	for JP	8/18/14-6/30/15
Semo	Stefan	Cisco stipend	District	----	\$7,574.60	replacement	for JP	8/18/14-6/30/15
Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Before and After School Program/Childcare								
Wood	Ellen	B/A Care Sub Group Leader	District	----	\$23.00/hr	new	----	9/1/14-6/30/15

* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2013-June 30, 2016)

**** Special Salaries, Compensation and Fees 2014-2015

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

Attachment (D)

1. RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
Morris-Union Jointure Commission New Providence, NJ	Behavior Management	\$695/Half Day \$250/Hr.	Per IEP	2014-15 SY	
Leslie Vacarrino Cranford, NJ	Consultant (Department Supervision)	\$500/Day	Need Basis	2014-15 SY	
TUT The Uncommon Thread	ABA	\$45/hour	IDEA part-funded	2014-15 SY	
ABA Services for Children	BCBA	\$90/hour	IDEA part-funded	2014-15 SY	
Stirling, NJ	Parent Training	\$50/\$75 hour	IDEA part-funded	2014-15 SY	
	In-Service Training	1000.00	IDEA part-funded	2014-15 SY	
	On-line Training	2850.00	IDEA part-funded	2014-15 SY	

2. OUT OF DISTRICT PLACEMENT REQUEST

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
Allegro School	0825	4,050.00	2014-15 SY	ESY 1:1 Aide
Cedar Knolls, NJ		24,705.00	2014-15 SY	1:1 Aide
Governor Livingston High School Berkeley Heights, NJ	1904	55,341.19	2014-15 SY	Tuition

PAYMENT APPLICATION

TO: THE SPRINGFIELD BOE MOUNTAIN AVE SPRINGFIELD NJ 07081 Attn: Accounts Payable	PROJECT NAME AND LOCATION: SPRINGFIELD BOE 2014 SANDMEIER SCHOOL	APPLICATION # 2 PERIOD THRU: 07/22/2014 PROJECT #s:	Distribution to: ☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR
FROM: LAUMAR ROOFING CO. INC 426 Gregory Ave Passaic NJ 07055	ARCHITECT: DI GROUP ARCHITECTURE 15 BETHAMY STREET NEW BRUNSWICK NJ 08901	DATE OF CONTRACT: 07/14/2014	☐
FOR:			

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT	\$798,000.00
2. SUM OF ALL CHANGE ORDERS	\$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$798,000.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$674,500.00
5. RETAINAGE:	
a. 2.00% of Completed Work (Columns D + E on Continuation Page)	\$13,490.00
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$13,490.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$661,010.00
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$411,600.00
8. PAYMENT DUE	\$249,410.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$136,990.00

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: LAUMAR ROOFING CO. INC

By:

PETER BOROFF VICE PRESIDENT

Date:

State of: NEW JERSEY
County of: MIDDLESEX
Subscribed and sworn to before
me this 5th day of AUGUST 2014

Notary Public:

My Commission Expires:

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT.....\$249,410.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT:

By:

Date:

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$0.00	

CONTINUATION PAGE

Page 1 of 1

PROJECT: SPRINGFIELD BOE 2014
SANDMEIER SCHOOL

APPLICATION #: 2
DATE OF APPLICATION: 07/22/2014
PERIOD THRU: 07/22/2014
PROJECT #s:

Payment Application containing Contractor's signature is attached.

ROOFING

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	BONDS & INSURANCE	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100%	\$0.00	
2	MOBILIZATION	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100%	\$0.00	
3	ROOFING MATERIAL	\$380,000.00	\$308,000.00	\$55,000.00	\$0.00	\$363,000.00	96%	\$17,000.00	
4	ROOF INSULATION	\$132,000.00	\$80,000.00	\$52,000.00	\$0.00	\$132,000.00	100%	\$0.00	
5	LABOR ROOF REMOVAL	\$53,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	66%	\$18,000.00	
6	LABOR ROOF REPL.	\$53,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	66%	\$18,000.00	
7	SKYLIGH INFILL	\$47,500.00	\$0.00	\$47,500.00	\$0.00	\$47,500.00	100%	\$0.00	
8	DRAINS	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100%	\$0.00	
9	GRAVELSTOPS	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$27,000.00	
10	ROOF ACCESSORIES	\$20,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	50%	\$10,000.00	
11	CLOSEOUTS & WARRANTY	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$15,000.00	
12	ALLOWANCE	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8,500.00	
13	AGGREGATE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

PAYMENT APPLICATION

Page 1

(F)

TO: THE SPRINGFIELD BOE 2014 MOUNTAIN AVE. SPRINGFIELD NJ 07081 Attn: Accounts Payable	PROJECT NAME AND LOCATION: SPRINGFIELD BOE WA;TON ELEM SCHOOL	APPLICATION # 1 PERIOD THRU: 07/14/2014 PROJECT #s: DATE OF CONTRACT: 07/14/2014	Distribution to: ☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐
FROM: LAUMAR ROOFING CO.INC 426 Gregory Ave Passaic NJ 07055	ARCHITECT: DI GROUP 15 BETHAMY STREET NEW BRUNSWICK NJ		
FOR:			

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT	\$378,000.00
2. SUM OF ALL CHANGE ORDERS	\$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$378,000.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$226,000.00
5. RETAINAGE:	
a. 2.00% of Completed Work (Columns D + E on Continuation Page)	\$4,520.00
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$4,520.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$221,480.00
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$0.00
8. PAYMENT DUE	\$221,480.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$156,520.00

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: LAUMAR ROOFING CO.INC

By:

PETER BOROFF VICE PRESIDENT

Date:

5.7.2014

State of:

NEW JERSEY

County of:

Passaic

NOTARY PUBLIC OF NEW JERSEY
DOMINGO MORA
MY COMMISSION EXPIRES AUG 9, 2016

Subscribed and sworn to before

me this

5th

day of

AUGUST 2014

Notary Public:

Domingo Mora

My Commission Expires:

8-9-2016

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT.....\$221,480.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT:

By:

[Signature]

Date:

8-6-14

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$0.00	

PAYMENT APPLICATION

Quantum Software Solutions, Inc. Document

CONTINUATION PAGE

Page 1 of 1

PROJECT: SPRINGFIELD BOE
WA:TON ELEM SCHOOL

APPLICATION #: 1
DATE OF APPLICATION: 07/14/2014
PERIOD THRU: 07/14/2014
PROJECT #s:

Payment Application containing Contractor's signature is attached.

ROOFING

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)		
1	ROOFING MATERIAL	\$191,000.00	\$0.00	\$150,000.00	\$0.00	\$150,000.00	79%	\$41,000.00	
2	ROOF INSULATION	\$66,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	76%	\$16,000.00	
3	LABOR ROOF REM.	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$45,000.00	
4	AGGREGATE REMOVAL	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100%	\$0.00	
5	DRAINS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	
6	GRAVELSTOPS	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$17,000.00	
7	AGGREGATE	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,000.00	
8	ROOFING ACCESSORIES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	
9	BONDS & INSURANCE	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	100%	\$0.00	
10	MOBILIZATION	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	100%	\$0.00	
11	ALLOWANCE	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,000.00	
12	CLOSEOUTS	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,000.00	
	TOTALS	\$378,000.00	\$0.00	\$226,000.00	\$0.00	\$226,000.00	60%	\$152,000.00	

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

NEW

(G)

BYLAW 2130

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

PRINCIPAL EVALUATION

The board of education believes that the evaluation of effective leadership and administration practices improves success in the achievement of the educational goals of this district, including student achievement of the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards. The board shall implement an effective system for the evaluation of principals, assistant principals, and vice-principals. The purpose of this evaluation shall be to promote professional excellence and improve the skills of principals, assistant principals and vice-principals; improve pupil learning and growth; and provide a basis for the review of performance. The board is committed to establishing educator evaluation rubrics for the evaluation of administrative staff members' effectiveness to further the development of a professional corps of State educators and to increase student achievement. The district evaluation system shall facilitate:

- A. Continual improvement of leadership and instruction;
- B. Meaningful differentiation of performance using four performance levels;
- C. Use of multiple valid measures in determining performance levels, including objective measures of student performance and measures of professional practice;
- D. Evaluation of principals, assistant principals and vice-principals on a regular basis;
- E. Delivery of clear, timely and useful feedback, including feedback that identifies areas for growth and guides professional development; and
- F. District personnel decisions.

Training

Principals, assistant principals and vice principals shall be provided:

- A. Training on the teacher and principal practice instruments. Training shall be provided for any supervisor who will conduct observations for the purpose of evaluation of teachers, principals, assistant principals, or vice principals. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;
- B. Annual updates and refresher training on the teacher and principal practice instruments. Training shall be provided for any supervisor who will observe teaching and/or principal practice for the purpose of increasing accuracy and consistency among observers.

Principal Evaluation

Principals, vice principals, or assistant principals shall be evaluated according to an evaluation rubric. The evaluation rubric shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

The components of the principal evaluation rubric shall apply to teaching staff members holding the position of principal, vice principal, or assistant principal and holding a valid and effective standard, provisional, or emergency administrative certificate.

The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not

Principal evaluation (continued)

limited to:

- A. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2 including:
 - 1. The median school wide student growth percentile measure; and/or
 - 2. The measure of the average student growth objective for all teachers; and
 - 3. The measure of the administrator goals which shall be developed in consultation with their supervisor and specific and measurable to his or her job description. Administrator goals and the criteria for assessing performance based on those objectives shall be determined and recorded in the principal, vice principal, or assistant principal's personnel file by October 15 of the school year.
- B. Measures of principal practice including the following components:
 - 1. A measure determined through a Commissioner-approved principal practice instrument; and
 - 2. A leadership measure determined through the Department-created leadership rubric.

Principal practice component rating shall be based on the measurement of the principal, assistant principal, or vice principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.

Leadership practice shall be determined by a score on a leadership rubric, which will assess the principal, vice-principal, or assistant principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department of Education's website and annually maintained.

Principal, Assistant Principal, and Vice Principal Observations

The chief school administrator, or his or her designee, shall conduct observations for the evaluation of principals. The chief school administrator shall be trained according to law on the components of the evaluation rubric including student achievement measures and all aspects of the practice instrument.

A principal, or a chief school administrator or his or her designee, shall conduct observations for the evaluation of assistant principals and vice principals.

For the purpose of collecting data for the evaluation of a principal, assistant principal, or vice principal, an observation may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.

Each tenured principal, assistant principal, and vice principal shall be observed at least two times during each school year. Each nontenured principal, assistant principal, and vice principal shall be observed at least three times during each school year, as required by N.J.S.A. 18A:27-3.1.

A post-observation conference shall follow each observation. The post-observation conference shall consist of a meeting, either in-person or remotely, between the evaluator and the principal, assistant principal or vice-principal for the purpose of evaluation to discuss the data collected in the observation.

Post-observation conferences shall include the following procedures:

- A. The supervisor who is present at the observation shall conduct a post-observation conference with the principal, assistant principal, or vice principal being observed. A post-observation conference shall occur no more than 15 teaching staff member working days following each observation;
- B. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the principal, assistant principal,

Principal evaluation (continued)

or vice principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness;

- C. With the consent of the observed principal, assistant principal, or vice principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication;
- D. One post-observation conference may be combined with the principal, assistant principal, or vice principal's annual summary conference as long as it occurs within the required 15 teaching staff member working days following the observation.
- E. A written evaluation report shall be signed by the supervisor who conducted the observation and post-observation and the principal, assistant principal, or vice principal who was observed;
- F. The principal, assistant principal, or vice principal shall submit his or her written objection(s) of the evaluation within 10 working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.

