

**SPRINGFIELD BOARD OF EDUCATION
REGULAR PUBLIC MEETING MINUTES
November 7, 2022**

VISION STATEMENT

Cultivating, compassionate, and extraordinary learners.

MISSION STATEMENT

Springfield Public Schools will challenge every student through meaningful, engaging experiences – empowering all students to flourish and contribute in an evolving world.

Time: 7:22

A. CALL TO ORDER AND STATEMENT- President Scott Silverstein

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 3, 2022 and revised on May 9, 2022. The public comment format for this meeting is as follows – attendees wishing to comment during the public sessions will state their name and address. The President of the Board of Education will recognize the attendee at the appropriate time. All of the Board's Policies and Regulations related to public participation in board meetings shall remain in effect, including, but not limited to, the presiding officer's ability to limit each statement made by a participant to a 3-minute duration.

B. ROLL CALL

Vice President Paula Saha	Mrs. Kristy Rubin- absent
Mrs. Laura Gamarekian	Mrs. Hilary Turnbull
Mr. Marc Miller	Mrs. Yelena Zolotarsky (7:32)
Mr. Hector Munoz	President Scott Silverstein
Mrs. Meredith Murphy- absent	

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS

- Mrs. Calas indicated that within the board packet, you received some news and notes from Schools Boards and best of the Buzz from the Garden State Coalition, which includes articles on statewide sub and teacher shortages leading to teacher stress and plans around school-based mental health programs. The School Digest highlights some employment and ethics decisions and other advisory opinions. A reminder to complete governance training was given. Ms. Calas read the addenda items for the meeting.

E. MINUTES

The Superintendent recommends:

1. To approve the following minutes:

Executive Meeting – October 17, 2022
Regular Meeting – October 17, 2022

Approval of the Minutes

Motion to Approve: Vice President Saha
Seconded: Mr. Munoz
Voice Vote: AYE-4 NAY-0 Abstentions- 2 (Mr. Munoz, Mr. Miller)

F. SUPERINTENDENT'S REPORT

1. Staff/Student Recognitions
 2. Community Updates
 3. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
 4. Fund Raiser Request
 5. Building Use Request
 6. Student Internship
- Dr. Goldberg gave the public community updates., inclusive of Red Ribbon Week, Native American Heritage Month and beautification projects across the district.
 - Mrs. Mary Cokeing for receiving the University of Chicago Outstanding Educator Award.
 - Funding was received for a new playground at Caldwell.
 - Dr. Goldberg provided a preschool expansion update.
 - Varsity athletic updates were provided. Congratulations to Girls Varsity Volleyball Team. Congratulations to all of the Dayton athletes.
 - Winter 2022 NJSIAA start dates were announced.
 - Calendar reminders were provided.
 - Parent Workshop "How to College" with author Andrew Brenner.
 - JDHS will perform "The Twilight Zone."
 - Dr. Goldberg acknowledged and congratulated Mrs. Finne and Mrs. Huber with their retirement.

Approval of the Superintendent's Report, as presented

Motion to Approve: Vice President Saha
Seconded: Mr. Miller
Voice Vote: AYE- 7 NAY- 0

- President Silverstein echoed the sentiments of retirement and congratulated Mrs. Cokeing.

G. PUBLIC SESSION ON AGENDA ITEMS

None

H. FINANCE COMMITTEE- Mr. Munoz

Items 1 and 2

The Superintendent recommends:

1. USDA Grant

To approve the submission of attestation form and participation in the Local Food for School Cooperative Agreement Program.

2. Budget Transfers

To approve budget transfers for the 2022-2023 school year.

Account Code	Account Description	To	From
11-000-100-562-98-11	TUITION SPECIAL ED OTHER DISTR	11,264.00	
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC		11,264.00
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC	0.85	

11-000-100-567-98-11	TUITION OUT OF STATE		0.85
11-000-211-580-00-01	ATTENDANCE TRAVEL	1,000.00	
11-000-216-320-55-11	SPEC ED RELATED SERVICES		15,000.00
11-000-219-300-70-11	PROFESSIONAL SERVICES		5,000.00
11-000-219-600-70-11	OTHER EXP OFFICE/PROF/TEST BKS		5,292.00
11-000-219-600-70-11	OTHER EXP OFFICE/PROF/TEST BKS		3,300.00
11-000-219-600-70-11	OTHER EXP OFFICE/PROF/TEST BKS	15,000.00	
11-000-219-890-70-11	MEMBERSHIP/DUES/SPEC.SERVICES	5,000.00	
11-000-223-580-80-04	STAFF DEVELOPMENT TRAVEL		1,000.00
11-000-262-420-82-06	REPAIR EQUIP OFFICE FMG		862.00
11-000-262-420-82-07	REPAIR MAINT OFFICE EQUIP	1,000.00	
11-000-262-420-82-08	REPAIR MAINT OFFICE EQUIP		200.00
11-000-262-420-82-09	REPAIR EQUIP OFFICE EVW		100.00
11-000-262-420-82-14	REP/MAINT EQUIP OFFICE JDHS	3,750.00	
11-000-262-420-92-03	REPAIR EQUIP.FOOD SERVICES		500.00
11-000-262-420-93-15	REPAIR/MAINT CONTRACTS TECH		3,088.00
11-000-270-515-96-03	PUPIL TRANS.SPEC.ED.JOINT AGRE	70,000.00	
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		70,000.00
11-213-100-610-53-11	SUPPLIES RESOURCE ROOM	5,292.00	
11-213-100-610-53-11	SUPPLIES RESOURCE ROOM	3,300.00	

Approval of Finance Items 1 and 2

Motion to Approve: Mr. Munoz
Seconded: Mrs. Gamarekian

Roll Call

Vice President Paula Saha	Yes	Kristy Rubin	Absent
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Yes	President Scott Silverstein	Yes
Meredith Murphy	Absent		

I. SCHOOL GOVERNMENT COMMITTEE- Vice President Saha *Items 3 through 21 and Addenda Items 28 through 30*

The Superintendent recommends:

3. Staff Appointment

To approve the following staff appointments:

- a. Melissa Kerzelis, Pre-Kindergarten Teacher, EVW, effective on/about January 3, 2023* through June 30, 2023 at \$75,172.00 Step 14-BA.
Account Number: 20-218-100-101-00-00
**Pending criminal background history clearance*
- b. Stephanie Bynum, Custodian, Itinerant, effective on December 1, 2022 through June 30, 2023 at Step 1 -\$44,683+ \$1,590 stipend.
Account Number: 11-000-262-100-95-10
**Pending criminal background history clearance*

- c. Sandra Lemos-Lugo, Bus Driver, Itinerant, effective on/about November 8, 2022 through June 30, 2023, at \$21.76/hr.

Account Number: 11-000-270-161-96-10

**Pending criminal background history clearance*

4. Staff Resignation

To accept the following resignations:

- Tara Corigliano, Group Leader, Before/After School Program, November 28, 2022.
- Tara Corigliano, Instructional Aide, JCS, November 28, 2022.
- Michele Lucarello, Before/After School Program, December 31, 2022.

5. Staff Retirement

To accept the following retirement:

- Clarence Taylor, Custodian, JDHS, effective January 1, 2023

6. Change of Assignment/Transfers

To approve the following change of assignment/ transfer:

Name	From Position	To Position
Karen Karpanty	Instructional Aide 5.25 Hours/ day Rate: \$21.02	Instructional Aide 4.5 Hours/ day Rate: \$21.02 Effective 11/1/2022

Account number: 11-150-100-101-63-11 Cost not to exceed: \$15,000

7. Leave of Absence Extension

To approve the following intermittent leave of absence:

Name	Leave Request	Dates	Rate
Derrick Gabene	FMLA/ NJFLA Intermittent	10/31/2022-6/2/2023	Unpaid

8. Medical Leave of Absence Request

To approve the following medical leave of absence request:

ID	Leave Request	Dates	Rate
0617	FMLA	11/1/2022 - 12/2/2022*	Full salary; accumulated sick days.
0665	FMLA	10/24/2022 - 11/1/2022*	Full salary; accumulated sick days.
		11/2/2022 - 11/30/2022*	Unpaid

**The employee shall receive health benefits during this period*

9. Event Staff 2022-2023

To approve the following chaperone for the 2022-2023 school year at Thelma L. Sandmeier School.
Chaperone Rate: \$30.63:

Kelly Correia	Glazner, Traci	Murray, Kristine
Pamela De la Llave	Gutierrez, Tamara	Noto, Kimberly
Lori Dessel	Handy, Dolores	Ortiz, Tracy
Gillian Dillard	Kozyra-Halawa, Carolyn	Palumbo, LeEtta
Maura Disko	Hollingsworth, Jessica	Pozolante, Amy
Murphy Duggan	Mader Karan, Patricia	Pytlowany, Deana
Marissa Earley	Livesey, Amanda	Rosenstock, Staci
Gregg Erickson	Lucarello, Michele	Salomon, Rebecca
Danielle Feller	McClain, Jessica	Schmidt, Linda
Susan Ferreira	Marchese, Christina	Stearns, Lindsay
Jeneva Fiamingo	Livesey, Amanda	Tauscher, Kelley

Donna Genovese	Zimmer, Daniel	
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Account Number: 11-401-100-100-45-07 cost not to exceed \$1,000

10. Co-Curricular/ Club Advisors

To approve the following co-curricular/club advisors rate correction:

Name	Position	From Rate	To Rate	Dates
Karyn Chomko	Yearbook Business Manager - HS	\$1,598.00	\$1,732.00	9/8/2022 - 6/30/2023

Account Number: 11-401-100-100-45-14 (JDHS)

11. Athletic Event/ Site Supervisor 2022-2023

To approve the following athletic event staff/site supervisor for the 2022-2023 school year. Site Supervisor Rate: \$43.96; Event Staff: \$30.63:

Staff Name	Position
Christopher White	Site Supervisor

Account Number: 11-401-100-100-45-14

12. District Substitutes

To approve additional substitutes. NJ Certified Teachers- \$109/day, Sub Certified- \$104/day, Paraprofessionals- \$15/hr., Secretary- \$15/day, Custodian- \$20/hr., Nurse-\$190/day, Bus Driver- \$21.76/hr.