An additional observation and post-observation conference shall be required as part of the corrective action plan for any principal, assistant principal or vice-principal who has been rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics.

Professional Development Plans

The chief school administrator shall oversee and review for each principal and supervisor, professional development that links to individual, school, and district professional development goals and the school district's professional development plan.

The principals and supervisors shall fulfill the professional development requirement through the creation, implementation, and completion of a professional development plan that:

- A. Aligns with the Professional Standards for School Leaders (N.J.A.C. 6A:9-3.4) and the Standards for Professional Learning (N.J.A.C. 6A:9-15.3);
- B. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the chief school administrator, principals, or supervisors;
- C. Identifies professional goals that address specific individual, school, or district goals; and
- D. Grounds professional development activities in objectives related to improving teaching, learning, and student achievement, and in support of the school and/or district professional development plan.

If a principal, assistant principal or vice-principal has a corrective action plan, the corrective action plan shall replace content of the individual professional development plan until the next annual summary conference.

Note: see board policy 4131/4131.1 Staff Development

Corrective Action Plans

A corrective action plan shall be developed for each principal, assistant principal or vice-principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics. The plan shall be developed by the principal, assistant principal or vice-principal evaluated and the chief school administrator or principal's, assistant principal's or vice-principal's supervisor.

A chief school administrator, or his or her designee, and the principal, as appropriate, shall conduct a mid-

Principal evaluation (continued)

year evaluation of any principal, assistant principal, or vice principal who is evaluated as ineffective or partially effective in his/her most recent annual summative evaluation. If the corrective action plan was created before the start of the year, the mid-year evaluation shall occur before February 15; if the corrective action plan was created after the start of the academic year, the mid-year evaluation shall occur before the annual summary conference. The mid-year evaluation shall include, at a minimum:

- A. One observation in addition to the observations required for the regular evaluation process;
- B. One post-observation conference in addition to the post-observation conferences required for the regular evaluation process. During this post-observation conference progress toward the principal's, assistant principal's or vice principal's goals outlined in the corrective action plan shall be reviewed.

The content of the corrective action plan shall replace the content of the individual professional development plan until the next annual summary conference.

Records

All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the district for the purposes of conducting the educator evaluation process pursuant to this chapter shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in this section shall be construed to prohibit the Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

Date: August 18, 2014

Legal References: N.J.S.A. 18A:4-15 General rule-making power
N.J.S.A. 18A:4-16 Incidental powers conferred
N.J.S.A. 18A:6-10 et seq. Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:6-117 et seq. Teacher Effectiveness and Accountability for the Children
See particularly: of New Jersey (TEACHNJ) ACT
N.J.S.A. 18A:6-119 Definitions relative to the TEACHNJ Act
N.J.S.A. 18A:6-120 School improvement panel
N.J.S.A. 18A:6-121 Evaluation of principal, assistant principal, vice-principal
N.J.S.A. 18A:6-122 Annual submission of evaluation rubrics
N.J.S.A. 18A:6-123 Review, approval of evaluation rubrics
N.J.S.A. 18A:27-3.1 Non-tenured teaching staff; observation and evaluation;
 through -3.3 conference; purpose
N.J.S.A. 18A:27-10 et seq. Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 31
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals
N.J.A.C. 6:30-2.1(a)8 Purpose and program descriptions
N.J.A.C. 6A:9-15.1 et seq. Required professional development for teachers and
See particularly: school leaders
N.J.A.C. 6A:9-15.7 Implementation of professional development requirement

Principal evaluation (continued)

for school leaders

N.J.A.C. 6A:9-15.8 Requirements for school leader professional development

in ethics, law and governance

N.J.A.C. 6A:10-1.1 et seq. Educator effectivenessSee particularly:N.J.A.C. 6A:10-1.2 DefinitionsN.J.A.C. 6A:10-2.2 Duties of district boards of educationN.J.A.C. 6A:10-5.1 et seq. Components of principal evaluationSee particularly:N.J.A.C. 6A:10-5.1 Components of principal evaluation rubrics through -5.3N.J.A.C. 6A:10-5.4 Principal, assistant principal and vice-principals observationsN.J.A.C. 6A:32-5.1 et seq. Standards for determining seniorityPossible Cross References:

*2131	Chief school administrator
4000	Concepts and roles in personnel
4010	Goals and objectives
*4112.6	Personnel records
*4115	Supervision
*4116	Evaluation of teaching staff members
*4117.41	Nonrenewal
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4212.6	Personnel records
*4215	Supervision
*4216	Evaluation
*4231/4231.1	Staff development; inservice education/visitations/conferences
*6143.1	Lesson plans

New

BYLAW 2131

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

CHIEF SCHOOL ADMINISTRATOR

The board of education, in compliance with state law, will evaluate the chief school administrator at least annually. Every newly appointed or elected board member shall complete the New Jersey School Boards Association's training program on evaluation of superintendents within six months of commencement of his/her term of office. The purpose of the evaluation shall be:

- A. To promote professional excellence and improve the skills of the chief school administrator;
- B. To improve the quality of the education received by the pupils served by the public schools of the district;
- C. To provide a basis for the review of the job performance of the chief school administrator.

Role and Responsibility of the Board

The role and responsibility of the board in this evaluation shall be:

- A. To complete a New Jersey School Boards Association training program on the evaluation of the chief school administrator within six months of the commencement of newly appointed or elected district board member's term of office (N.J.S.A. 18A:17-20.3.b; see board policy 9200 Orientation and Training of Board Members);
- B. To review, revise and adopt procedures suggested by the chief school administrator for implementation of this policy;
- C. To determine whether the services of a qualified consultant will contribute substantially to the evaluation process and to engage such a consultant as deemed appropriate to assist the board. The evaluation itself shall be the responsibility of the board;
- D. To adopt an individual plan for professional growth and development of the chief school administrator based in part upon any needs identified in the evaluation. This plan shall be mutually developed by the board and the chief school administrator. The duration of the plan will be three to five years, depending on the chief school administrator's contract with the school district;
- E. To hold an annual summary conference between a majority of its total membership and the chief school administrator. The annual summary conference shall be held before the written performance report is filed. The conference shall be held in private, unless the chief school administrator requests that it be held in public. The conference shall include, but not be limited to, review of the following:
 - 1. Performance of the chief school administrator based upon the job description;
 - 2. Progress of the chief school administrator in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
 - 3. Indicators of student progress and growth toward program objectives.
- F. To prepare, by July 1, subsequent to the annual summary conference, an annual written performance report, approved by a majority of the full membership of the board. This report shall include:
 - 1. Performance areas of strength;
 - 2. Performance areas needing improvement based upon the job description and evaluation criteria in "E" above;

CHIEF SCHOOL ADMINISTRATOR (continued)

3. Recommendations for professional growth and development;
 4. A summary of available indicators of pupil progress and growth and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the chief school administrator;
 5. Provision for performance data which have not been included in the report prepared by the board of education to be entered into the record by the chief school administrator within 10 working days after the completion of the report.
- G. To add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth to a chief school administrator's personnel file. The records shall be confidential and not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

Role and Responsibility of the Chief School Administrator

The board shall determine the role and responsibility in consultation with the chief school administrator. The chief school administrator shall be to provide information and propose procedures for:

- A. Development of a job description and evaluation criteria, based upon the district's local goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties and responsibilities of the chief school administrator. The evaluation criteria shall include but not be limited to available indicators of pupil progress;
- B. Specification of methods of data collection and reporting appropriate to the job description;
- C. Design of evaluation instruments suited to reviewing the chief school administrator's performance based upon the job description;
- D. Establishing an evaluation calendar to include a date for the annual conference and including appropriate information to allow proper consideration of all the items to be included in the subsequent written performance report;
- E. After the board's adoption of the annual written performance report, to provide all other appropriate information relative to evaluation of his/her performance not contained in the report.
- F. Preparation and review of the Professional Growth Plan for the administrator's professional development.

The policy shall be delivered to the chief school administrator upon adoption. Amendments to the policy shall be distributed within 10 working days after adoption.

Date: August 18, 2014

Legal References:

NOTE: These legal references pertain primarily to the chief school administrator's employment and evaluation. Many specific responsibilities are assigned by other statutes and administrative code regulations.

N.J.S.A. 18A:4-15
N.J.S.A. 18A:6-10
 through -17
N.J.S.A. 18A:12-21 et seq.
N.J.S.A. 18A:17-15
 through -21

General rule-making power
 Dismissal and reduction in compensation of persons under tenure in public school system
 School Ethics Act
 Appointment of superintendents; terms;

CHIEF SCHOOL ADMINISTRATOR (continued)

<u>N.J.S.A.</u> 18A:17-20	Tenured and non-tenured superintendents; general powers and duties
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:17-20.2	Evaluation of superintendent's performance
<u>N.J.S.A.</u> 18A:17-24	Clerks in superintendent's office
<u>N.J.S.A.</u> 18A:17-24.1	Shared Administrators, Superintendents
<u>N.J.S.A.</u> 18A:27-4.1	Appointment, transfer, removal or renewal of officers and employees; exceptions
<u>N.J.S.A.</u> 18A:28-3 through -6.1	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
<u>N.J.S.A.</u> 40:65-1 <u>et seq.</u>	Uniformed Shared Services and Consolidation Act
<u>N.J.A.C.</u> 6A:9-12	Requirements for Administrative Certification
<u>N.J.A.C.</u> 6A:10-7.1	Evaluation of chief school administrators
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-4.1 <u>et seq.</u>	Employment and Supervision of Teaching Staff

8 U.S.C. 1101 et seq. Immigration and Nationality Act

Possible

<u>Cross References:</u>	*2000/2010	Concepts and roles in administration; goals and objectives
	*2121	Line of responsibility
	*4111	Recruitment, selection and hiring
	*4211	Recruitment, selection and hiring
	*9000	Role of the board
	*9400	Board self-evaluation

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: NONDISCRIMINATION/AFFIRMATIVE ACTION

The Springfield Board of Education will continue to support its Affirmative Action Resolution and to implement the district's equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation. A copy of the district's Affirmative Action plans and self-evaluation of affirmative action achievement shall be available in the district office.

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, pregnancy in employment or in educational opportunities.

Harassment

The Board of Education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the Affirmative Action in-service programs required by law for all staff.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the Springfield schools. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer. This policy statement on sexual harassment will be distributed to all staff members.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The Affirmative Action officer will receive all complaints and carry out a thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

School and Classroom Practices

In implementing Affirmative Action, the district shall:

- A. Identify and correct the denial of equality of educational opportunities for pupils solely on the basis of any classification protected by law;
- B. Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of programs for children; and equal access of all eligible pupils to all extracurricular programs.

These topics are included in the pupil and instruction policies of the district at #5145.4 Equal Educational Opportunity, and #6121 Nondiscrimination/Affirmative Action.

Contract/Employment Practices

The district directs the Superintendent to ensure that appropriate administrators implement the district's Affirmative Action policies by:

- A. Adhering to the administrative code in selection of vendors and suppliers; informing vendors and suppliers that their employees are bound by the District's Affirmative Action policies in their contacts with district staff and pupils.
- B. Continuing implementation and refinement of existing practices and Affirmative Action plans, making certain that all recruitment eliminates discrimination on any basis protected by law, and holding in-service programs on Affirmative Action for all staff in accordance with law.

These topics are included in the business and non-instructional operations, and the personnel policies of the district at #4111.1.

Disabled

In addition to prohibiting educational and employment decisions based on non-applicable disabling conditions, the District shall, as much as feasible, make facilities accessible to disabled pupils and employees as intended by Section 504, the Americans with Disabilities Act and as specified in the administrative code.

Affirmative Action Officer

The Board-appointed Affirmative Action officer shall focus on possible discriminatory practices in personnel and educational activities, and suggest to the Board ways in which to correct any discriminatory practices found.

The Affirmative Action officer shall monitor compliance with this policy. The name, work location and telephone number of the district Affirmative Action officer shall be made known to staff, pupils and parents/guardians annually.

Report on Implementation

The Superintendent shall devise regulations, including grievance forms and procedures to implement the district's Affirmative Action policies. He/she shall report to the Board annually on the effectiveness of this policy and the implementing procedures.

Legal References:

N.J.S.A. 10:5 Law Against Discrimination
N.J.S.A. 18A:6-5, -6 Inquiry as to religion and religious tests prohibited
N.J.S.A. 18A:18A-17 Facilities for handicapped persons
N.J.S.A. 18A:26-1, -1.1 Citizenship of teachers, etc. ...
N.J.S.A. 18A:29-2 Equality of compensation for male and female
N.J.S.A. 18A:36-20 Discrimination: prohibition
N.J.A.C. 5:23-7 Barrier free subcode of the uniform construction
N.J.A.C. 6:4-1.1 et seq. Equality in educational programs
N.J.A.C. 6:8-4.3 Quality assurance
N.J.A.C. 6:8-4.10 State and Federally mandated programs and Executive Order 11246 as amended
29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended
20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972
42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act 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. - Education of the Handicapped Act
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
Meritor Savings Bank v. Vinson, 106 S. Ct. 2399 (1986)
School Board of Nassau County v. Arline, 107 S. Ct. 1123 (1987)
Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)
Manual for the Evaluation of Local School Districts (June 1993)

Cross References:

3320 Purchasing Procedures
4111 Selection and employment of personnel
4111.1 Equal educational opportunity
4111.11 Affirmative action
4111.12 Affirmative action and Chapter 504 Grievance procedures
4111.2 Elimination of discrimination on the basis of handicap in district
4111.3 Sexual harassment
4131/4131.1 Staff development; in-service education/Visitations/conferences
4211/4211.1 Non-discrimination Affirmative Action
4231/4231.1 Staff development; in-service education/Visitations/conferences
5145.4 Student rights and responsibilities
6121 Affirmative action
6145 Extracurricular activities

Adopted: June 30, 1997

Revised: August 20, 2007
Revised: August 18, 2014

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

EVALUATION OF TEACHING STAFF MEMBERS

The board of education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of this district, including student achievement of the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The board is committed to establishing educator evaluation rubrics for the evaluation of teaching staff members' effectiveness to further the development of a professional corps of State educators and to increase student achievement. The district evaluation system shall facilitate:

- A. Continual improvement of instruction;
- B. Meaningful differentiation of educator performance using four performance levels;
- C. Use of multiple valid measures in determining educator performance levels, including objective measures of student performance and measures of professional practice;
- D. Evaluation of educators on a regular basis;
- E. Delivery of clear, timely and useful feedback, including feedback that identifies areas for growth and guides professional development; and
- F. District personnel decisions.

Definitions

For the purpose of this board policy on teacher evaluation "teaching staff member" means a member of the professional staff of any district or regional board of education, or any county vocational school district board of education, holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners. Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:

- A. An instructional certificate (holders of this certificate are referred to in this chapter as "teachers");
- B. Administrative certificate; and
- C. Educational services certificate (N.J.A.C. 6A:10-1.2).

This definition of teaching staff member includes certified staff positions that have instructional responsibilities as well as certified staff positions that have no instructional responsibilities. Some examples of teaching staff member positions without instructional responsibilities include supervisor, director, school nurse, athletic trainer, principal, vice-principal, student assistance counselor, school psychologist, and guidance counselor.

EVALUATION OF TEACHING STAFF MEMBERS (continued)

It is important to note that there are different requirements in this policy and in the law for the training, observation and observation conferences of classroom teachers and the training, observation and observation conferences of certified staff members who have no instructional responsibilities. This also includes differences in the educational rubrics adopted by the board and approved by the commissioner. The requirements of this policy and law for other aspects of teacher evaluation apply to staff with and without instructional responsibilities (teaching staff members) including reports, personnel records, professional development plans and corrective action plans.

Board Responsibilities

The board shall:

- A. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the board's evaluation policies and procedures;
- B. Annually adopt the evaluation rubrics and policies and procedures developed by the chief school administrator that pertain to the evaluation of district staff;
- C. Annually adopt by June 1, Commissioner-approved educator practice instruments and notify the Department of Education which instruments will be used as part of the school district's evaluation rubrics.

The board shall ensure through the chief school administrator or his or her designee(s) that the following requirements are met:

- A. The chief school administrator directs the development of and oversees the district evaluation policies and procedures requiring the annual evaluation of all teaching staff members. The chief school administrator may consult with the District Advisory Evaluation Committee or representatives from School Improvement Panels. The chief school administrator shall direct the development and oversee:
 - 1. The implementation of board approved evaluation rubrics for all teaching staff members;
 - 2. The assignment of roles and responsibilities for implementation of evaluation policies and procedures;
 - 3. The development of job descriptions and evaluation criteria that are based upon school district goals, student achievement, instructional priorities, and the evaluation regulations promulgated by the Department of Education;
 - 4. The application of methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for observations for the purpose of evaluation and post-observation conference(s) by the teaching staff member's supervisor, or his or her designee;
 - 5. The preparation of individual professional development plans; and
 - 6. The preparation of an annual written performance report by the teaching staff member's supervisor, or his or her designee, and an annual summary conference between the teaching staff member and his or her supervisor, or the supervisor's designee.
- B. The chief school administrator notifies all teaching staff members annually of the adopted evaluation policies and procedures no later than October 1. If a staff member is hired after October 1, he/she shall be notified of the policies at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy within 10 working days of adoption;
- C. The principal of each school within the school district has established a School Improvement Panel. The panel shall be established annually by August 31;
- D. Data elements shall be collected from the implementation of the teaching and principal practice instruments and the data shall be stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation; and
- E. Each principal in the district shall certify that any observer who conducts an observation of a teaching

EVALUATION OF TEACHING STAFF MEMBERS (continued)

staff member meets the statutory observation requirements (N.J.S.A. 18A:6-119, 18A:6-123.b(8), and 18A:27-3.1) and certifies that the teacher member of the School Improvement Panel meets the requirements detailed below and according to law (N.J.A.C. 6A:10-3.2).

Training for Teaching Staff Members and Supervisors

The board of education shall ensure, through the chief school administrator or his or her designee(s) that the following training procedures are observed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:

A. Teaching Staff Members

Annual training shall be provided on and descriptions provided of each component of the evaluation rubric for all teaching staff members who are being evaluated. More thorough training shall be provided for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components, including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;

B. Supervisors of Classroom Teachers

"Supervisor" means an appropriately certified teaching staff member, employed in the school district in a supervisory role and capacity, and possessing a school administrator, principal, or supervisor, endorsement as defined in N.J.A.C. 6A:9-1.1.

1. Training on the teacher practice instruments shall be provided for any supervisor who will conduct observations for the purpose of evaluation of teachers. Training shall be provided before the observer conducts his or her first observation for the purpose of evaluation;
2. Any supervisor who will observe teaching practice for the purpose of increasing accuracy and consistency among observers shall be provided annual updates and refresher training on the teacher practice instruments;
3. Each supervisor who will conduct observations for the purpose of evaluation of a teacher shall complete two co-observations annually, during the academic year:
 - a. At least one co-observation shall be completed by December 1;
 - b. Co-observers shall use the double observation to calibrate teacher practice instruments, promote accuracy in scoring, and to continually train themselves on the instrument;
 - c. A co-observation shall count as a required observation as long as the observer meets the requirements of law and this policy (see Teacher Observation and Observation Conferences below). A co-observation shall count as one of the required teacher observations;

The chief school administrators shall annually certify to the Department of Education that all supervisors of teaching staff members in the school district who are utilizing educator practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the educator practice instruments.

District Evaluation Advisory Committee

The board of education shall establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the district's evaluation policies and procedures. Members of the District Evaluation Advisory Committee shall include representation from the following groups:

- A. Teachers from each school level represented in the school district;
- B. Central office administrators overseeing the teacher evaluation process;

EVALUATION OF TEACHING STAFF MEMBERS (continued)

- C. Supervisors involved in teacher evaluation, when available or appropriate; and
- D. Administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel.

Members also shall include the chief school administrator, a special education administrator, a parent, and a member of the district board of education. The chief school administrator may extend membership on the District Evaluation Advisory Committee to representatives of other groups (N.J.A.C. 6A:10-2.3). (Note: the District Evaluation Advisory Committee is not required after the beginning of the 2017-2018 school year but may be continued at the discretion of the district.)

School Improvement Panel

Each school shall convene a School Improvement Panel. The panel shall include the principal, or his or her designee, an assistant or vice-principal, and a teacher. The principal's designee shall be an individual employed in the district in a supervisory role and capacity who possesses a school administrator, principal, or supervisor endorsement. In the event that an assistant or vice-principal is not available to serve on the panel, the principal shall appoint an additional member to the panel, who is employed in the district in a supervisory role and capacity and who possesses a school administrator certificate, principal certificate, or supervisor certificate.

Any district that has entered a shared services agreement for the functions of the school improvement panel may provide services under that shared services agreement.

The chief school administrator shall ensure that each school has established a School Improvement Panel that shall include the principal, a vice principal, and a teacher who is chosen by the building principal in consultation with the majority representative. The principal shall establish the panel annually by August 31. The principal may appoint additional members to the School Improvement Panel as long as all members meet the following criteria and the teacher(s) on the panel represents at least one-third of its total membership:

The building principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:

- A. The teacher member shall be a person with a demonstrated record of success in the classroom and who has demonstrated (beginning in academic year 2015-2016) a record of success with an evaluation rating of effective or highly effective in the most recent available annual summative rating;
- B. The teacher member shall be selected in consultation with the majority representative. The majority representative may submit to the principal teacher member nominees for consideration;
- C. The principal shall have final decision making authority and is not bound by the majority representative's list of nominees.

The teacher member shall serve a full academic year, except in case of illness or authorized leave, but may not be appointed more than three consecutive years. All members of the School Improvement Panel shall be chosen by August 31 of each year.

Duties of the School Improvement Panel

The School Improvement Panel shall (N.J.A.C. 6A:10-3.2):

- A. Oversee the mentoring of teachers according to board policy 4112.2 Certification, the State requirements for instructional certification as detailed in N.J.A.C. 6A:9-8, and support the implementation of the school district mentoring plan. Mentoring activities shall be developed in consultation with the school improvement panel;

EVALUATION OF TEACHING STAFF MEMBERS (continued)

- B. Conduct evaluations of teachers according to board policy and law (N.J.A.C. 6A:10-2.4 and 4.4);
- C. Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5(j) and conduct the mid-year evaluations for teachers who are on a corrective action plan; and
- D. Identify professional development opportunities for all teaching staff members that are tailored to meet the unique needs of the students and staff of the school, and are based on the review of aggregate school-level data, including, but not limited to, educator evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9-15.5:
 - 1. The teacher member may participate in the conduct of observations for the purpose of evaluation. In order to participate, the teacher member shall have:
 - a. Agreement of the majority representative;
 - b. An appropriate supervisory certificate; and
 - c. Approval of the principal who supervises the teacher being observed.
 - 2. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9-8.4.