TEACHER

Natasha Meci N-12 County Certificate

CUSTODIAN

Stephanie Bynum

AIDE

Michele Lucarello

13. Before/ After School/ Childcare Programs

To approve the following staff for the Before and After Care programs:

Name	Position	Rate
Tara Corigliano	Substitute Group Leader	\$25.01

14. Special Education Related Services/Placements

To approve the following tuition contracts for educational and related service(s) for the 2022-2023 school year.

School	Student(s)	Tuition/Services	
Pillar High School, Livingston, NJ*	1301	\$32,120.00	22-23 1:1 aide

Account Number: *11-000-100-566-98-11

15. Professional Services

To approve the following professional services contracts:

Vendor	Services	Rate	Term
Handle with Care Behavior Management	Behavioral Management	2,250.00	22-23SY

Account Number: 20-488-200-300-31-12 (ESSER)

16. Middle School Additional Sections 22-23

To approve the following teachers to teach an additional class for the 2022-2023 school year:

First Name	Last Name	Location	Department	Section/ Period	Amount	Account	Effective Date
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David	Dougherty	FMG	Math	5 periods	\$1,150.71	11-130-100-101-28-06	11/6/2022-12/2/2022
Rebecca	Luzuriaga	FMG	Math	5 periods	\$1,286.42	11-130-100-101-28-06	11/6/2022-12/2/2022
Christina	Rodriguez	FMG	Math	5 periods	\$1,121.07	11-130-100-101-28-06	11/6/2022-12/2/2022
Dana	Strober	FMG	Math	5 periods	\$1,226.58	11-130-100-101-28-06	11/6/2022-12/2/2022

17. Preschool Operational Plan

To approve the submission of the Three-Year Preschool Program Operational Plan to the New Jersey Department of Education.

18. Adoption of NJQSAC District Performance Review

To approve the adoption of the New Jersey Quality Single Accountability Continuum (NJQSAC) Performance Review are required by the NJDOE. Pursuant to the requirements of N.J.A.C. 6A:3.3, the Springfield Board of Education affirms the accuracy of the information in the District Performance Review (DPR). The District review covers five areas: Curriculum and Instruction, Fiscal Management, Operations, Personnel, and Governance.

19. Job Descriptions

To approve the following job descriptions:

- a. Occupational Therapist (Attachment A)
- b. Physical Therapist (Attachment B)

20. Educational Programs

To approve the following education program for 2022-2023 school year:

<u>Bedside Instruction</u>		<u>Dates</u>	<u>Cost</u>
1326	Union County Educational Services	09/22/2022-9/28/2022	\$710
1407	Educational Services Commission of NJ	10/10/2022- approx. 4/wks	\$1020
0814	Educational Services Commission of NJ	10/21/2022- approx. 4/wks	\$2,040
0601	Educational Services Commission of NJ	10/24/22 -11/11/22	\$765

Account Number: 11-150-100-320-63-11

21. Federal Programs Salary Allocations for 2022-2023

To approve the following salary allocations for federal programs for the 2022-2023 school year.

<u>Teacher's Name</u>	<u>Program</u>	<u>%</u>	<u>Program Salary</u>
De La Llave, Pamela	ESSER	100%	\$80,364
Ging, Jessica	ESSER	100%	\$49,561

ADDENDA

I. SCHOOL GOVERNMENT COMMITTEE-Vice President Saha

The Superintendent recommends:

28. Maternity Leave of Absences

To approve the following medical leave of absence revision:

<u>Name</u>	<u>Leave Request</u>	<u>From</u>	<u>To</u>	<u>Rate</u>
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Megan Randolph	Pre-Disability Leave/FMLA		11/1/2022-11/17/2022*	Full salary; accumulated sick days.
	Post Disability/ FMLA	11/18/2022- 12/16/2022*	11/18/2022-12/16/2022*	Full salary; accumulated sick days.
	FMLA/NJFLA	12/17/2022 - 3/17/2023*	12/17/2022 - 3/17/2023*	Unpaid

**The employee shall receive health benefits during this period*

29. Additional Job Descriptions

To approve the following job description:

- a. Early Childhood Community and Parent Involvement/ Intervention Referral Specialist (Attachment D)

30. Additional Staff Appointment

To approve the following staff appointments:

- a. Lorraine Mastrella, Pre-Kindergarten Teacher, Walton, effective on January 7, 2023 through June 30, 2023 at Step 1- BA, \$60,247
Account Number: 20-218-100-101-00-00
- b. Megan Weber, Leave Replacement Teacher, Walton, effective on November 1, 2022 through December 31, 2022. Account Number: 11-120-100-101-01-09
Pre-Kindergarten Teacher, Walton, effective on January 1, 2023 through June 30, 2023 at Step 1-MA, \$64,980. Account Number: 20-218-100-101-00-00

Approval of School Government Items 3 through 21 and Addenda Items 28 through 30

Motion to Approve: Vice President Saha

Seconded: Mrs. Gamarekian

Roll Call

Vice President Paula Saha	Yes	Kristy Rubin	Absent
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Yes	President Scott Silverstein	Yes
Meredith Murphy	Absent		

J. BUILDINGS AND GROUNDS COMMITTEE- Mr. Munoz

Items 22 through 24

The Superintendent recommends:

22. Student Transportation Contracts

To approve entering into contracts in accordance with N.J.A.C 6A:27-10-1 et seq. with:

- a. Union County Educational Services Commission
To provide student transportation for the following routes:

Route #	School	Route Cost	Term of Contract
378EC	Banyan School	\$57,240.00	9/1/2022-6/30/2023
521N	Center School	\$55,800.00	9/1/2022-6/30/2023
CS033	Midland School	\$40,680.00	9/1/2022-6/30/2023
CS062	Craig High School	\$69,840.00	9/1/2022-6/30/2023
CS068	Craig High School	\$77,400.00	9/1/2022-6/30/2023
CS078	PG Chambers School	\$122,040.00	9/1/2022-6/30/2023
CS079	Pillar High School	\$138,960.00	9/1/2022-6/30/2023
CS084	Center School	\$23,400.00	9/1/2022-6/30/2023
CS271	Academy 360	\$54,000.00	9/1/2022-6/30/2023

b. Morris- Union Jointure Commission Board of Education

To provide student transportation for the following routes:

Route #	School	Route Cost	Aide per Diem	Term of Contract
MU 909	Westlake School	\$35,021.50		9/1/2022-6/30/2023
MU 908	Deron II- Montclair	\$41,826.90	\$74.01	9/1/2022-6/30/2023
MU 919	ECLC	\$19,415.50		9/1/2022-6/30/2023
MU 943	New Beginnings	\$30,705.60		9/1/2022-6/30/2023
MU 945	Newmark Grammar School	\$28,561.88		9/1/2022-6/30/2023
MU 952	Newmark High School	\$37,272.32		9/1/2022-6/30/2023
MU 966	Deron I- Union	\$28,667.13		9/1/2022-6/30/2023
MU 943	Union County Vo Tech	\$66,609.00		9/1/2022-6/30/2023
MU 945	Academy 360 Upper/ Pillar HS	\$34,770.56	\$63.44	9/1/2022-6/30/2023

c. Somerset County Educational Services Commission

To provide student transportation for the following routes:

Route #	School	Route Cost	Term of Contract
22150	New Hope Academy	\$75,758.40	9/1/2022-6/30/2023

23. Professionals Services

- To approve professional services contract with Pennoni Associates, to provide engineering services for the Edward V. Walton playground restoration project at a cost not to exceed \$28,000.
- To approve the revised professional services contract with Design Ideas Group Architecture, to provide pre-referendum architectural services at a cost not to exceed \$105,250. Capital reserve funds shall be used in accordance with N.J.A.C 6A:23-2.13

24. Certificate of Payment

To approve the Certificate of Payment #4 in the amount of \$113,145.00 to Accurate Construction, Inc., Wayne, NJ for project number 2020.19. (FMG Media Center & Classrooms)

Approval of Buildings and Grounds Items 22 through 24

Motion to Approve: Mr. Munoz

Seconded: Mr. Miller

Roll Call

Vice President Paula Saha	Yes	Kristy Rubin	Absent
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Yes	President Scott Silverstein	Yes
Meredith Murphy	Absent		

K. POLICY COMMITTEE- Mr. Miller***Items 25 and 26***

The Superintendent recommends:

25. District Policies and Regulations – Adoption

To approve the following district policies and regulations for second reading and Adoption:

- a. P2415.51 James Caldwell School Title I – School Parent and Family Engagement
- b. P2415.52 Thelma L. Sandmeier School Title I – School Parent and Family Engagement
- c. P2415.53 Florence M. Gaudineer Middle School Title I – School Parent and Family Engagement
- d. P2415.54 Jonathan Dayton High School Title I – School Parent and Family Engagement

26. District Policies – First Reading

To approve the following district policies and regulations for first reading:

- a. P3218 Use, Possession, or Distribution of Substances
- b. R3218 Use, Possession, or Distribution of Substances
- c. P5330.01 Administration of Medical Cannabis
- d. R5330.01 Administration of Medical Cannabis
- e. P5512 Harassment, Intimidation, and Bullying
- f. P5541 Anti-Hazing (NEW)
- g. R5530 Substance Abuse
- h. R8220 School Closings
- i. R2460.30 Additional/Compensatory Special Education and Related Services (NEW)

Approval of Policy Items 25 and 26

Motion to Approve: Mr. Miller

Seconded: Mrs. Gamarekian

- President Silverstein provided an overview of the policies. Walton clarification not a title I school.

Roll Call

Vice President Paula Saha	Yes	Kristy Rubin	Absent
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Yes	President Scott Silverstein	Yes
Meredith Murphy	Absent		

L. NEGOTIATIONS COMMITTEE- Mr. Miller***Item 27***

The Superintendent recommends:

27. Sidebar Agreement

To approve a Sidebar Agreement between the Springfield Board of Education and the Springfield Education Association for certain Instructional and Non-Instructional Aides. (Attachment C)

- President Silverstein provided an overview of the sidebar.