Components of Teacher Evaluation

The components of teacher evaluation shall include the following:

- A. Board approved evaluation rubrics that include:
 - 1. Student achievement components as described in N.J.A.C. 6A:10-4.2:
 - a. Medium student growth percentile;
 - b. Student growth objectives;
 - 2. Measures of teacher practice determined through a teacher practice instrument for the observation of teachers and other measures;
- B. A professional development plan (PDP);
- C. An annual summary conference between supervisors and teaching staff members shall be held before the written performance report is filed;
- D. An annual performance report that is a written appraisal of the teaching staff member's performance prepared by a supervisor based on the evaluation rubric for his or her position.

The teacher shall submit his or her written objections of the evaluation within 10 teaching staff member working days following the conference. The objections shall be attached to each party's copy of the annual written performance report.

Evaluation Rubrics for Teaching Staff Members

The board shall annually adopt evaluation rubrics approved by the commissioner for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The evaluation rubric is a set of criteria, measures, and processes used to evaluate all teaching staff members in the district. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes.

EVALUATION OF TEACHING STAFF MEMBERS (continued)

The board shall adopt an evaluation rubric specifically for teachers and evaluation rubrics for other categories of teaching staff members (N.J.A.C. 6A:10-2.1).

The board may adopt a model evaluation rubric that has been reviewed and accepted by the Commissioner. A model teaching or principal evaluation rubric includes a teacher or principal practice instrument that appears on the Department of Education's list of approved educator practice instruments.

The board may also select an educator evaluation rubric other than the model rubric that at a minimum includes the standards set forth in law (N.J.S.A. 18A:6-123) and has four defined annual ratings: ineffective, partially effective, effective, and highly effective.

All evaluation rubrics for teaching staff members shall be submitted to the Commissioner by June 1 for approval by August 1 of each year (N.J.A.C. 6A:10-2.1c).

The chief school administrator shall develop, in consultation with teaching staff members, job descriptions for each teaching staff member position and evaluation criteria for said positions based directly upon the job description. The job description shall be concise, stating major responsibilities as briefly as possible. All job descriptions shall be presented to the board for approval.

Evaluation Rubric and Practice Instrument for TeachersA. Teacher Evaluation Rubric

The evaluation rubrics for all classroom teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:

1. Measures of student achievement:
 - a. Median student growth percentile for teachers who teach at least one course or group within a course that falls within a standardized-tested grade or subject; and
 - b. Student growth objectives for all teachers developed in consultation with their principal or his or her designee.
2. Measures of teacher practice determined through a teacher practice instrument and other measures including teacher practice components, observation and observation conferences and summary reports.

B. Teacher Practice Instrument

The teacher practice instrument shall be approved by the Commissioner and shall:

1. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers (N.J.A.C. 6A:9-3);
2. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
 - a. Clearly define the expectations for each rating category;
 - b. Provide a conversion to the four rating categories: highly effective, effective, partially effective, and ineffective;
 - c. Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
 - d. Use clear and precise language that facilitates common understanding among teachers and administrators;

EVALUATION OF TEACHING STAFF MEMBERS (continued)

3. Rely, to the extent possible, on specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and
4. Include descriptions of specific training and implementation details required for the instrument to be effective.

For commissioner-approval of a teacher practice instrument in 2015 or any year thereafter, the instrument shall include a process to assess competency on the evaluation instrument which the district may choose to use as a measure of competency.

Observation: Tenured and Nontenured Classroom Teachers

Each teacher shall be observed at least three times during each school year but not less than once during each semester.

- A. "Long observation" means an observation for the purpose of evaluation that is conducted for a minimum duration of 40 minutes or one class period, whichever is shorter.
- B. "Short observation" means an observation for the purpose of evaluation that is conducted for at least 20 minutes.
- C. Each observation required for the purpose of evaluations shall be conducted for the minimum duration based on the following groups:
 1. A nontenured teacher who is in his or her first or second year of teaching in the school district shall receive at least two long observations and one short observation;
 2. A nontenured teacher who is in his or her third or fourth year of teaching in the school district shall receive at least one long observation and two short observations;
 3. A tenured teacher shall receive at least three short observations.
- D. Each teacher shall be observed at least three times during each school year but not less than once during each semester. For all teachers:
 1. At least one of the required observations shall be announced and preceded by a pre-conference;
 2. At least one of the required observations shall be unannounced;
 3. The chief school administrator shall decide whether the third required observation is announced or unannounced;
 4. Observations for all other teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.
- E. For nontenured teachers specifically:

In addition to the requirements as stated above in "D" for all teachers, the following shall apply to nontenured teaching staff member observation (nontenured teaching staff members include all nontenured professional staff who possess a valid and effective standard or a provisional or emergency certification):

1. Non tenured teachers shall receive a minimum of three observations that are to take place before April 30 each year; and
2. Non tenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor, either simultaneously or separately, by multiple observers, with the following provisions:
 - a. A co-observation shall fulfill the requirement for multiple observers.
 - b. One co-observation shall count as one required observation as described in "A" above.

EVALUATION OF TEACHING STAFF MEMBERS (continued)

All teacher staff members assigned a corrective action plan shall receive a mid-year evaluation that will include a minimum of one additional observation and post-observation conference (as detailed below under Corrective Action Plans).

Observation Conferences for Teachers

The following procedures shall apply to teacher observation conferences:

- A. At least two of the required observations shall be announced and preceded by a pre-conference. The pre-conference shall occur within seven teaching staff member working days prior to the observation;
- B. A post-observation conference shall be required for all observations, announced, unannounced, long, short, and/or required by a corrective action plan;
- C. The post-conference shall occur no more than 15 teaching staff member working days following each observation;
- D. A supervisor who was present at the observation shall conduct a post-observation conference with the teacher being observed;
- E. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness; and
- F. If agreed to by the teacher, post-observation conferences for short observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic.

Following each observation a post-observation conference shall be conducted and documented.

One post-observation conference may be combined with a teacher's annual summary conference as long as it occurs within the required 15 teaching staff member working days following the observation for the purpose of evaluation.

A written observation/evaluation report shall be signed electronically by the supervisor who conducted the observation and post-observation and the teacher who was observed.

The teacher shall submit his or her written objection(s) of the evaluation within 10 teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.

Annual Written Performance Report for Teachers

The annual written performance report shall be prepared by the teaching staff members who participated in the evaluation of the teaching staff member. In the case of a teacher, the annual written performance report shall be prepared by the teacher's principal, or his or her designee, and shall include, but not be limited to:

- A. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4 and 5 including the student achievement components (medium student growth percentile, student growth objectives), the teacher practice component, and teacher observation. The four summative performance ratings are:
 1. Highly effective;
 2. Effective;

EVALUATION OF TEACHING STAFF MEMBERS (continued)

- 3. Partially effective;
- 4. Ineffective.

- B. Performance area(s) of strength and area(s) needing improvement based upon the job description, observations for the purpose of evaluation and, when applicable, the educator practice instrument;
- C. An individual professional development plan developed by the supervisor and the teaching staff member or, when applicable, a corrective action plan from the evaluation year being reviewed in the report; and
- D. A summary of student achievement or growth indicators, when applicable.

The teaching staff member and the preparer of the annual written performance report shall sign the report within five working days of the review.

Annual Summary Conference for Teachers

The annual summary conference between supervisors and teaching staff members shall be held before the written performance report is filed. The conference shall include, but not be limited to, a review of the following:

- A. The performance of the teaching staff member based upon the job description and, when applicable, the scores or evidence compiled using the teaching staff member's evaluation rubric, including the educator practice instrument;
- B. The progress of the teaching staff member toward meeting the objectives of the individual professional development plan or, when applicable, the corrective action plan;
- C. Available indicators or scores of student achievement or growth, when applicable, such as student growth objective scores and student growth percentile scores; and
- D. The preliminary annual written performance report.

If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

Observation, Conference, Written Evaluation and Annual Performance Report: Teaching Staff Members

The chief school administrator shall determine the duration of the observations required for other nontenured teaching staff members who hold a valid and effective standard, provisional or emergency certificate including the school nurse and athletic trainer. Observations for nontenured teaching staff members include, but are not limited to: observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:

- A. Be followed within 15 working days by a conference between the administrative or supervisory staff member who has made the observation and written evaluation, and the nontenured teaching staff member;
- B. Be followed by both parties to such a conference signing the written evaluation report and each retaining a copy for his or her records; and
- C. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within 10 teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.

EVALUATION OF TEACHING STAFF MEMBERS (continued)

All teacher staff members assigned a corrective action plan shall receive a mid-year evaluation that will include a minimum of one additional observation and post-observation conference (as detailed below under Corrective Action Plans).

Personnel Records of Teaching Staff Members

The board shall add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth for a teaching staff member as part of his or her personnel file. The records shall be confidential and shall not be subject to public inspection or copying according to the Open Public Records Act and board policy 4112.6/4212.6 Personnel Records.

Teacher Professional Development Plans

To meet the state professional development requirements, each teacher whose position requires possession of the instructional or education services certificate shall be guided by an individualized professional development plan (PDP), which shall include at least 20 hours per year of qualifying activities. The 20-hour annual requirement shall be reduced by a pro rata share reflecting the use of family or medical leave. It is the individual teacher's responsibility in accordance with district policies, to assure that a teacher meets the professional development requirement. There is no mandated financial obligation on the part of the district.

The content of each PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.3. The PDP shall be effective for one year and shall specify, at a minimum:

- A. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation;
- B. As appropriate, an additional area for development of professional practice aligned to the teacher's role as a member of his or her collaborative professional learning team. The professional learning team consists of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
 1. Evaluating student learning needs through ongoing reviews of data on student performance; and
 2. Defining a clear set of educator learning goals based on the rigorous analysis of these data
- C. As appropriate, an additional area for development of professional practice aligned with school and/or district improvement plans and goals; and
- D. Any requirements for professional development stipulated elsewhere in statute or regulation.

The progress of each teacher in meeting the goals of the PDP must be determined annually and aligned to the district process for teacher evaluation. Progress on the PDP must be discussed during a minimum of one annual conference between the teacher and his or her supervisor. Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference. The PDP shall be revised at a minimum annually but may be adjusted as necessary to support the teacher's progress. All teachers shall have an individual PDP within 30 instructional days of the beginning of their respective teaching assignments.

A teacher's individual PDP goals may necessitate more than the recommended minimum requirements. The PDP shall accommodate additional professional development as necessary. Additional hours of qualifying activities may be required for teachers in low-performing schools, as determined by the commissioner.

The board of education shall ensure that all teachers receive the necessary opportunities, support, and

EVALUATION OF TEACHING STAFF MEMBERS (continued)

resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.

Corrective Action Plans for Teaching Staff Members

When a teaching staff member is rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the chief school administrator or the teaching staff member's supervisor.

When the summative evaluation rating is calculated before the end of the school year, the teacher and supervisor shall meet to develop and discuss the corrective action plan prior to September 15 of the following school year. The conference to develop and discuss the corrective action plan may be combined with the teaching staff member's annual summary conference that occurs at the end of the year of evaluation.

When the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation, then the teacher and supervisor shall meet to develop and discuss the corrective action within 15 teaching staff member working days following the district's receipt of the summative rating.

The content of the corrective action plan shall replace the content of the individual professional development plan until the next annual summary conference.

The content of the corrective action plan shall:

- A. Address areas in need of improvement identified in the educator evaluation rubric;
- B. Include specific, demonstrable goals for improvement;
- C. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
- D. Include timelines for meeting the goal(s).

The teaching staff member's supervisor, or his or her designee, and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each post-observation conference that is required by the district evaluation policies and procedures.

Progress toward the teaching staff member's goals outlined in the corrective action plan, and data and evidence collected by the supervisor and/or the teaching staff member to determine progress between the time the corrective action plan began and the next annual summary conference, shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference or the mid-year evaluation, when applicable.