Approval of Negotiations Item 27

Motion: Mr. Miller

Seconded: Mrs. Gamarekian

Roll Call

Vice President Paula Saha	Yes	Kristy Rubin	Absent
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Abstain	President Scott Silverstein	Yes
Meredith Murphy	Absent		

M. OPEN PUBLIC SESSION

- Trish Collins, teacher, discussed the October 7th Superintendent Report the Tap into article. She discussed the math testing data for the 8th grade. She discussed the school schedule the curriculum. She discussed some of her concerns.
- President Silverstein commented on the state data and noted that he shares the sentiments in working with the teachers. The portrayal in the article was not the intention of the message.
- Dr. Goldberg responded about the intentions. Thanked the teachers for their data. She noted that she welcomes working with the staff.

N. NEW BUSINESS

Dayton PTA meeting was announced.

NEW MOTION:

To approve the change of board meeting from November 21, 2022 to November 28, 2022.

Motion: Mrs. Gamarekian

Seconded: Mr. Miller

Voice Vote: AYE-7 NAY- 0

- Dr. Goldberg acknowledged that Mr. Salmon has been filling a Physics position.
- Mrs. Turnbull acknowledged the FMG PTA pie fundraiser.
- Vice President Saha asked for support for the Project Graduation.
- President Silverstein reminded everyone about Election Day.

O. OLD BUSINESS

None

P. ADJOURNMENT

Moved: Mr. Miller

Seconded: Mrs. Gamarekian

Time: 8:04

Voice Vote: AYE- 7 NAY-0

Upcoming Meeting

1. Regular Meeting – November 28, 2022 at 7:00 PM in the JDHS IMC
2. Regular Meeting – December 12, 2022 at 7:00 PM in the JDHS IMC

Springfield Public Schools

JOB DESCRIPTION

TITLE: Occupational Therapist

QUALIFICATIONS:

1. Valid New Jersey Occupational Therapist Standard Credentials;
2. Broad knowledge of child growth and development, psychology of exceptional children and the principles of counseling individuals;
3. Demonstrated ability to effectively work with students, parents and community groups and agencies;
4. Demonstrated ability to communicate effectively with students, parents, and school personnel;
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status; and
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Student Services
Principals

PERFORMANCE RESPONSIBILITIES:

1. Provides pupil services and special education; coordinates occupational therapy with other educational services. Evaluates existing programs and makes recommendations for improvements.
2. Provides customized intervention programs to improve students' ability to perform daily activities
3. Keeps informed of all legal requirements governing special education and ensures that all requirements under administrative code, state/federal law and board policy are met.
4. Recommends policies and programs essential to the needs of students needing occupational therapy.
5. Follows established procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.

Approved:

(continued)

6. Assists with home instruction for homebound or hospitalized students.
7. Assumes responsibility for district compliance with regulations regarding occupational therapy.
8. Schedule physical examinations to be carried out by the school physician and nurse(s).
9. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
10. Interprets the objectives of the district's pupil services program to parents, students, staff and the community.
11. Cooperates with building principal to plan, coordinate and evaluate the pupil services program.
12. Participates with the school team to develop Individualized Education Programs.
13. Participates in the development and implementation of in-service programs.
14. Assumes responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others.
15. Plans and develops therapeutic intervention goals that are educationally relevant and will be used in students' educational programs.
16. Is discreet and professional in handling confidential information and difficult situations
17. Communicates the needs of the OT program to the appropriate supervising school administrator.
18. Establishes a system of documentation that is professional, efficient, and accountable and that conforms to state of individual agency policy. Demonstrates professional therapeutic ability and knowledge in providing services to students.
19. Maintains and is accountable for the OT budget, inventory and equipment.

(continued)

20. Monitors the OT program goals by teaching and supervising other professionals and paraprofessionals who are involved with the implementation of the intervention procedures.
21. Maintains a current knowledge of trends and techniques within the field and actively pursues continuous professional improvement through their performance evaluations and individual professional improvement plans.
22. Provides consultation to the educational system regarding student needs, professional needs and system needs in order for the system to achieve its goals and objectives.
23. Maintain copies of all necessary records and forms related to supervised programs and services.
24. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
25. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district, procedures, guidelines and budget allocations.
26. Carry out job responsibilities in a professional manner.
27. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
28. Perform all other duties as required by law, code or Board policy.
29. Perform such other tasks and assume such other responsibilities as the superintendent or his/her designee may assign from time to time and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

1. Ten (10) months
2. Contract terms, salary, and benefits as established by the collective bargaining agreement.
3. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Springfield Board of Education.

(continued)

4. Tenurable.

EVALUATION: Evaluated by the Director of Student Services

APPROVED:

Springfield Public Schools

JOB DESCRIPTION

TITLE: Physical Therapist

QUALIFICATIONS:

1. Valid New Jersey Physical Therapy (PT) Standard Credentials/Endorsement;
2. Certificate to practice in New Jersey as evidenced by current licensure as a physical therapist by the New Jersey State Board of Physical Therapy
3. Demonstrated ability to effectively work with students, parents and community groups and agencies;
4. Demonstrated ability to communicate effectively with students, parents, and school personnel;
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status; and
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Student Services
Principals

PERFORMANCE RESPONSIBILITIES:

1. Coordinates physical therapy with other educational services and evaluates existing programs and makes recommendations for improvements.
2. Keeps informed of all legal requirements governing physical therapy and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Recommends policies and programs essential to the needs of students needing physical therapy.
4. Follows established procedures for evaluation, placement and reappraisal of students in need of physical therapy.
5. Assumes responsibility for district compliance with regulations regarding physical therapy.

Approved:

(continued)

6. Plans and implements habilitative/rehabilitative programs of therapy following established physical therapy protocols in accordance with the student's IEP that will develop, improve, sustain, or restore skills in academic, daily living, school, and leisure activities.
7. Conducts individual and group therapy in the areas of fine and gross motor development, visual and sensory perception, reasoning, cognitive, and functional self-care skills.
8. Assists with home instruction for homebound or hospitalized students.
9. Recommends and trains students in the use of assistive technology or orthotic devices, including the use of prosthetics devices.
10. Develops, implements, and coordinates the physical therapy program within the district, including philosophy, vision, departmental procedures and goals.
11. Evaluates students using appropriate tests, skilled professional observation and supplementary information from other agencies and records.
12. Interprets assessment findings and appropriately convey information to parents and school teams.
13. Participates with the school team to develop Individualized Education Programs.
14. Develops physical management plan for daily classroom routines and train staff in its implementation.
15. Plans for transition from school to community, preparing student to function independent from therapy service when targeted outcomes are achieved.
16. Evaluates and reports on student progress.
17. Communicates and consults with school staff, parents, administrators, physicians, community and other professionals.
18. Serves as a resource to parent, school team, staff and administration on disabling conditions and their effects on education.
19. Collaborates with community-based therapists and other healthcare providers for effective coordination of service.

(continued)

20. Assesses need and recommends assistive technology necessary for function at school.
21. Contributes to planning safe transportation of students with disability.
22. Provides consultation regarding emergency evacuation of students with disability.
23. Participates with improving school accessibility and planning environmental modification.
24. Maintains student service, administrative and other departmental records in accordance with school district, State and Federal policies.
25. Documents need and advocates for personnel and equipment. Procures, maintains and inventories equipment, materials, and supplies.
26. Seeks regular opportunities for professional growth.
27. Possesses knowledge of administrative management practices, including Special Education Medicaid Initiative.
28. Carry out job responsibilities in a professional manner.
29. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
30. Perform all other duties as required by law, code or Board policy.
31. Perform such other tasks and assume such other responsibilities as the superintendent or his/her designee may assign from time to time and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

1. Ten (10) months
2. Contract terms, salary, and benefits as established by the collective bargaining agreement.
3. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Springfield Board of Education.
4. Tenurable.

(continued)

EVALUATION: Evaluated by the Director of Student Services

APPROVED:

Springfield Public Schools

JOB DESCRIPTION

TITLE: Early Childhood Community and Parent Involvement (CPIS)/ Preschool Intervention Referral Team (PIRT)

QUALIFICATIONS:

1. Valid New Jersey instructional/educational services certificate such as: Learning Disabilities Teacher Consultant (LDTC); School Psychologist; School Social Worker; Speech Language Specialist Endorsement.
2. At least three (3) years working in public education, with preference to individuals with experience in early childhood education.
3. Excellent communication, collaboration, organization, and outreach skills.
4. Demonstrated ability to work with early childhood stakeholders (e.g., classroom teachers, administrators, families, community member, family workers and social workers) for the purpose of supporting preschool students.
5. Demonstrate knowledge and understanding of early childhood education, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to early childhood education.
6. Have knowledge and training in early childhood education, child development, the four levels of the Pyramid Model, and Positive Behavior Supports.
7. Have experience developing and implementing behavioral support plans for students who demonstrate persistent behavior-related difficulties.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Director of Early Childhood/ Elementary Education

PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for all students for excellent academic performance.

Community and Parent Involvement

2. Ensure that a coordinated system of social services is provided to families of enrolled preschool children.
3. Coordinate the preschool through grade three early childhood advisory council (ECAC). The ECAC shall review preschool program implementation and support transition as children move from preschool through grade three.

4. Coordinate systematic parent involvement plans and activities and maintain parent resource center to provide referrals to community-based services for families and materials, such as: event calendars, brochures, and educational resources.
5. Coordinate work with other district social service personnel, community, and state agencies.
6. Assist families in placing their child(ren) in the Early Childhood program.
7. Serve as the liaison between school and parents, relaying the needs of one to the other.
8. Facilitate student transition to kindergarten activities.
9. Provide and coordinate workshops, classes, and activities for parents at their local school(s) or district on a regular basis.
10. Create opportunities for parents who have limited English proficiency, a disability, or are under-represented to participate in education initiatives and enrichment workshops.
11. Conduct and analyze surveys to assess the needs of parents at their local school(s) and/or district.
12. Maintain excellent records of all parent involvement activities, reports, surveys, funding, annual program evaluations, and communications to parents.
13. Collaborate with parents, teachers, and the school's leadership team to develop family friendly school climate.

Preschool Intervention Referral

14. Provide support and suggested interventions to preschool teachers, families and other preschool and Early Childhood personnel so that all children can succeed within the general education classrooms.
15. Provide professional development to Early Childhood staff, classroom teachers, paraprofessionals, special education support staff, administrative staff, and parent and families on the district's social and emotional curriculum, and the four levels of the pyramid model including Positive Behavior Supports (PBS), the district's PIRT Protocol and Request for Assistance (RFA).
16. Coordinate the administration of a developmentally based screening.
17. Establish a Preschool Intervention Referral Team (PIRT) assistance protocol including a Request for Assistance (RFA) form.
18. Establish and manage a case file for each child with an RFA, including a PIRT Intervention Plan if needed.

Payroll/Benefits Specialist

19. Conduct classroom visits to observe, coach, model strategies, make verbal and written recommendations, and provide feedback regarding a child's Intervention Plan.
20. Modify and adapt a child's Intervention Plan throughout the year as necessary.
21. Evaluate the progress of the child and, if necessary, facilitate a written referral to the school district Child Study Team as set forth in NJ.AC 6A:14.
22. Facilitate the transition of all PIRT case files to kindergarten and CST as necessary.
23. Serve as a member of the PIRT and CST, as required.
24. Promotes active learning using structured and unstructured activities that foster the social, physical, cognitive and emotional developments of young students.
25. Observes children in a variety of settings and evaluates the cognitive, social, emotional and physical skills of students and maintains records of progress toward stated objectives of instruction.
26. Develops and uses age-appropriate assessment tools and maintains records of student's development and educational progress in class record books and/or approved forms and summarizes these marks for reporting purposes.
27. Identifies student needs and cooperates with other professional staff members in assessing and resolving learning problems.
28. Assist with the preparation, monitoring, and following of Individualized Education Plans for select students assigned.
29. Work with local, state, and federal agencies that provide services to the district.
30. Maintain effective communications with agencies and resources outside of the district, representing the district at community, state, and professional meetings.
31. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Understand and communicate current developments in accounting and payroll processing practices through reading, participation in appropriate workshops or meetings.
32. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
33. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act and board policy on vendor relations regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.

Payroll/Benefits Specialist

34. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
35. Oversee and handle State and Federal monitoring relative to the areas of supervision.
36. Perform all other duties as required by law, code, or Board policy.
37. Perform such other tasks and assume such other responsibilities as the Superintendent may assign and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

1. Twelve (10) months.
2. Contract terms, salary, and benefits as established by the collective bargaining agreement.
3. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Springfield Board of Education.
4. Tenurable.

EVALUATION: Evaluated by the Director of Early Childhood/ Elementary Education

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER): Springfield BOE
139 Mountain Ave
Springfield NJ 07081

PROJECT: FGMP APPLICATION NO: 4

FROM (CONTRACTOR): Accurate Construction Inc
149 Alps Road
Wayne NJ 07470

PERIOD TO: 30-Sep-22

VIA (ARCHITECT): ARCHITECT'S PROJ. NO:

CONTRACT FOR General Construction CONTRACT DATE: 28-Jun-22

CONTRACTOR'S APPLICATION FOR PAYMENT

Change Order Summary

Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL	\$0.00	
Approved this Month		
Number Date Approved		
0-Jan	\$0.00	
TOTALS	\$0.00	\$0.00

Net change by Change Orders

\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown herein is now due.

CONTRACTOR: Accurate Construction Inc

BY: David Trinidad DATE: 9/27/2022

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the Contractor is entitled to payment of the amount certified.

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$1,271,000.00
2. Net change by Change Orders \$0.00
3. CONTRACT SUM TO DATE (Lines 1+2) \$1,271,000.00
4. TOTAL COMPLETED AND STORED TO DATE \$420,100.00
- (Column G on G703)
5. RETAINAGE
- a. 5 % of Completed Work \$21,005.00

(Column D+E on G703)
b. % of stored material \$

(Column F on G703)
Total Retainage (line 5a+5b or Total in Column I of G703) \$21,005.00

6. TOTAL EARNED LESS RETAINAGE \$399,095.00

(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 8 from prior Certificate) \$290,225.00

8. CURRENT PAYMENT DUE \$113,145.00

9. BALANCE TO FINISH, PLUS RETAINAGE \$867,630.00

(Line 3 less Line 6)
CARMEN A. GOMEZ
NOTARY PUBLIC, OF NEW JERSEY
State of: New Jersey
My Commission Expires: 10/10/2024
Subscribed and sworn to before me this 27th day of September, 2022
My Commission expires: 10/10/2024
Notary Public: [Signature]

AMOUNT CERTIFIED \$ 113,145.00

(Attach explanation if amount certified differs from the amount applied for)

ARCHITECT: Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER:
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJ. NO:

4
9/27/2022
30-Sep-22

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATIONS (D+E)	THIS PERIOD	MATERIAL PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	BALANCE TO FINISH (C-G)	RETAINAGE
BASE CONTRACT									
1	Bonds	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100%	\$0.00	\$1,000.00
2	Insurance Liability & WC	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100%	\$0.00	\$900.00
3	Submittals	\$10,000.00	\$8,000.00	\$1,000.00	\$0.00	\$9,000.00	90%	\$1,000.00	\$450.00
4	Shop Drawings	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	\$250.00
5	Mobilization	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100%	\$0.00	\$500.00
Division 02 Site work									
6									
7	Selective Demolition	\$ 90,000.00	\$85,000.00	\$2,500.00	\$0.00	\$87,500.00	97%	\$2,500.00	\$4,375.00
8	Saw Cut Doors	\$ 7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100%	\$0.00	\$375.00
Division 03 Concrete									
14									
15	Exterior Slab Materials	\$ 1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,500.00	\$0.00
16	Exterior Slab Labor	\$ 3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,000.00	\$0.00
Division 04 Masonry									
17									
18	Masonry Materials	\$ 20,000.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	18%	\$16,500.00	\$175.00
19	Masonry Labor	\$ 34,000.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	22%	\$26,500.00	\$375.00
20	Brick Masonry Labor	\$ 6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$6,000.00	\$0.00
21	Brick Masonry Materials	\$ 2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,000.00	\$0.00
Division 05 Metals									
22									
23	structural steel Labor	\$ 6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100%	\$0.00	\$300.00
24	Structural Steel Materials	\$ 3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100%	\$0.00	\$150.00
25	Roof Ladder	\$ 4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,500.00	\$0.00
26	Lintels Material	\$ 2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100%	\$0.00	\$125.00
27	Lintels Labor	\$ 3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	\$150.00
Division 06 wood & Plastic									
28									
29	Wood Blocking Material	\$ 2,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	60%	\$1,000.00	\$75.00
30	Wood Blocking Labor	\$ 5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,500.00	\$0.00
31	Sister LVL Beams Labor	\$ 10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$10,500.00	\$0.00
32	Sister LVL Beams Material	\$ 2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100%	\$0.00	\$125.00
33	Wood Trim	\$ 1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,500.00	\$0.00
Division 07 Thermal & Moisture									
34									
35	Roofing Materials	\$ 4,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,700.00	\$0.00
36	Roofing Labor	\$ 9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$9,000.00	\$0.00
37	Penetrating Firestopping	\$ 5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,000.00	\$0.00
38	Joint Sealant	\$ 2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,500.00	\$0.00

CONTINUATION SHEET

AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJ. NO:

4

9/27/2022

30-Sep-22

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIAL PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATIONS (D+E)	THIS PERIOD					
BASE CONTRACT									
39	Division 08 Openings								
40	Hollow Metal Doors and Frames Material	\$ 9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$9,000.00	\$0.00
41	Hollow Metal Doors and Frames Labor	\$ 4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,000.00	\$0.00
42	Flush Wood Doors Labor	\$ 2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,000.00	\$0.00
43	Flush Wood Doors Materials	\$ 4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,000.00	\$0.00
44	Flush FRP Doors Labor	\$ 1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,500.00	\$0.00
45	Flush FRP Doors Material	\$ 5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,000.00	\$0.00
46	Access Doors and Frames	\$ 1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,000.00	\$0.00
47	Aluminum Framed Entrances and Storefront Material	\$ 8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$8,000.00	\$0.00
48	Aluminum Framed Entrances and Storefront Labor	\$ 4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,000.00	\$0.00
49	Door Hardware Material	\$ 5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,000.00	\$0.00
50	Door Hardware Labor	\$ 2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,000.00	\$0.00
51	Roof Hatch	\$ 4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,000.00	\$0.00
52	Division 09 Finishes								
	Non-Structural Framing Material	\$ 12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100%	\$0.00	\$600.00
53	Non-Structural Framing Labor	\$ 43,330.00	\$37,000.00	\$3,000.00	\$0.00	\$40,000.00	92%	\$3,330.00	\$2,000.00
54	Gypsum Boards Material	\$ 5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	\$250.00
55	Gypsum Boards Labor	\$ 20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$20,000.00	\$0.00
56	Tape & Spackle Material	\$ 2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,500.00	\$0.00
57	Tape & Spackle Labor	\$ 12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$12,500.00	\$0.00
58	Acoustical Ceilings Materials	\$ 30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$30,000.00	\$0.00
59	Acoustical Ceilings Labor	\$ 12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$12,000.00	\$0.00
60	Painting Material	\$ 4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,000.00	\$0.00
61	Painting Labor	\$ 10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$10,000.00	\$0.00
62	Terrazo Flooring	\$ 25,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$25,300.00	\$0.00
63	corridor ceiling patch	\$ 4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100%	\$0.00	\$225.00
64	Flooring Material	\$ 15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$15,000.00	\$0.00
65	Flooring Labor	\$ 21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$21,000.00	\$0.00
66	plaster wall repair	\$ 5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100%	\$0.00	\$250.00
67	reinstall lockers	\$ 4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,500.00	\$0.00
68	Soffits Labor	\$ 7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$7,000.00	\$0.00