Progress toward the teaching staff member's goals outlined in the corrective action plan may be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

Responsibilities of the evaluated employee on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's supervisor.

Mid-Year Evaluation of the Corrective Action Plan

The School Improvement Panel shall conduct mid-year evaluations for teachers with a corrective action plan. If the corrective action plan was created on or prior to September 15 of the academic year, the mid-year

EVALUATION OF TEACHING STAFF MEMBERS (continued)

evaluation shall occur before February 15. If the corrective action plan was created after September 15, the mid-year evaluation shall occur before the annual summary conference. In addition to the other annually required teacher observations and post-observation conferences, the mid-year evaluation of teachers on a corrective action plan, shall include, at a minimum:

- A. One observation, the length of which shall be determined by the chief school administrator or the principal;
- B. One post-observation conference during which progress toward the teacher's goals outlined in the corrective action plan shall be reviewed;

Tenured teachers with a corrective action plan shall be observed by multiple observers.

Implementation

This policy and related procedures shall be reviewed at least yearly, and any necessary revisions made before readoption by the board.

Nothing in this policy shall override any conflicting provision of the collective bargaining agreement. No bargaining agreement entered into after July 2013 shall conflict with the education evaluation system established pursuant to administrative code.

The board shall ensure that the chief school administrator notifies each teaching staff member of the board adopted evaluation policies and procedures no later than October 1. If a staff member is hired after October 1, the teaching staff member shall be notified of the evaluation policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy within 10 working days of adoption.

Date: August 18, 2014

Legal References:	<u>N.J.S.A. 18A:4-15</u>	General rule-making power
	<u>N.J.S.A. 18A:4-16</u>	Incidental powers conferred
	<u>N.J.S.A. 18A:6-10 et seq.</u>	Dismissal and reduction in compensation of persons under tenure in public school system
	<u>N.J.S.A. 18A:6-117 et seq.</u>	Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) ACT
	<u>See particularly:</u>	Definitions relative to the TEACHNJ Act
	<u>N.J.S.A. 18A:6-119</u>	School Improvement panel
	<u>N.J.S.A. 18A:6-120</u>	Evaluation of principal, assistant principal, vice-principal
	<u>N.J.S.A. 18A:6-121</u>	Annual submission of evaluation rubrics
	<u>N.J.S.A. 18A:6-122</u>	Review, approval of evaluation rubrics
	<u>N.J.S.A. 18A:6-123</u>	
	<u>N.J.S.A. 18A:27-3.1 through -3.3</u>	Non-tenured teaching staff; observation and evaluation; conference; purpose
	<u>N.J.S.A. 18A:27-10 et seq.</u>	Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 31
	<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
	<u>N.J.S.A. 18A:29-14</u>	Withholding increments; causes; notice of appeals
	<u>N.J.A.C. 6:30-2.1(a)8</u>	Purpose and program descriptions
	<u>N.J.A.C. 6A:9-15.1 et seq.</u>	Required Professional Development for Teachers
	<u>N.J.A.C. 6A:10-1.1 et seq.</u>	Educator effectiveness
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:10-1.2</u>	Definitions
	<u>N.J.A.C. 6A:10-1.4</u>	Educator evaluation data, information and written reports

EVALUATION OF TEACHING STAFF MEMBERS (continued)

<u>N.J.A.C. 6A:10-2.2</u>	Duties of the district board of education
<u>N.J.A.C. 6A:10-2.3</u>	District evaluation advisory committee
<u>N.J.A.C. 6A:10-2.4</u>	Evaluation procedures for all teaching staff members
<u>N.J.A.C. 6A:10-3.1</u>	School improvement panel
<u>N.J.A.C. 6A:32-4.1(e) (f)</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-5.1 et seq.</u>	Standards for determining seniority

Lacey Township Bd. of Ed. v. Lacey Township Education Association, 130 N.J. 312 (1992), aff'g 259 N.J. Super. 397 (App. Div. 1991)

Possible

<u>Cross References:</u>	*2130	Principal evaluation
	*2131	Chief school administrator
	4000	Concepts and roles in personnel
	4010	Goals and objectives
	*4112.6	Personnel records
	*4115	Supervision
	*4117.41	Nonrenewal
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*4215	Supervision
	*4216	Evaluation
	*6143.1	Lesson plans
	*6200	Adult/community education

NEW

BYLAW 4119.26

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

ELECTRONIC COMMUNICATION BY SCHOOL STAFF

"Electronic communications," for the purpose of this policy, means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, computer network, personal data assistant, or pager. Electronic communications include, but are not limited to, e-mails, instant messages, and communications made by means of an Internet website, including social media and social networking websites. The chief school administrator/principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process.

The annual orientation and reminder will give special emphasis to improper fraternization with students using electronic communications:

- A. School employees may not list current students as "friends" on networking sites without written approval of the school principal;
- B. All electronic contacts with students should be through the district's computer and telephone systems;
- C. All electronic contacts by coaches and extracurricular advisors with team members and members of extracurricular activities shall, as a general rule, be sent to all team members and activity participants;
- D. School employees will not give out their private cell phone or home phone numbers to students without prior approval of the principal;
- E. Electronic communications that are inappropriate and therefore prohibited include but are not limited to:
 - 1. Items with sexual content;
 - 2. Items exhibiting or advocating use of drugs, alcohol or other illegal activities;
 - 3. Items that pertain to students, including confidential information;
 - 4. Any content that significantly affects the employee's ability to perform his/her job or disrupts the educational environment;
 - 5. Any content that would violate district policies and procedures;
- F. Examples of inappropriate behavior from other districts shall be covered and discussed, including behavior to avoid and the need for staff to use common sense in avoiding inappropriate and unprofessional behavior;
- G. Staff shall have no expectation of privacy when using district technology, the district network and/or public social media venues;
- H. The administration shall monitor for improper staff electronic communications on district computers, other school issued technology, and the district computer network;
- I. Staff shall be informed of the consequences that may result from inappropriate electronic communications up to and including dismissal from employment.

The chief school administrator or designees may periodically conduct internet searches to see if staff members have posted inappropriate materials on-line. When inappropriate use of computers and internet websites is discovered, the school principals and chief school administrator will seek to preserve the problematic or offensive material and will seek to maintain storage and chain of custody of the evidence. The chief school administrator principal shall promptly bring that alleged misconduct to the attention of the board president.

Cell Phones

As a general rule, school staff shall not contact students' cell phones unless directed to do so by the parent/guardian or student. School district personnel shall limit cell phone interaction with students to contact that pertains to legitimate school business. Legitimate school business includes (but is not limited to):

- A. Answering academic inquiries regarding homework, other classroom work or assignments;
- B. Scheduling appointments for school related conferences and/or extra help;
- C. Clarifying classroom expectations and/or assignments;
- D. Notifications related to classroom, club or sports schedules, events, trips, assignments, and deadlines.

Cell phone contact with students shall be as brief and direct as possible. When brief contact is not sufficient and/or feasible to resolve the matter, where appropriate, teachers shall schedule face-to-face conferences during regular classroom and extra-help periods to confer with the student. No cell phone contact shall exceed three replies.

Text Messages

Any text messages by staff members, coaches and volunteers shall, as a general rule, be sent to the entire class, team, club or organization and not to any student individually. Exceptions may include situations involving confidential medical issues, emergencies or individual issues not involving the entire group. Staff shall not send messages containing material that:

- A. May be perceived as profane, obscene, racist, sexist or promote illicit, illegal or unethical activity;
- B. Violates the district's affirmative action policies (2224, 4111.1, 4211.1, and 6121);
- C. Is personal in nature and not related to the business of the district;
- D. Can be interpreted as provocative, flirtatious or sexual in nature;
- E. Is confidential information and not authorized for distribution;
- F. Violates board policy 5131.1 Harassment, Intimidation and Bullying.

Electronic Communication

School district personnel shall adhere to the following guidelines when sending or receiving messages via district owned or issued devices and the district network:

- A. All messages shall pertain to legitimate school business;
- B. Personnel shall not reveal district issued passwords to others. If a staff member believes that a password has been lost or stolen, or that email has been accessed by someone without authorization, he/she must contact the supervisor for technology or the principal;
- C. District administrators shall have access to the employee's password or passwords for all district owned or issued devices and the use of the district network;
- D. Electronic messages on school owned or issued electronic devices and the district network shall be retained for the period of time specified by the Destruction of Public Records Law and board policy 3570 Records (retained three (3) years for external correspondence and one (1) year for internal correspondence);
- E. Federal copyright laws shall be observed;

- F. Staff shall not send messages that contain material that:
1. May be perceived as profane, obscene, racist, sexist or promote illicit, illegal or unethical activity;
 2. Violates the district's affirmative action policies (2224, 4111.1, 4211.1, 6121);
 3. Is personal in nature and not related to the business of the district;
 4. Can be interpreted as provocative, flirtatious or sexual in nature;
 5. Is confidential and not authorized for distribution;
 6. Violates board policy 5131.1 Harassment, Intimidation and Bullying.
- G. Personnel shall become familiar with the district's policies and regulation on staff and student access to networked information resources and acceptable use of technology (6142.10 Internet Safety and Technology) before initiating email use;
- H. Employees learning of any misuse of the email systems shall notify the supervisor for technology, principal or chief school administrator immediately.

Online Education

An online classroom is still a classroom. Though courses and/or assigned programs of home instruction may be online, appropriate classroom behavior is still mandatory. Respect for the participants is essential for learning and student achievement.

Staff communications with students during online education will be limited to legitimate school business as set forth under cell phones, text messages and electronic communication, above. Professional standards and etiquette shall be observed at all times.

Implementation

This policy shall be made available electronically or otherwise disseminated to all staff members, annually or as needed.

Date: August 18, 2014

<u>Legal References:</u>	<u>N.J.S.A. 2A:38A-1 et seq.</u>	Computer System
	<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:27-4</u>	Power of boards of education to make rules governing employment of teacher, etc.
	<u>N.J.S.A. 18A:36-35</u>	Disclosure of certain student information on Internet prohibited without parental consent
	<u>N.J.S.A. 18A:37-13 et seq.</u>	Anti-Bullying Bill of Rights Act
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 47:3-15 et seq.</u>	Destruction of Public Records Law
	<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
	<u>N.J.A.C. 6A:9-17.5</u>	Grounds for revocation and suspension of certification

In the Matter of Certificate of Weidemeyer, Exam 2010 April 29.

In the Matter of Certificates of Stenz, Exam 2010: March 25.

In the Matter of the Certificates of Alan Chadrian, Exam 2011: July 28.

In the Matter of Rhaney, Exam 2011: June 16.

In the Matter of Young, Exam: 2011: Sept 22.

In Re Cluggish, Exam 2011, Dec 16.

Possible**Cross References:**

*2224	Nondiscrimination/affirmative action
*3570	District records
*4111.1	Nondiscrimination/affirmative action
4117.50	Standards for staff discipline
*4119.21	Conflict of interest
*4119.22	Conduct and dress
*4119.23	Employee substance abuse
4119.24	Staff/pupil relations
*4131/4131.1	Staff development, inservice education, visitation, conferences
*4211.1	Nondiscrimination/affirmative action
*4219.21	Conflict of interest
*4219.22	Conduct and dress
*4219.23	Employee substance abuse
4219.24	Staff/pupil relations
*4231/4231.1	Staff development, inservice education, visitation, conferences
*5125	Student records
*5131	Conduct and discipline
*5131.1	Harassment, intimidation and bullying
*6121	Nondiscrimination/affirmative action
*6142.10	Internet safety and technology
*6144	Controversial issues
*6173	Home instruction

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: COMPUTER/INTERNET ACCEPTABLE USE POLICY AGREEMENT

Overview

Access to information is fundamental to citizenship and the foundation for further educational attainment. The Board generally supports access by staff and students to educational technology that allows rich information resources along with the development of appropriate skills to analyze and evaluate such resources. Our goal in providing educational technology to teachers, staff and ultimately students, is to promote educational excellence in Springfield Public Schools by facilitating resource sharing, innovation and communication. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day.