CONTINUATION SHEET

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9/27/2022

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ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATIONS (D+E)	THIS PERIOD	MATERIAL PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	BALANCE TO FINISH (C-G)	RETAINAGE
BASE CONTRACT									
70	Soffits Materials	\$ 3,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,000.00	\$0.00
71	Infill Louvers	\$ 6,500.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	100%	\$0.00	\$325.00
72	Batt Insulation Material	\$ 2,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,500.00	\$0.00
73	Batt Insulation Labor	\$ 4,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,500.00	\$0.00
74	Division 10 Specialties								
75	Panel Signage	\$ 1,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,500.00	\$0.00
76	Fire Protection Cabinets	\$ 1,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,500.00	\$0.00
77	Fire Extinguishers	\$ 1,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,500.00	\$0.00
78	MB TB Labor	\$ 4,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,000.00	\$0.00
79	MB TB Material	\$ 11,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$11,000.00	\$0.00
80	Division 11 equipment								
81	Stage Curtain & Track	\$ 12,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$12,000.00	\$0.00
82	Division 12 Furnishings								
83	Roller Window Shades	\$ 13,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$13,000.00	\$0.00
84	Division 23 Mechanical								
85	Submittals & Shops	\$ 5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	\$250.00
86	Disconnect & Safe	\$ 8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100%	\$0.00	\$400.00
87	RTU Materials	\$ 68,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$68,000.00	\$0.00
88	RTU Labor	\$ 10,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00	\$0.00
89	Ductwork Material	\$ 35,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	71%	\$10,000.00	\$1,250.00
90	Duct Work Labor	\$ 30,000.00	\$0.00	\$22,500.00	\$0.00	\$18,000.00	60%	\$12,000.00	\$900.00
91	Duct Insulation Material	\$ 10,000.00	\$0.00	\$8,600.00	\$0.00	\$8,600.00	86%	\$1,400.00	\$430.00
92	Duct Insulation Labor	\$ 8,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	50%	\$4,000.00	\$200.00
93	Gas pipping	\$ 12,640.00	\$0.00	\$0.00	\$0.00	\$0.00		\$12,640.00	\$0.00
94	ATC Controls	\$ 27,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$27,000.00	\$0.00
95	Start up testing balancing	\$ 2,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,000.00	\$0.00
96	Closeouts	\$ 4,240.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,240.00	\$0.00
97	Punch List	\$ 2,120.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,120.00	\$0.00
98	Division 26 Electrical								
99	Electrical Demolition	\$ 40,000.00	\$35,000.00	\$5,000.00	\$0.00	\$40,000.00	100%	\$0.00	\$2,000.00
100	Lighting Material	\$ 40,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$40,000.00	\$0.00
101	Lighting Labor	\$ 69,275.00	\$0.00	\$0.00	\$0.00	\$0.00		\$69,275.00	\$0.00
102	Power Wiring Conduits Labor	\$ 32,750.00	\$0.00	\$22,000.00	\$0.00	\$22,000.00	67%	\$10,750.00	\$1,100.00

CONTINUATION SHEET

AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJ. NO:

4

9/27/2022

30-Sep-22

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATIONS (D+E)	THIS PERIOD	MATERIAL PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	BALANCE TO FINISH (C-G)	RETAINAGE
BASE CONTRACT									
	Power Wiring Conducts Material								
103		\$ 10,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	50%	\$5,000.00	\$250.00
104	Mechanical Wiring Labor	\$ 9,400.00	\$0.00	\$0.00	\$0.00	\$0.00		\$9,400.00	\$0.00
105	Mechanical Wiring Material	\$ 2,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,000.00	\$0.00
106	Ditribution Labor	\$ 8,975.00	\$0.00	\$0.00	\$0.00	\$0.00		\$8,975.00	\$0.00
107	Distribution Material	\$ 6,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,000.00	\$0.00
108	Closeout	\$ 4,400.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,400.00	\$0.00
109	Punch List	\$ 2,200.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,200.00	\$0.00
Division 27 Communication									
111	Audio and Visual Sytem	0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
112		0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Division 28 Electronic & Safety									
114		0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
115		0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
General Conditions									
117	Dumpsters/clean up	\$ 2,500.00	\$1,000.00	\$500.00	\$0.00	\$1,500.00	60%	\$1,000.00	\$75.00
118	General Conditions	\$ 4,000.00	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00	50%	\$2,000.00	\$100.00
119	final cleaning	\$ 1,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,500.00	\$0.00
120	Closeouts	\$ 16,780.00	\$0.00	\$0.00	\$0.00	\$0.00		\$16,780.00	\$0.00
121	Punch List	\$ 7,890.00	\$0.00	\$0.00	\$0.00	\$0.00		\$7,890.00	\$0.00
122	Equipment / Lifts	\$ 1,500.00	\$500.00	\$0.00	\$0.00	\$500.00	33%	\$1,000.00	\$25.00
123	Temporary Barricades	\$ 8,500.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100%	\$0.00	\$425.00
124	Masonite Covering	\$ 2,500.00	\$1,500.00	\$1,000.00	\$0.00	\$2,500.00	100%	\$0.00	\$125.00
Allowance									
126	Allowance 1 General Repair	\$ 30,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$30,000.00	\$0.00
127	Allowance 2 Technology	\$ 60,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$60,000.00	\$0.00
Alternates									
128									
	Alternate 2 Replace Windows	\$ 40,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	25%	\$30,000.00	\$500.00
130	Alternate 3 Wall Graphics	\$ 15,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15,000.00	\$0.00
Change Orders									
	CO #1 SGI Room \$7,018.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
	CO # 2 Teachers Room \$2,686.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00

CONTINUATION SHEET

AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJ. NO:

4

9/27/2022

30-Sep-22

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E	F MATERIAL PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATIONS (D+E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)		
	BASE CONTRACT									
	CO # 3 Curtain \$3,537.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0	\$0.00	\$0.00
131		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0	\$0.00	\$0.00
	TOTALS	\$1,271,000.00	\$305,500.00	\$119,100.00		\$0.00	\$420,100.00	33%	\$850,900.00	\$21,005.00

Springfield Public Schools Policy

P 2415.51 James Caldwell Elementary School TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT

A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
 - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
 - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
 - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
 - e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
 - f. Should the district Title I, Part A allocation exceeds \$500,000, the school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will

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ensure that not less than ninety percent of the one percent reserved goes directly to the schools.

- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

- (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (a) That parents play an integral role in assisting their child’s learning;

- (b) That parents are encouraged to be actively involved in their child’s education at school;

- (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and

- (d) The carrying out of other activities, such as those described in section 1116 of the ESEA.

- h. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

B. School Parent and Family Engagement Policy Required Components

- 1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:
 - a. Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, to inform parents of their school’s participation and the requirements of the Policy and the right of the parents to be involved
 - b. Notify part of this policy in an understandable and uniform format.
 - c. Make available to the local community and updated periodically to meet the changing needs of parents and schools within the district

Springfield Public Schools

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2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:
 - a. Convene a meeting after the start of school each year with school parents.
 - b. Provide description and explanation of curriculum being implemented at the school, how students are assessed, measured, and their proficiency levels.
 - c. Respond to any suggestion for improvement.
3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:

Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, to inform parents of their school's participation and the requirements of the Policy and the right of the parents to be involved. If a parent is unable to attend and is interested in learning more, the parent can reach out to principal to set up a meeting.
4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
 - a. Describe the School's responsibility to provide high quality education.
 - b. Ways each parent will be responsible for supporting student learning such as monitoring attendance, homework completion, volunteering in child's classroom, and positive use of extracurricular time.
 - c. Importance of communication between teachers and parents through parent/teacher conferences, progress reports, access to staff.
5. The school will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

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- a. The school will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
 - (1) The challenging, state academic standards;
 - (2) The state and local academic assessments including alternate assessments;
 - (3) The requirements of Title I, Part A;
 - (4) How to monitor their child's progress; and
 - (5) How to work with educators to improve the achievement of their children.
 - a. Back to School Nights
 - b. PTA Meetings
 - c. Parental Conferences/Scheduled and as needed/requested
 - d. District and School Level Parent Workshops
- 6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
 - 1. Sending information to parents in a format and language parents can understand
 - 2. Parent Conferences/Scheduled and as needed/requested
 - 3. Parent Teacher Association Presentations

Springfield Public Schools Policy

- b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:

Providing assistance to parents of students served by the school in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this Policy, and how to monitor a child's progress and work with educators to improve the achievement of their children;

- c. The school will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - 1. Participating in conferences at least annually;
 - 2. Student progress reports; and
 - 3. Reasonable access to staff.
- d. The school will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - 1. Distribute flyers and circulars to parents.
 - 2. Provide school website updates, on an accessible digital platform.

- 7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under

Springfield Public Schools

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the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:

- a. Providing equitable access to instructional information and resources via the district website.
 - b. Back to School Nights
 - c. District-Wide Parent Workshops
 - d. Parental Conferences/Scheduled and as needed/requested
 - e. Reasonable access to professional staff
8. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise if necessary (and with the involvement of parents) its parent and family engagement policies:

The school and district will utilize a digital platform to communicate with parents and provide access to district documents and evaluation opportunities that include language translation and other accommodations.

9. The school will take the following actions to involve parents in the process of school review and improvement:
 - a. Distribute flyers and circulars to parents from each Title I school.
 - b. Provide ongoing district website updates.

Springfield Public Schools Policy

10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency:

Parents are encouraged to share feedback with the school leader directly, but may also contact the Office of the Superintendent to share feedback regarding the Annual School Plan.

C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement:
 - a. The school shall notify families of this policy in an understandable and uniform format.
 - b. The policy shall be available to the public via the district website.
 - c. Make available to the local community and updated periodically to meet the changing needs of parents and schools within the district.

D. Discretionary School Parent and Family Engagement Policy Components

1. The district and school, in consultation with its parents, may choose to undertake programs to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:
 - a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
 - b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
 - c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.

Springfield Public Schools Policy

- d. Train parents to enhance the involvement of other parents.
- e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
- f. Adopt and implement model approaches to improve parent and family engagement.
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:
 - 1. Convene an annual meeting by school to parents.
 - 2. Provide description and explanation of curriculum in use at the school, how students are assessed, measured, and proficiency levels.
 - 3. Provide access to instructional information and support materials that may be relevant to supporting their child's education.
 - 4. Respond to any suggestion for improvement

E. Accessibility

- 1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:

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The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

1st Reading: October 17, 2022

Adoption: November 7, 2022

Springfield Public Schools Policy

P 2415.52 Thelma L. Sandmeier Elementary School TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT

A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
 - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
 - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
 - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
 - e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
 - f. Should the district Title I, Part A allocation exceeds \$500,000, the school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will

Springfield Public Schools Policy

ensure that not less than ninety percent of the one percent reserved goes directly to the schools.

- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

- (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (a) That parents play an integral role in assisting their child’s learning;

- (b) That parents are encouraged to be actively involved in their child’s education at school;

- (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and

- (d) The carrying out of other activities, such as those described in section 1116 of the ESEA.

- h. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

B. School Parent and Family Engagement Policy Required Components

- 1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:
 - a. Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, to inform parents of their school’s participation and the requirements of the Policy and the right of the parents to be involved
 - b. Notify part of this policy in an understandable and uniform format.
 - c. Make available to the local community and updated periodically to meet the changing needs of parents and schools within the district

Springfield Public Schools

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2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:
 - a. Convene a meeting after the start of school each year with school parents.
 - b. Provide description and explanation of curriculum being implemented at the school, how students are assessed, measured, and their proficiency levels.
 - c. Respond to any suggestion for improvement.
3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:

Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, to inform parents of their school's participation and the requirements of the Policy and the right of the parents to be involved. If a parent is unable to attend and is interested in learning more, the parent can reach out to principal to set up a meeting.
4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
 - a. Describe the School's responsibility to provide high quality education.
 - b. Ways each parent will be responsible for supporting student learning such as monitoring attendance, homework completion, volunteering in child's classroom, and positive use of extracurricular time.
 - c. Importance of communication between teachers and parents through parent/teacher conferences, progress reports, access to staff.
5. The school will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

Springfield Public Schools

Policy

- a. The school will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
 - (1) The challenging, state academic standards;
 - (2) The state and local academic assessments including alternate assessments;
 - (3) The requirements of Title I, Part A;
 - (4) How to monitor their child's progress; and
 - (5) How to work with educators to improve the achievement of their children.
 - a. Back to School Nights
 - b. PTA Meetings
 - c. Parental Conferences/Scheduled and as needed/requested
 - d. District and School Level Parent Workshops
- 6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
 - 1. Sending information to parents in a format and language parents can understand
 - 2. Parent Conferences/Scheduled and as needed/requested
 - 3. Parent Teacher Association Presentations

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- b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:

Providing assistance to parents of students served by the school in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this Policy, and how to monitor a child's progress and work with educators to improve the achievement of their children;

- c. The school will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - 1. Participating in conferences at least annually;
 - 2. Discussing student compact;
 - 3. Student progress reports; and
 - 4. Reasonable access to staff.
- d. The school will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - 1. Distribute flyers and circulars to parents.
 - 2. Provide school website updates, on an accessible digital platform.

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7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:
 - a. Providing equitable access to instructional information and resources via the district website.
 - b. Back to School Nights
 - c. District-Wide Parent Workshops
 - d. Parental Conferences/Scheduled and as needed/requested
 - e. Reasonable access to professional staff
8. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise if necessary (and with the involvement of parents) its parent and family engagement policies:

The school and district will utilize a digital platform to communicate with parents and provide access to district documents and evaluation opportunities that include language translation and other accommodations.
9. The school will take the following actions to involve parents in the process of school review and improvement:
 - a. Distribute flyers and circulars to parents from each Title I school.
 - b. Provide ongoing district website updates.

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Policy

10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency:

Parents are encouraged to share feedback with the school leader directly, but may also contact the Office of the Superintendent to share feedback regarding the Annual School Plan.

C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement:
 - a. The school shall notify families of this policy in an understandable and uniform format.
 - b. The policy shall be available to the public via the district website.
 - c. Make available to the local community and updated periodically to meet the changing needs of parents and schools within the district.

D. Discretionary School Parent and Family Engagement Policy Components

1. The district and school, in consultation with its parents, may choose to undertake programs to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:
 - a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
 - b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
 - c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
 - d. Train parents to enhance the involvement of other parents.

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- e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
- f. Adopt and implement model approaches to improve parent and family engagement.
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:
 - 1. Convene an annual meeting by school to parents.
 - 2. Provide description and explanation of curriculum in use at the school, how students are assessed, measured, and proficiency levels.
 - 3. Provide access to instructional information and support materials that may be relevant to supporting their children's education.
 - 4. Respond to any suggestion for improvement

E. Accessibility

- 1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:

The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

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F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

1st Reading: October 17, 2022

Adopted: November 7, 2022

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2415.53 Florence M. Gaudineer Middle School TITLE I – SCHOOL PARENT

A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
 - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
 - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
 - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
 - e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
 - f. Should the district Title I, Part A allocation exceeds \$500,000, the school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserved goes directly to the schools.

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- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
 - (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (a) That parents play an integral role in assisting their child’s learning;
 - (b) That parents are encouraged to be actively involved in their child’s education at school;
 - (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (d) The carrying out of other activities, such as those described in section 1116 of the ESEA.
- h. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

B. School Parent and Family Engagement Policy Required Components

- 1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:
 - a. Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, to inform parents of their school’s participation and the requirements of the Policy and the right of the parents to be involved
 - b. Notify part of this policy in an understandable and uniform format.
 - c. Make available to the local community and updated periodically to meet the changing needs of parents and schools within the district
- 2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:
 - a. Convene a meeting after the start of school each year with school parents.

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- b. Provide description and explanation of curriculum being implemented at the school, how students are assessed, measured, and their proficiency levels.
 - c. Respond to any suggestion for improvement.
- 3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:

Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, to inform parents of their school's participation and the requirements of the Policy and the right of the parents to be involved. If a parent is unable to attend and is interested in learning more, the parent can reach out to principal to set up a meeting.

- 4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
 - a. Describe the School's responsibility to provide high quality education.
 - b. Ways each parent will be responsible for supporting student learning such as monitoring attendance, homework completion, volunteering in child's classroom, and positive use of extracurricular time.
 - c. Importance of communication between teachers and parents through parent/teacher conferences, progress reports, access to staff.
- 5. The school will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - a. The school will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
 - (1) The challenging, state academic standards;
 - (2) The state and local academic assessments including alternate assessments;

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- (3) The requirements of Title I, Part A;
 - (4) How to monitor their child's progress; and
 - (5) How to work with educators to improve the achievement of their children.
 - a. Back to School Nights
 - b. PTA Meetings
 - c. Parental Conferences/Scheduled and as needed/requested
 - d. District and School Level Parent Workshops
- 6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
 - 1. Sending information to parents in a format and language parents can understand
 - 2. Parent Conferences/Scheduled and as needed/requested
 - 3. Parent Teacher Association Presentations
 - b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:

Providing assistance to parents of students served by the school in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this Policy, and how to monitor a child's

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progress and work with educators to improve the achievement of their children;

- c. The school will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - 1. Participating in conferences at least annually;
 - 2. Discussing student compact;
 - 3. Student progress reports; and
 - 4. Reasonable access to staff.
- d. The school will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - 1. Distribute flyers and circulars to parents.
 - 2. Provide school website updates, on an accessible digital platform.
- 7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:
 - a. Providing equitable access to instructional information and resources via the district website.
 - b. Back to School Nights
 - c. District-Wide Parent Workshops
 - d. Parental Conferences/Scheduled and as needed/requested

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e. Reasonable access to professional staff

8. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise if necessary (and with the involvement of parents) its parent and family engagement policies:

The school and district will utilize a digital platform to communicate with parents and provide access to district documents and evaluation opportunities that include language translation and other accommodations.

9. The school will take the following actions to involve parents in the process of school review and improvement:
 - a. Distribute flyers and circulars to parents from each Title I school.
 - b. Provide ongoing district website updates.
10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency:

Parents are encouraged to share feedback with the school leader directly, but may also contact the Office of the Superintendent to share feedback regarding the Annual School Plan.

C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement:

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- a. The school shall notify families of this policy in an understandable and uniform format.
- b. The policy shall be available to the public via the district website.
- c. Make available to the local community and updated periodically to meet the changing needs of parents and schools within the district

D. Discretionary School Parent and Family Engagement Policy Components

- 1. The district and school, in consultation with its parents, may choose to undertake programs to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:
 - a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
 - b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
 - c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
 - d. Train parents to enhance the involvement of other parents.
 - e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
 - f. Adopt and implement model approaches to improve parent and family engagement.
 - g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
 - h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.

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- i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:
 1. Convene an annual meeting by school to parents.
 2. Provide description and explanation of curriculum in use at the school, how students are assessed, measured, and proficiency levels.
 3. Provide access to instructional information and support materials that may be relevant to supporting their child's education.
 4. Respond to any suggestion for improvement

E. Accessibility

1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:

The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

1st Reading: October 17, 2022

Adopted: November 7, 2022

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2415.54 Jonathan Dayton High School TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT

A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
 - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
 - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
 - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
 - e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
 - f. Should the district Title I, Part A allocation exceeds \$500,000, the school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will

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ensure that not less than ninety percent of the one percent reserved goes directly to the schools.

- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

- (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (a) That parents play an integral role in assisting their child’s learning;

- (b) That parents are encouraged to be actively involved in their child’s education at school;

- (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and

- (d) The carrying out of other activities, such as those described in section 1116 of the ESEA.

- h. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

B. School Parent and Family Engagement Policy Required Components

- 1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:
 - a. Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, to inform parents of their school’s participation and the requirements of the Policy and the right of the parents to be involved
 - b. Notify part of this policy in an understandable and uniform format.
 - c. Make available to the local community and updated periodically to meet the changing needs of parents and schools within the district

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2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:
 - a. Convene a meeting after the start of school each year with school parents.
 - b. Provide description and explanation of curriculum being implemented at the school, how students are assessed, measured, and their proficiency levels.
 - c. Respond to any suggestion for improvement.
3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:

Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, to inform parents of their school's participation and the requirements of the Policy and the right of the parents to be involved. If a parent is unable to attend and is interested in learning more, the parent can reach out to principal to set up a meeting.
4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
 - a. Describe the School's responsibility to provide high quality education.
 - b. Ways each parent will be responsible for supporting student learning such as monitoring attendance, homework completion, volunteering in child's classroom, and positive use of extracurricular time.
 - c. Importance of communication between teachers and parents through parent/teacher conferences, progress reports, access to staff.
5. The school will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

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- a. The school will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
 - (1) The challenging, state academic standards;
 - (2) The state and local academic assessments including alternate assessments;
 - (3) The requirements of Title I, Part A;
 - (4) How to monitor their child's progress; and
 - (5) How to work with educators to improve the achievement of their children.
 - a. Back to School Nights
 - b. PTA Meetings
 - c. Parental Conferences/Scheduled and as needed/requested
 - d. District and School Level Parent Workshops
- 6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
 - 1. Sending information to parents in a format and language parents can understand
 - 2. Parent Conferences/Scheduled and as needed/requested
 - 3. Parent Teacher Association Presentations

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- b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:

Providing assistance to parents of students served by the school in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this Policy, and how to monitor a child's progress and work with educators to improve the achievement of their children;

- c. The school will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - 1. Participating in conferences at least annually;
 - 2. Discussing student compact;
 - 3. Student progress reports; and
 - 4. Reasonable access to staff.
- d. The school will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - 1. Distribute flyers and circulars to parents.
 - 2. Provide school website updates, on an accessible digital platform.