The Internet, for example, is an electronic communications network that provides vast, diverse and unique resources. To support the proper delivery of information via the Internet, the District has in place filtering software. Filtering software, however, is not 100% effective; while filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. It is the user's responsibility not to initiate access to materials that are inconsistent with the goals, objectives and policies of the educational mission of the District. The Board believes that the benefits to staff and students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. Recognizing that the Internet is neither a regulated nor a policed entity, the Board requests that students and staff agree to use this resource of information as an aid in the learning according to the guidelines set forth. Therefore, the smooth operation of this resource relies upon the proper conduct of the end users who must adhere to these strict guidelines. These guidelines are provided so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the equipment, computers, software and network resources.

Terms and Conditions

The use of equipment, computers, network resources and the Internet is a privilege, not a right, and inappropriate use will minimally result in the suspension and/or cancellation of those privileges. No reasonable expectation of continued use or access shall exist. The administration, faculty and staff of the Springfield Public Schools may deny, revoke or suspend specific user accounts/access. Violation of the terms of the policy may also result in more severe penalties as deemed necessary.

1. The use of an account and/or access must be consistent with the educational objectives of the Springfield Public Schools.
2. To transmit or knowingly receive any materials in violation of any United States, New Jersey, or Springfield Public Schools regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action and may result in the suspension and/or cancelation of privileges.
3. Commercial activities, product advertising, political lobbying and extensive personal use, including spamming, are prohibited.
4. Network Etiquette – All computer users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images.
 - c. Do not reveal the full name, phone number, or home address, or those of other persons when using the Internet.
 - d. Note that electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by District personnel and may be accessed by other computer users.
 - e. Do not use computers or the network in such a way that would disrupt the use by other people. *Talk, Write, and Chat* commands may be intrusive and should only be used after receiving permission from a teacher. Chain letters and Internet relay chat are misuses of the system.
 - f. Permission of the supervising staff member must be obtained before downloading large files.
 - g. Disk space is limited. Remove outdated or unneeded files promptly.
 - h. Gaining access to network resources with another person's account or a fictitious name is illegal.

5. Installation of software on any of the district's computer system is not allowed without approval of the Technology Department.
6. Anyone found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system.
7. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to "hack" into restricted systems or attempting to use administrative commands.
8. Only public domain files in which the author has given expressed written consent for online distribution, may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S. copyright law.
9. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
10. Any problems that arise from the use of an account are the liability or responsibility of the account holder or user. All account holders or users hereby release Springfield Public Schools from any and all claims or damages of any nature arising from the access, use, or inability to access or use computers or the network system and by obtaining an account or use of the computers or network system agree to such and agree to indemnify and hold Springfield Public Schools harmless from same. Springfield Public School District makes no warranties of any kind for the information or the service it is providing.
11. Any student, staff or community member who seeks to use the technological resource of the district, must sign an Acceptable Use Policy Agreement. In addition, all students must have a signed parent/guardian consent form.
12. Education will be provided about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
13. Electronic devices provided by the District are equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

Laptop Regulations

1. Prior to the issuance of a laptop, Staff must sign and agree to adhere to the Acceptable Use Policy. In addition, Staff will be required to sign an acknowledgement when the laptop and its equipment are received.
2. The laptop is an educational tool and should be used in that capacity only. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of others will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action.
3. Once the laptop is issued, the staff member is responsible for it at all times. If the laptop or any of its components is suspected to be lost, staff must report it immediately to the main office and the technology department.
4. Laptops are subjected to recall at any time by district administration.
5. Keep all food and drinks away from the laptops.
6. DO NOT physically mark up the laptop or its storage case with writing, stickers, etc.
7. DO NOT remove the inventory tag – if the tag becomes damaged and/or worn, please report it immediately to the technology department.
8. Keep laptop in its storage case when not in use to avoid damage.
9. The staff member is the only authorized user of their assigned laptop. Never share or swap laptops with another person unless directed by a school administrator.
10. There is a possibility files or data stored on the laptop may be deleted when it requires repair. Note: All data will be deleted when the laptop is returned at the end of the year. The staff member is responsible to save and backup any schoolwork or pertinent data.
11. Keep passwords confidential.
12. Use the laptop on a flat, stable surface.
13. Avoid touching the screen. When cleaning is necessary, wipe the laptop surface lightly with a soft cloth. Never use a cleaner, such as Windex or water, to clean laptop screens.
14. Do not rest pencils/pens or other items on the keyboard. Closing the laptop with items on the keyboard may accidentally damage the screen.
15. Do not insert objects into ports (openings) in the laptop that are not intended to be inserted.
16. Laptops are school district property. If a staff member fails to surrender their laptop prior to leaving the Springfield Public Schools District, that person will be in possession of stolen property and charges will be filed.



TEACHER LAPTOP AGREEMENT

This Agreement is between the Springfield Public Schools and

Teacher's Name

Asset:

Serial Number:

Computer Name:

The following are the conditions under which you accept the provision of a laptop and for your use from the District. This Agreement will start on receipt of the laptop from the District. The District reserves the right to transfer the laptop to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

UNDER THIS AGREEMENT THE SCHOOL WILL:

1. Provide a laptop computer for your sole use while you are a permanent full-time or part-time teacher in the District. The laptop is for work use. You are encouraged to use it outside work hours, however, it is for your sole use only, and not for use by students, family members or any other person.
2. Set up the laptop to enable you to connect to and make effective use of the school network, and provide a secure location for the safe storage of your laptop during the school day.
3. Plan and manage the integration of laptops into the school environment, and provide the professional development required to enable you to use the laptop effectively in your professional practice.
4. When required, expect you to pay an excess for accidental damage or loss, or repair/replacement costs where the loss or damage is a result of your own negligence.
5. Have an expectation that you will abide by the District's Acceptable Use Policy. Please review and/or download a copy at the following URL:
http://www.springfieldschools.com/downloads/boe_policies/6000/6142_10.pdf

UNDER THIS AGREEMENT YOU WILL:

1. Use the laptop for the educational purposes it was provided.
2. Provide suitable care and security of the laptop computer at all times and immediately report any damage or loss of the laptop to the District.
3. Be prepared to cover the excess or the cost of repair or replacement of the laptop when the damage or loss has been a result of your own negligence.
4. Make a commitment to achieving the educational goals of the District and take part in the professional development activities provided for you by the District.
5. Make necessary arrangements, for the return of the laptop to the School when you resign or leave the District or when you will be away from the school for an extended period.
6. In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials. Any use of this educational technology and or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of pupils, staff and community members will not be tolerated in or outside of the school facilities or school day.

7. Acknowledge that the laptop is equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

Teacher's Signature

Date

<i>Date Returned</i>	<i>Received By</i>	<i>Teacher Initials</i>



TEACHER IPAD AGREEMENT

This Agreement is between the Springfield Public Schools and

Teacher's Name

Asset:

Serial Number:

The following are the conditions under which you accept the provision of an iPad for your work use from the District. This Agreement will start on receipt of the iPad from the District. The school reserves the right to transfer the iPad to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

UNDER THIS AGREEMENT THE SCHOOL WILL:

6. Provide an iPad for your use while you are a permanent full-time or part-time teacher in the district. The iPad is for work use. You may request written permission to use it outside work hours for your sole use only, and not for use by students, family members or any other person.
7. Set-up the iPad to enable you to connect to and make effective use of the school network, and provide a secure location for the safe storage of your iPad during the school day.
8. Plan and manage the integration of iPads into the school environment, and provide the professional development required to enable you to use the iPad effectively in your professional practice.
9. When required, expect you to pay an excess for accidental damage or loss, or repair/replacement costs where the loss or damage is a result of your own negligence.
10. Have an expectation that you will abide by the District's Acceptable Use Policy. Please review and/or download a copy at the following URL:
http://www.springfieldschools.com/downloads/boe_policies/6000/6142_10.pdf

UNDER THIS AGREEMENT YOU WILL:

8. Use the iPad for the educational purposes it was provided.
9. Not logout of the District's Apple ID, reset or erase any of the settings and immediately report all setting changes to the District.
10. Not attempt to login using any Apple ID.
11. Provide suitable care and security of the iPad at all times and immediately report any damage or loss of the iPad to the District.
12. Be prepared to cover the excess or the cost of repair or replacement of the iPad when the damage or loss has been a result of your own negligence.
13. Make a commitment to achieving the educational goals of the District and take part in the professional development activities provided for you by the District.
14. Make necessary arrangements, for the return of the iPad to the School, in the event you were granted written permission to use it after work hours, when you resign or leave the District or when you will be away from the school for an extended period.

15. In accordance with school policies, be held responsible for any involvement by yourself or any other user of the iPad in activities associated with accessing inappropriate or illegal materials. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of pupils, staff and community members will not be tolerated in or outside of the school facilities or school day.
16. Acknowledge that the iPad is equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

Teacher's Signature

Date

<i>Date Returned</i>	<i>Received By</i>	<i>Teacher Initials</i>

Date: August 18, 2014

REVISED

5131.6

SPRINGFIELD PUBLIC SCHOOLS
Springfield Public Schools

POLICY: DRUGS, ALCOHOL, TOBACCO

Drugs, Alcohol, Tobacco, and Steroids

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

- A. The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, electronic smoking device or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline, that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.

- B. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The Superintendent shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades seven through 12 offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with Department of Education chemical health guidelines, pursuant to N.J.S.A. 18A:40A-1 et seq. Drug, alcohol, tobacco and steroid education shall be integrated with the health curriculum. Additionally, the district will offer a special class or course designed to meet the needs of pupils with alcohol or other drug use problems.

Definition of Tobacco Products, Tobacco Use, and Electronic Smoking Device
For the purposes of this policy:

1. "Tobacco product" is defined to include but is not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products);
2. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products;
3. "Electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

- C. All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the Superintendent of schools. The Board of Education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, tobacco and/or steroids, and in helping pupils with drug, alcohol, tobacco and steroid-related problems in a program of rehabilitation. The Board directs the establishment of a program designed to provide short-term counseling and support services for pupils who are in care or returning from care for alcohol and other drug dependencies. The district shall establish a parent/guardian substance abuse program offered at times and places convenient to the parents/guardians of the district on school premises or other facilities.

- D. The Superintendent shall develop administrative regulations for:

1. A comprehensive program of drug, alcohol, tobacco and steroid education;
2. The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;

3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;
 4. The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the Department of Health; and
 5. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.
- E. The Board of Education shall establish an annual process to review the effectiveness of its alcohol and other drug policies and procedures. The Board of Education shall solicit community input as well as consult with local agencies recommended by the state department of health in the review process. Alcohol and other drug policies and procedures for discipline, evaluation, and treatment of pupils shall be made available annually to all school staff, pupils, and parent/guardians. This policy shall be in each building, and notification of its availability shall appear annually in the parent's handbook.
- F. Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A-1 et seq.
- G. All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.
- Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.
- H. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.

Enforcement of Drug-Free School Zones

The Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law

enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county superintendent of schools. The Memorandum of Agreement shall be consistent with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions).