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7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:
 - a. Providing equitable access to instructional information and resources via the district website.
 - b. Back to School Nights
 - c. District-Wide Parent Workshops
 - d. Parental Conferences/Scheduled and as needed/requested
 - e. Reasonable access to professional staff
8. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise if necessary (and with the involvement of parents) its parent and family engagement policies:

The school and district will utilize a digital platform to communicate with parents and provide access to district documents and evaluation opportunities that include language translation and other accommodations.
9. The school will take the following actions to involve parents in the process of school review and improvement:
 - a. Distribute flyers and circulars to parents from each Title I school.
 - b. Provide ongoing district website updates.

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10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency:

Parents are encouraged to share feedback with the school leader directly, but may also contact the Office of the Superintendent to share feedback regarding the Annual School Plan.

C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement:
 - a. The school shall notify families of this policy in an understandable and uniform format.
 - b. The policy shall be available to the public via the district website.
 - c. Make available to the local community and updated periodically to meet the changing needs of parents and schools within the district.

D. Discretionary School Parent and Family Engagement Policy Components

1. The district and school, in consultation with its parents, may choose to undertake programs to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:
 - a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
 - b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
 - c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
 - d. Train parents to enhance the involvement of other parents.

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- e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
- f. Adopt and implement model approaches to improve parent and family engagement.
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:
 - 1. Convene an annual meeting by school to parents.
 - 2. Provide description and explanation of curriculum in use at the school, how students are assessed, measured, and proficiency levels.
 - 3. Provide access to instructional information and support materials that may be relevant to supporting their child's education.
 - 4. Respond to any suggestion for improvement

E. Accessibility

- 1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:

The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

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F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

1st Reading: October 17, 2022

Adopted: November 7, 2022

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3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES (M)

M

The Board of Education recognizes a teaching staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purpose of this Policy, “substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal by a teaching staff member to consent to the medical examination including a substance test will be deemed a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.

In the event a teaching staff member’s medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not

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under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, the Principal's designee responsible at the time of the alleged violation. Either the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

Adopted: 18 March 2019

1st Reading: November 7, 2022

Springfield Public Schools

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R 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES (M)

M

A. Definition

1. “Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.
2. “Principal or designee” means the teaching staff member’s Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member’s supervisor or a staff member designated by the teaching staff member’s supervisor to be responsible at the time of the alleged violation.
3. “Substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
4. “Substance test” means a test conducted by a Board-approved laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.
5. “Under the influence” means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.

B. Procedures to be Followed When a Staff Member has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal or designee in accordance with the provisions of Policy 3218 and N.J.A.C. 6A:16-6.3(a).

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- a. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
 - b. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.
 - c. A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.
- C. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance
 - 1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.
 - a. The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:
 - (1) Immediately notify the Superintendent;
 - (2) Immediately meet with the teaching staff member;
 - (a) The Principal or designee may include another staff member in this meeting; and
 - (b) The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
 - b. The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.

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- c. The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.
 - d. In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination by the Board physician. The medical examination shall include a substance test administered by the Board physician or a Board-approved laboratory.
 - e. The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.
 - f. The teaching staff member, prior to the medical examination and substance test, will be informed by the Board physician or designee on the type of testing to be completed and the substances that will be tested.
 - g. The teaching staff member may, prior to being examined or tested, disclose to the Board physician or designee any prescription medicine, over-the-counter medicine or supplements, or any other reason why the teaching staff member's test results may be positive.
 - h. Refusal by a teaching staff member to consent to the medical examination which includes a substance test will be deemed a positive test result for substances.
2. The results of the medical examination and substance test shall be used by the Board physician to determine if the teaching staff member is under the influence of any substance as defined in Policy 3218 and this Regulation. The substance test procedures will provide for a confirmation test using acceptable confirmation test procedures.
- a. Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the teaching staff member will be deemed a positive test result for substances.
3. The results of the substance test shall be provided to the Superintendent and Board physician within twenty-four hours of the test being administered or as soon as the test results are available. The Superintendent shall provide the teaching staff member with these results.
- a. In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive test result for substances.

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4. If the Board physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was not under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the teaching staff member shall return to their position in the school district unless the Superintendent has a reason the teaching staff member should not be returned to their position.
5. If the Board physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the Board physician will:
 - a. Discuss the results of the examination and substance test with the teaching staff member and provide the teaching staff member an opportunity to present any medical or other reasons for the Board physician's determination.
 - b. Provide the teaching staff member an opportunity to have the substance test results confirmed by a laboratory selected by the teaching staff member and approved by the Board physician and Superintendent.
 - (1) The Board physician will schedule and coordinate the confirmation test procedures, including the acceptable time period for the confirmation test to be conducted based on the existing test results, and the time in which a confirmation test result would be valid. This confirmation test shall be paid for by the teaching staff member.
 - (2) The confirmation test results must be provided to the Board physician and Superintendent within the time period required by the Board physician.
 - (3) Any confirmation test results provided to the Board physician and Superintendent not within the time period required by the Board physician shall not be accepted and the teaching staff member shall be determined to have waived their right to have the results of a confirmation test considered.
 - c. After completing the requirements in 5. a. and b. above, the Board physician shall make a final determination whether the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities.

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- (1) If the Board physician makes a final determination the teaching staff member was not under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the Board physician will report a final determination to the Superintendent and the teaching staff member shall return to their position in the school district unless the Superintendent has a reason the teaching staff member should not be returned to their position. Any records or documentation regarding a negative medical examination or substance test shall not be included in the teaching staff member's personnel file.
- (2) If the Board physician makes a final determination the teaching staff member was under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the Board physician will report a final determination to the Superintendent.

D. Procedures to be Followed When a Teaching Staff Member is Determined to be Under the Influence of a Substance

1. Any teaching staff member determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.
 - a. The teaching staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the teaching staff member an opportunity to respond to the Board physician's determination.
3. A teaching staff member determined to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities will be subject to appropriate discipline which may include, but not be limited to:
 - a. Withholding an increment;
 - b. Terminating a non-tenured teaching staff member; and/or
 - c. Filing tenure charges for a tenured teaching staff member.

Adopted: 18 March 2019

Revision: 1st Reading: November 7, 2022

Springfield Public Schools Policy

5330.01 ADMINISTRATION OF MEDICAL CANNABIS (M)

M

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents and designated caregiver(s) to administer medical cannabis to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical cannabis to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq. and that the parent or designated caregiver(s) be authorized to assist the student with the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq. The student and the designated caregiver(s) must complete registration with the Cannabis Regulatory Commission in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of cannabis must submit a written request with supporting documentation to the Principal requesting approval to have a designated caregiver(s) assist in the administration of medical cannabis to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical cannabis to the qualifying student patient. The medical use of cannabis by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

Medical cannabis may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the designated caregiver(s) in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical cannabis must be in the possession of the designated caregiver(s) at all times, except during the administration process. The designated caregiver(s) shall comply with the requirements of the Principal's written approval for the administration of medical cannabis to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

All health records related to the administration of medical cannabis to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

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No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of cannabis as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of cannabis as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22

N.J.S.A. 24:6I-1 et seq.

N.J.A.C. 6A:16-2.4; 6A:32-7.4

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Revision 1st Reading: November 7, 2022

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R 5330.01 ADMINISTRATION OF MEDICAL CANNABIS (M)

M

A custodial parent or person having legal custody of a student requesting the administration of medical cannabis to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the procedures and requirements of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and this Regulation.

A. Definitions

For the purpose of Policy and Regulation 5330.01:

1. “Cannabis” has the meaning given to marijuana in Section 2 of the “New Jersey Controlled Dangerous Substances Act,” N.J.S.A. 24:21-2.
2. “Commission” means the Cannabis Regulatory Commission established pursuant to N.J.S.A. 24:6I-24.
3. “Designated caregiver(s)” means a resident of New Jersey who:
 - a. Is at least eighteen years old;
 - b. Has agreed to assist with a registered qualifying student patient’s medical use of cannabis, is not currently serving as a designated caregiver(s) for more than one other qualifying patient, and is not the qualifying student patient’s health care practitioner;
 - c. Is subject to the provisions of N.J.S.A. 24:6I-4.c.(2), has never been convicted of possession or sale of a controlled dangerous substance, unless such conviction occurred after the effective date [Oct. 1, 2010] of N.J.S.A. 24:6I-1 et seq. and was for a violation of Federal law related to possession or sale of cannabis that is authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22 et seq.;
 - d. Has registered with the Commission pursuant to N.J.S.A. 24:6I-4 and, except in the case of a designated caregiver(s) who is an immediate family member of the qualified student patient, has satisfied the criminal history background check requirement of N.J.S.A. 24:6I-4; and
 - e. Has been designated as designated caregiver(s) by the qualifying student patient when registering or renewing a registration with the Commission or in other written notification to the Commission.

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4. “Health Care Practitioner” means a physician, advanced practice nurse, or physician assistant licensed or certified pursuant to N.J.S.A. 45 who:
 - a. Possesses active registrations to prescribe controlled dangerous substances issued by the United States Drug Enforcement Administration and the Division of Consumer Affairs in the Department of Law and Public Safety;
 - b. Is the health care practitioner responsible for the ongoing treatment of a qualifying student patient’s qualifying medical condition, the symptoms of that condition, or the symptoms associated with the treatment of that condition, provided; however, that the ongoing treatment shall not be limited to the provision of authorization for a patient to use medical cannabis or consultations solely for that purpose; and
 - c. If the qualifying student patient is a minor, a pediatric specialist.
5. “Medical use of cannabis” means the acquisition, possession, transport, or use of cannabis or paraphernalia by a registered qualifying student patient as authorized by N.J.S.A. 24:6I-1 et seq. and N.J.S.A. 18A:40-12.22 et seq.
6. “Parent” means the custodial parent or person who has legal custody of a qualifying student patient who may also be the designated caregiver(s) registered with the Commission by the New Jersey Department of Health to administer medical cannabis to a student in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A 24:6I-4.
7. “Qualifying student patient” for the purpose of Policy and Regulation 5330.01 means a resident of the State who is a student enrolled and attending school in this school district who has been authorized for the medical use of cannabis by a health care practitioner in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A 24:6I-1 et seq.
8. “Registration with the Commission” means a person has met the qualification requirements for, and has been registered by the Commission as, a registered qualifying patient, designated caregiver(s), or institutional caregiver(s). The Commission shall establish appropriate means for health care practitioners, health care facilities, medical cannabis dispensaries, law enforcement, schools, facilities providing behavioral health services or services for persons with developmental disabilities, and other appropriate entities to verify an individual’s status as a registrant with the Commission.