Law Enforcement Liaison

In order to ensure that such cooperation continues, the Board directs the Superintendent to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

Undercover Operations

The Board hereby recognizes that the Superintendent may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent to request such intervention under these circumstances. The Board recognizes that the Superintendent is not permitted to ask the Board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the Superintendent to request that an undercover operation be established in a district school. The Board recognizes that the Superintendent is prohibited from discussing the request with the board. The Board hereby authorizes the Superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The Board directs the Superintendent and school principals to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent, principal, or any other school staff or district Board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the Superintendent shall report to the Board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances, including anabolic steroids, or drug paraphernalia on school premises shall bring that information to the school principal who, in turn, shall report same to the Superintendent. The Superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the Superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Superintendent or the principal shall immediately notify the student's parent/guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the Superintendent, the Superintendent shall report the reason the police were summoned and any pertinent information to the Board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O., U.S. 325 (1985), and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the Superintendent who shall immediately, in turn, notify the appropriate law enforcement agency. The principal shall ensure that the controlled or dangerous substance and/or

drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Superintendent shall request that the law enforcement officials conduct the search, seizure, or interrogation.

Police Presence at Extracurricular Activities

The Superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the Superintendent believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

Resolving Disputes Concerning Law Enforcement Activities

The Board authorizes the Superintendent to contact the Chief Executive Officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the Chief Executive Officer of the agency, the Superintendent shall work in conjunction with the County Prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the attorney general whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 CFR 2 and N.J.A.C. 6A:16-6.5.

Inservice Training

The Superintendent will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with Board policies and N.J.A.C. 6A:16-3.1.

Annual Review

The Board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the Board will consult with the County Superintendent, local community members, and the County Prosecutor's office.

Availability of Policy

The policies and procedures contained herein shall be made available to all staff, pupils, and parents/guardians on an annual basis.

Date: August 18, 2014 revised

Legal References:

N.J.S.A. 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability

N.J.S.A. 2C:29-3a Hindering apprehension or prosecution

N.J.S.A. 2C:33-15 Possession or consumption of alcoholic beverage by person under legal age, penalty

N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty

N.J.S.A. 2C:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions

N.J.S.A. 2C:33-19 Paging devices, possession by students

N.J.S.A. 2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987

N.J.S.A. 2C:35-10.4 Definitions

N.J.S.A. 9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes

N.J.S.A. 9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality

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

N.J.S.A. 18A:36-19.2 Student locker or other storage facility; inspections; notice to students

N.J.S.A. 18A:37-1 Submission of pupils to authority

N.J.S.A. 18A:37-2 Causes for suspension or expulsion of pupils

N.J.S.A. 18A:38-25 Attendance required of children between six and sixteen, exceptions

N.J.S.A. 18A:38-31 Violation of article by parents or guardian, penalties

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

N.J.S.A. 24:21-2 Definitions (New Jersey controlled dangerous substances)

N.J.S.A. 26:3D 55 et seq. New Jersey Smoke-Free Air Act

P.L. 2005, c. 209 Random student drug testing

N.J.A.C. 6A:8-3.1 Curriculum and instruction

N.J.A.C. 6A:9-13.2 Substance awareness coordinator

N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion

N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

N.J.A.C. 6A:32-13.1 et seq. Pupil Behavior

N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2

State in the Interest of T.L.O. 94 N.J. 331 (1983), Rev'd, 469 U.S. 325 (1985)

State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)

Honig v. Doe 484 U.S. 305 (1988)

Vernonia School District v. Acton, 515 U.S. 646 (1995)

In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)

Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. ____ (2002)

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

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

Cross References:

1330 Use of school facilities

1410 Local units

4131.1 Inservice education/visitations/conferences

4231.1 Inservice education/visitations/conferences

5114 Suspension and expulsion
5124 Reporting to parents/guardians
5125 Pupil records
5131 Conduct/discipline
5131.7 Weapons and dangerous instruments
5141.3 Health examinations and immunizations
5141.21 Administering medication
5145.12 Search and seizure
6145.1/6145.2 Intramural competition; interscholastic competition
6154 Homework/makeup work
6172 Alternative educational programs
6173 Home instruction

Approved: June 30, 1997

Revised: December 22, 2003

Revised: August 18, 2008

Revised: August 18, 2014

New

BYLAW 5141

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

HEALTH

The board of education believes that good health is vital to successful learning. In order to help district pupils achieve and maintain good health, the board directs the chief school administrator to develop pupil health services that employ professional personnel and interact with both parents/guardians and community health agencies. The program shall include but not be limited to:

- A. Employment of a medical inspector to perform those duties required by law, and to advise the chief school administrator on all matters affecting the health of pupils;
- B. Employment of at least one certified school nurse to assist with physical examinations; conduct biennial scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the principal the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations; instruct teachers on communicable diseases and other health concerns; train and supervise the emergency administration of epinephrine for school staff who have been designated as delegates; supervise other nursing tasks; provide appropriate response to Do Not Resuscitate (DNR) orders; maintain valid, current Cardiopulmonary Resuscitation (CPR) certification; review and summarize health and medical information for the Child Study Team; write and update annually the accommodation plan under Section 504 for any student who requires one;
- C. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;
- D. Establishment of a system of pupil health records in compliance with state law;
- E. Implement the Core Curriculum Content Standards in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; recommendations for appropriate equipment and supplies to teach such courses;
- F. Development of rules and procedures to foster good pupil health, and periodic dissemination of these rules and procedures to the staff;
- G. Development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in sanitary condition in accordance with law;
- H. Development and enforcement of an eye protection program as required by statute and administrative code;
- I. A regular report to the board on progress and accomplishments in the field of pupil health;
- J. Health services to staff that support pupil health;
- K. Provision of emergency services for injury and sudden illness;
- L. Provision for required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;
- M. Development of all regulations and procedures necessary for evaluation of pupils suspected of being

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under the influence of drugs/alcohol, tobacco or anabolic steroids;

- N. Encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations for scoliosis.
- O. Preparation for the potential disruption of a pandemic flu outbreak, such as avian flu, by filling out a school preparedness checklist available from www.pandemicflu.gov or NJSBA, with periodic reports to the school board on steps the district has already taken, as well as additional steps that need to be taken, to prepare for a flu pandemic.

Annual Nursing Plan

The chief school administrator (or his/her designee) in conjunction with the school physician and the certified school nurse shall develop an annual Nursing Services Plan that details the provision of nursing services based upon the needs of the students in this school district. The Nursing Services Plan shall be adopted annually at a regular meeting and submitted to the executive county superintendent of education for review and approval. The Nursing Services Plan shall include:

- A. A description of the basic nursing services provided all students;
- B. A summary of specific medical needs of individual students and the services required to address the needs;
- C. A description of how nursing services will be provided in an emergency;
- D. Detailed nursing assignments for all school buildings;
- E. The nursing services and additional medical services provided to nonpublic schools.

Students with Diabetes

As used in this policy, an "individualized health care plan" means a document setting out the health services needed by the student at school, and an "individualized emergency health care plan" outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation. Both are to be developed by the school nurse, in consultation with the parent or guardian of a student with diabetes and other medical professionals who may be providing diabetes care to the student, and signed by the parent or guardian.

The board believes that diabetes is a serious chronic disease that impairs the body's ability to use food, and must be managed 24 hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low. In order to manage their disease, students with diabetes must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

Accordingly, a parent or guardian of a student with diabetes shall inform the school nurse, who shall develop an individualized health care plan and an individualized emergency health care plan for the student. Further, the parent or guardian must annually provide to the board of education written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of glucagon.

Both plans shall be updated by the school nurse prior to the beginning of each school year and as necessary if there is a change in the student's health status. The plans may include elements specified in N.J.S.A. 18A:40-12.13 including, but not limited to:

HEALTH (continued)

- A. The symptoms of hypoglycemia for that particular student and the recommended treatment;
- B. The symptoms of hyperglycemia for that particular student and the recommended treatment;
- C. The frequency of blood glucose testing;
- D. Written orders from the student's physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;
- E. Times of meals and snacks and indications for additional snacks for exercise;
- F. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
- G. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
- H. Education of all school personnel who may come in contact with the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance;
- I. Medical and treatment issues that may affect the educational process of the student with diabetes; and
- J. How to maintain communications with the student, the student's parent or guardian and healthcare team, the school nurse, and the educational staff.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff are trained in the care of these students, including staff working with school-sponsored programs outside of the regular school day. The school nurse shall also ensure that each school bus driver that transports a student with diabetes is provided notice of the student's condition, how to treat hypoglycemia, and emergency/parent contact information. A reference sheet identifying signs and symptoms of hypoglycemia shall be posted in plain view within school buildings.

The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom, on school grounds or at any school-related activity, if evaluated and determined to be capable of doing so consistent with the plan. The student's management and care of his/her diabetes shall include the following:

- A. Performing blood glucose level checks;
- B. Administering insulin through the insulin delivery system the student uses;
- C. Treating hypoglycemia and hyperglycemia;
- D. Possessing on the student's person at any time the supplies or equipment necessary to monitor and care for the student's diabetes;
- E. Compliance with required procedures for medical waste disposal in accordance with district policies and

HEALTH (continued)

as set forth in the individual health care plan; and

F. Otherwise attending to the management and care of the student's diabetes.

Nonpublic School Pupils

The board shall provide mandated nursing services to nonpublic school pupils as required by law. See policy 5200.

The operation of the pupil health program shall be in compliance with the rules and regulations of the state department of education, local board of health and the state department of health and senior services, and state department of human services. The board shall review and adopt the regulations developed to implement the district's health services.

New Jersey Family Care

The school nurse shall ensure that the parents/guardians of students who are without medical coverage are notified of and provided information on the accessibility of the New Jersey Family Care Program in accordance with N.J.S.A. 18A:40-34.

Automated External Defibrillator (AED)

Because the board recognizes that medical emergencies may occur that justify the use of AEDs, the board shall acquire and maintain this equipment for use by qualified staff members. An applicable patient would exhibit all of the following signs as per American Heart Association standards on AED use:

- A. Is unconscious
- B. Is not breathing
- C. Has no signs of circulation (as confirmed by a pulse check)

Only those staff members documented as having completed the required training are authorized to use an AED. A coach, athletic trainer, or in the absence of the coach or athletic trainer and other designated staff member, who is appropriately trained and certified in the use of the AED shall be present during athletic events or team practices. In the event that no appropriately AED trained and certified staff person can be present at athletic events or team practices, the district shall ensure that a State-certified emergency services provider or other certified first responder is on site at the event or practice.

Placement, Accessibility and Maintenance of the AED

The AED shall be:

- A. Available in an unlocked location on school property with an appropriate identifying sign;
- B. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the district or nonpublic school are participating;
- C. Within reasonable proximity of the school athletic field or gymnasium, as applicable;
- D. Tested and maintained according to the manufacturer's operational guidelines and notification shall be provided to the appropriate first aid, ambulance, or rescue squad or other appropriate emergency medical services provider regarding the defibrillator, the type acquired, and its location in accordance with section

HEALTH (continued)

3 of P.L.1999, c.34 (N.J.S.A. 2A:62A-25).

Implementation of Procedures for Cardio-Pulmonary Resuscitation and AED Use

The chief school administrator shall oversee the development and implementation of a district emergency action plan that establishes guidelines for use of the AED. The emergency action plan shall include:

- A. A list of no less than five school employees, team coaches, or licensed athletic trainers who hold current certifications from the American Red Cross, American Heart Association, or other training program recognized by the Department of Health, in cardio-pulmonary resuscitation and in the use of a defibrillator. The list shall be updated, as necessary, at least once in each semester of the school year; and
- B. Detailed procedures on responding to a sudden cardiac event including, but not limited to, the identification of the persons in the school who will be responsible for: responding to the person experiencing the sudden cardiac event, calling 911, starting cardio-pulmonary resuscitation, retrieving and using the defibrillator, and assisting emergency responders in getting to the individual experiencing the sudden cardiac event.

Any employee, student or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee or individual who inappropriately accesses and/or uses an AED. All usage will be reported to the board of education.

Immunity

A school district and its employees shall be immune from civil liability in the acquisition and use of defibrillators pursuant to the provisions of section 5 of P.L.1999, c.34 (C.2A:62A-27). A person who acts with gross negligence or willful misconduct in the use of defibrillators does not enjoy immunity.

Date: August 18, 2014

Legal References:

<u>N.J.S.A.</u> 2A:62A-23 to 27	AED emergency medical services
<u>N.J.S.A.</u> 18A:16-6, -6.1	Immunity of officers and employees against civil actions.
<u>N.J.S.A.</u> 18A:35-4.6 et seq.	<u>Parents Right to Conscience Act of 1979</u>
<u>N.J.S.A.</u> 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
<u>N.J.S.A.</u> 18A:40-3	Lectures to teachers
<u>N.J.S.A.</u> 18A:40-4.3	Scoliosis; periodic examination; notice to parents or guardian
<u>N.J.S.A.</u> 18A:40-5	Method of examination; notice to parent or guardian
<u>N.J.S.A.</u> 18A:40-6	In general
<u>N.J.S.A.</u> 18A:40-7, -8, -10, -11	Exclusion of pupils who are ill.
<u>N.J.S.A.</u> 18A:40-12.11 et seq.	Students with diabetes
<u>N.J.S.A.</u> 18A:40-23 et seq.	Nursing Services for Nonpublic School Pupils
<u>N.J.S.A.</u> 18A:40-34	Regulations adopted by Commissioner of Education relative to children's health care coverage
<u>N.J.S.A.</u> 18A:40-41a	Schools required to have an AED
<u>N.J.S.A.</u> 18A:40-41b	Emergency action plan (AED)
<u>N.J.S.A.</u> 18A:40A-1 et seq.	Substance Abuse

HEALTH (continued)

<u>N.J.S.A.</u> 44:6-2	Maintenance by boards of education of clinics for indigent children
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to Support Student Development
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-1.1, -1.3, -1.4, -2.1, -2.3, -2.4	
<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	Operation and Maintenance of School Facilities
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:26-12.3	
<u>N.J.A.C.</u> 8:57-1.1 <u>et seq.</u>	Reportable Communicable Diseases
<u>See particularly:</u>	
<u>N.J.A.C.</u> 8:57-2	Reporting of AIDS and HIV
<u>N.J.A.C.</u> 8:61-1.1	Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 N.J. 587 (1987), guidelines for admission of children with AIDS, the right to call witnesses and attendant right to cross-examine must be provided automatically upon request of the parties

PossibleCross References:

*1410	Local units
*3510	Operation and maintenance of plant
*3516	Safety
*3542	Food service
*4112.4	Employee health
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4212.4	Employee health
*5111	Admission
*5125	Pupil records
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5141.4	Child abuse and neglect
*5141.21	Administering medication
*5142	Pupil safety
*5200	Nonpublic school pupils
*6142.4	Physical education and health
*6142.12	Career education

New

BYLAW 5300

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

5300- AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

The American Heart Association estimates many lives could be saved if defibrillators were more widely available. Due to technological advances, automated external defibrillators (AEDs) may be used by lay persons without any training to provide defibrillation within the first minutes of cardiac arrest thereby increasing the victim's chances of survival. In accordance with N.J.S.A. 18A:40-41.a, the Board of Education shall ensure every school in the school district has an AED as defined in N.J.S.A. 2A:62A-24. The AED shall be made available in an unlocked location on school property with an appropriate identifying sign. The AED shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district are participating. The AED shall be within reasonable proximity of the school athletic field or gymnasium, as applicable.

A team coach, licensed athletic trainer, or other designated staff member if there is no coach or licensed athletic trainer, who is present during athletic events or team practices, shall be trained in cardio-pulmonary resuscitation and the use of the AED in accordance with the provisions of N.J.S.A. 2A:62A-25.a. The school district shall be deemed to be in compliance with N.J.S.A. 2A:62A-25.a, if a State-certified emergency services provider or other certified first responder is on site at the event or practice.

Each AED in the school district shall be tested and maintained according to the manufacturer's operational guidelines. Notification shall be provided to the appropriate first aid, ambulance, rescue squad, or other appropriate emergency medical services provider regarding the AED, the type acquired, and its location in accordance with N.J.S.A. 2A:62A-25.b and c.

The school district and its employees shall be immune from civil liability in the acquisition and use of AEDs pursuant to the provisions of N.J.S.A. 2A:62A-27.

In accordance with the provisions of N.J.S.A. 18A:40-41.b, the Superintendent of Schools or designee shall establish and implement an Emergency Action Plan applicable to each school in the school district for responding to a sudden cardiac event including, but not limited to, an event in which the use of an AED may be necessary. The Emergency Action Plan shall be consistent with the provisions of N.J.S.A. 18A:40-41.a and, at a minimum, shall include a list of no less than five school employees, team coaches, or licensed athletic trainers who hold current certifications from the American Red Cross, American Heart Association, or other training programs recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and in the use of an AED. This list shall be updated, if necessary, at least once in each semester of the school year. The Emergency Action Plan shall also include detailed procedures on responding to a sudden cardiac event including, but not limited to, the identification of the persons in the school who will be responsible for responding to the person experiencing the sudden cardiac event; calling 911; starting cardio-pulmonary resuscitation; retrieving and using the AED; and assisting emergency responders in getting to the individual experiencing the sudden cardiac event.

N.J.S.A. 18A:40-41.a; 18A:40-41.b

Date: August 18, 2014

New

BYLAW 9111

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

QUALIFICATIONS AND REQUIREMENTS OF BOARD MEMBERS

Qualifications for member of the board of education are as follows:

- A. He/she is a citizen of the United States of America;
- B. He/she is at least eighteen years of age;
- C. He/she is able to read and write;
- D. He/she has been a resident of the municipality from which he/she is elected or appointed, for at least one year immediately preceding the date of the election;
- E. He/she is registered to vote in the municipality from which he/she is elected;
- F. He/she is not disqualified as a voter pursuant to N.J.S.A. 19:4.1;
- G. He/she does not hold office as mayor or as a member of the governing body of a constituent municipality;
- H. He/she has no interest directly or indirectly in any contract with or claim against the board; and
- I. He/she has not been disqualified due to the conviction of a crime or offense listed in N.J.S.A. 18A:12-1. In order to fulfill this requirement:
 - 1. Each member of the board of education, within 30 days of the election or appointment to the board shall undergo a criminal history background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a conviction of a crime or offense pursuant to the statute listed above; and
 - 2. The board shall not reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the check.

Within 30 days of election/appointment, board members shall file with the board secretary, on forms provided by the School Ethics Commission, both a Personal/Relative Disclosure Form (N.J.S.A. 18A:12-25) and a Financial Disclosure Statement (N.J.S.A. 18A:12-26). The board secretary shall file the original with the executive county superintendent (N.J.A.C. 6A:28-3.1).

Date: August 18, 2014

Legal Reference Summary:

N.J.S.A. 18A:12-1. Each member of any board of education shall be a citizen and resident of the district, or of such constituent district of a consolidated or regional district as may be required by law, and shall have been such for at least one year immediately preceding his appointment or election, he shall be able to read and write, shall be registered to vote in the district, and, notwithstanding the provisions of N.J.S.A. 2C:51-1 or any other law to the contrary, he is not disqualified as a voter pursuant to R.S.19:4-1 if convicted of:

- A. Any crime of the first or second degree as defined by New Jersey Statute;

- B. An offense as set forth in chapter 14 of Title 2C of the New Jersey Statutes, or as set forth in N.J.S. 2C:24-4 and 2C:24-7, or as set forth in R.S.9:6-1 et seq., or as set forth in N.J.S.A. 2C:29-2;
- C. An offense involving the manufacture, transportation, sale, possession, distribution or habitual use of a "controlled dangerous substance" as defined in the "Comprehensive Drug Reform Act of 1987," N.J.S.A. 2C:35-1 et al. or "drug paraphernalia" as defined pursuant to N.J.S.A. 2C:36-1 et seq.;
- D. A crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder;
- E. A crime as set forth in chapter 39 of Title 2C of the New Jersey Statutes, a third degree crime as set forth in chapter 20 of Title 2C of the New Jersey Statutes, or a crime as listed below:
- | | |
|--------------------------------|---|
| 1. <u>N.J.S.A. 2C:12-2</u> | Recklessly endangering another person |
| 2. <u>N.J.S.A. 2C:12-3</u> | Terroristic threats |
| 3. <u>N.J.S.A. 2C:13-2</u> | Criminal restraint |
| 4. P.L.1993, c.291 (C.2C:13-6) | Luring, enticing child into motor vehicle, structure or isolated area |
| 5. <u>N.J.S.A. 2C:17-2</u> | Causing or risking widespread injury or damage |
| 6. <u>N.J.S.A. 2C:17-3</u> | Criminal mischief |
| 7. <u>N.J.S.A. 2C:18-2</u> | Burglary |
| 8. <u>N.J.S.A. 2C:21-19</u> | Usury |
| 9. <u>N.J.S.A. 2C:27-3</u> | Threats and other improper influence |
| 10. <u>N.J.S.A. 2C:28-3</u> | Perjury and false swearing |
| 11. <u>N.J.S.A. 2C:29-2</u> | Resisting arrest |
| 12. <u>N.J.S.A. 2C:29-5</u> | Escape |
| 13. <u>N.J.S.A. 2C:16-1</u> | Bias intimidation |
- F. Any crime of the fourth degree involving a victim who is a minor; or
- G. Conspiracy to commit or an attempt to commit any of the aforesaid crimes.

For the purposes of this section, a conviction exists if the individual has been convicted, at any time, under the laws of this State or under any similar statutes of the United States or any other state for a substantially equivalent crime or other offense.

Section 5 of P.L.1987, c.328 (C.18A:12-2.2) is amended to read as follows:

N.J.S.A. 18A:12-2.2 False affirmation, disqualification, fourth degree crime: Any member of a board of education who falsely affirms or declares that he is not disqualified as a voter pursuant to R.S.19:4-1, or that he is not disqualified from membership on the board due to conviction of a crime or offense listed in N.J.S.18A:12-1, is, in addition to immediate disqualification for office, guilty of a crime of the fourth degree.

N.J.S.A. 18A:12-25 and N.J.S.A. 18A:12-26: Within 30 days of election/appointment, board members shall file with the board secretary, on forms provided by the School Ethics Commission, both a Personal/Relative Disclosure Form and a Financial Disclosure Statement

N.J.A.C. 6A:28-3.1 The board secretary shall file the original with the executive county superintendent.

Legal References:

N.J.S.A. 18A:12-1 et seq.

See particularly:

N.J.S.A. 18A:12-1.2

N.J.S.A. 18A:12-25, 26

Qualifications of Board Members

Criminal history background investigation for board of education members

Personal/Relative Disclosure Form and Financial Disclosure

N.J.S.A. 18A:13-7
N.J.S.A. 19:4-1
N.J.A.C. 6A:28-3.1

Form
Regional Board Members
Constitutional Qualifications
Filing disclosure statements

Possible

Cross References:

*9010	Role of the member
9114	Resignation/removal
*9200	Orientation and Training of Board Members
*9270	Conflict of Interest
*9271	Code of Ethics