B. Registration – Qualifying Student Patient and Designated Caregiver(s)

1. A qualifying student patient must be authorized to engage in the medical use of cannabis and the designated caregiver(s) must be authorized to assist the

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qualifying student patient with the medical use of cannabis pursuant to the provisions of N.J.S.A. 24:6I-1 et seq.

2. A qualifying student patient and their designated caregiver(s) must complete the registration process in accordance with the provisions of N.J.S.A. 24:6I-4 and any other requirements of the Commission.
3. The qualifying student patient's parent shall be responsible to immediately inform the Principal of any change in the status of the student's registration with the Commission that would deem the registration with the Commission null and void due to any reason outlined in N.J.S.A. 24:6I-1 et seq.
4. The qualifying student patient's designated caregiver(s) shall be responsible to immediately inform the Principal of any change in the status of any designated caregiver(s)'s current registration with the Commission that would deem the registration with the Commission null and void due to any reason outlined in N.J.S.A. 24:6I-1 et seq.

C. Submission for Authorization for Administration of Medical Cannabis

1. A parent of a qualifying student patient requesting the administration of medical cannabis to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must submit a written request to the Principal with proof of current registration with the Commission for the qualifying student patient and the designated caregiver(s) and a copy of the health care provider's order or prescription indicating dosage information and the method of administration for the medical cannabis to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

The Principal may request the parent provide additional documentation from the health care provider that the medical cannabis must be administered during the time of the day when the student is on school grounds, aboard a school bus, or attending a school-sponsored event and the medical cannabis cannot be administered and/or will not be effective during alternate times when the student is not on school grounds, aboard a school bus, or attending a school-sponsored event.

- a. The parent's written request and all supporting documentation must be submitted to the Principal at least five school days before the first day of the requested administration.
2. The Principal shall review the proof of current registration with the Commission and supporting documentation submitted by the parent with the school physician, the school nurse, and the Superintendent of Schools.

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3. Upon review and approval of the documentation submitted by the parent, the Principal will inform the parent or designated caregiver(s), if the parent is not the designated caregiver(s), in writing with the following information:
 - a. The location (school, office, etc.) where the designated caregiver(s) shall report to administer the medical cannabis;
 - b. The school staff member(s) who the designated caregiver(s) must see to coordinate the administration of medical cannabis;
 - c. The time the designated caregiver(s) shall report to administer the medical cannabis;
 - d. The specific location where the medical cannabis shall be administered to the student; and
 - e. A copy of Policy and Regulation 5330.01 – Administration of Medical Cannabis.
4. In the event the Principal, after consultation with the school nurse, school physician, and Superintendent, has a question or concern regarding the current registration with the Commission or supporting documentation submitted by the parent, the Principal or school physician will contact the parent with the question or concern.
5. The administration of medical cannabis on school grounds, aboard a school bus, or at a school-sponsored event, pursuant to N.J.S.A. 18A:40-12.22, will only be authorized after the approval required by Policy and Regulation 5330.01.

D. Administration of Medical Cannabis

1. Medical cannabis shall only be administered by the designated caregiver(s) and at the approved location, times, and method as indicated in the parent's request that was approved in writing by the Principal.
2. In accordance with the provisions of N.J.S.A. 18A:40-12.22.b.(5), medical cannabis cannot be administered to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event by smoking or other form of inhalation.
3. Prescribed medical cannabis must always be in the possession of the designated caregiver(s) and may not be in the possession of the qualifying student patient at any time on school grounds, aboard a school bus, or at a school-sponsored event.

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4. The Principal, after consultation with the school nurse, school physician, and the Superintendent, will determine a specific location for the administration of the medical cannabis to the qualifying student patient.
 - a. The Principal will designate a private area, if possible, for the designated caregiver(s) to administer the medical cannabis to the qualifying student patient. The amount of privacy provided for the administration will depend on the approved method of administration and the designated location. The location may be a nurse's office, a private office, a private restroom facility, or any other location appropriate for the approved method of administration.
5. The designated caregiver(s) shall report to the approved location prior to the scheduled time for the administration of medical cannabis to the qualifying student patient. The designated caregiver(s) must show proof of current registration with the Commission and a second form of identification which shall be a photograph identification.
6. The Principal or supervising school staff member of a school-sponsored event may designate a school staff member to escort the designated caregiver(s) to the qualifying student patient at the designated time to the designated location for the administration.
7. The Principal may designate a school staff member to observe the administration of the medical cannabis on school grounds, aboard a school bus, or at a school-sponsored event.
8. The designated caregiver(s) shall assist in the administration of medical cannabis to the qualifying student patient in accordance with the method and dosage prescribed by the health care practitioner and included in the parent's request to the Principal.
9. The qualifying student patient shall return to his/her class or event as soon as possible after the administration.
10. The designated caregiver(s) will be escorted outside the school building, away from the school bus, or away from the school-sponsored event, if applicable, by a school staff member after the administration.
 - a. The qualifying student patient and/or designated caregiver(s) may be asked to remain at the location of the administration by the school staff member in the event the student needs some additional time after the administration and before returning to their class or event.
11. The designated caregiver(s) shall be responsible for the security of the medical cannabis on school grounds, aboard a school bus, or at a school-sponsored event

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before, during, and after the administration. At no time shall the qualifying student patient have the medical cannabis in their possession except during the administration process by the designated caregiver(s).

Adopted: 18 March 2019

Revision: 1st Reading: November 7, 2022

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Springfield Public Schools Policy

P5512 - HARASSMENT, INTIMIDATION, AND BULLYING

A. Statement Prohibiting HIB

The district board of education prohibits acts of HIB of a student. The district board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; HIB, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate HIB.

B. Definition of Harassment, Intimidation, and Bullying

The district board of education establishes that "HIB" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in *N.J.S.A. 18A:37-14*, whether it be a single incident or a series of incidents, that is:

- a. reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- b. by any other distinguishing characteristic; and that
- c. takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in *N.J.S.A. 18A:37-15.3*, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- d. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- e. has the effect of insulting or demeaning any student or group of students; or
- f. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The district board of education recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

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C. Student Behavior Expectations

The district board of education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct.

The district board of education believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

Students are expected to behave in a way that creates a supportive learning environment. The district board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The district board of education expects that students will act in accordance with the student behavioral expectations described below.

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the code of student conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules

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established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

- Walk away from acts of HIB when they see them;
- Constructively attempt to stop acts of HIB;
- Provide support to students who have been subjected to HIB; and
- Report acts of HIB to the designated school staff member

D. Consequences and Remedial Actions

The district board of education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of HIB, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of HIB.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of HIB by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders, the nature of the student's disability, if any and to the extent relevant, and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

- Age, disability, (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;

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- Surrounding circumstances;
- Nature and severity of the behavior(s);
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and,
- Relationship between student/family and the school district

Environmental:

- School culture, climate, and general staff management of the learning environment;
- Social, emotional, and behavioral supports;
- Student-staff relationships and staff behavior toward the student;
- Family, community, and neighborhood situation; and
- Alignment with Board policy and regulations/procedures.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action; or
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

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Examples of Remedial Measures

Personal

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to *N.J.A.C. 6A: 16-8*;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school “disciplinarian;”
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; and,
- Student therapy.

Environmental

- School and community surveys or other strategies for determining conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedure revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services team, pursuant to *N.J.A.C. 6A:16-8*;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;

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- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and, Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

The principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three HIB incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent or guardian, to satisfactorily complete a class or training program to reduce HIB behavior. Each student intervention plan must be approved by the district chief school administrator.

Should a student be found to be an offender in an HIB incident, a copy of the results of the HIB investigation shall be included in the student's record pursuant to *N.J.A.C. 6A:16-32-7*.

While the majority of incidents may be addressed solely by school officials, the chief school administrator or designee and the principal shall report an HIB incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials*.

E. Reporting HIB

The district board of education requires the principal at each school to be responsible for receiving all complaints alleging HIB committed by an adult or youth against a student. All board of education members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of HIB to the principal or the principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All board of education members, school employees, and contracted service providers who have contact with students, also shall submit a report in writing to the school principal within two school days of the verbal report. The written report shall be completed on the HIB 338 Form and submitted to the principal. The HIB 338 Form shall be kept on file at the school but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.

The principal is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. When providing notification to the parents of all students involved, the principal shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The principal shall keep a written record of the date, time, and manner of notification to parents.

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Students, parents, and visitors are encouraged to report alleged acts of HIB to the principal on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form issued by the Department to anonymously report an act of HIB. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

A member of a board of education or a school employee who promptly reports an incident of HIB and who makes this report in compliance with the procedures in the district's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal shall promptly submit a copy of each completed official form to the chief school administrator.

F. Investigating Allegations of HIB

The district board of education requires a thorough and complete investigation to be conducted for each report of an alleged incident of HIB. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the principal or the principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the principal. The principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation.

The investigation shall be completed, and the written findings submitted to the principal as soon as possible, but not later than 10 school days from the date of the written report of the alleged incident of HIB or from the date of the written notification from the chief school administrator to the principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the 10-day period, the school anti-bullying specialist or the principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. The principal shall submit the report to

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the chief school administrator within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (*N.J.S.A. 52:14B-1 et seq.*). As appropriate to the findings from the investigation, the chief school administrator shall ensure the code of student conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce HIB and enhance school climate, or take or recommend other appropriate action, including seeking further information as necessary.

The chief school administrator shall report the results of each investigation to the board of education no later than the date of the regularly scheduled board of education meeting following the completion of the investigation. The chief school administrator's report also shall include information on any consequences imposed under the code of student conduct, intervention services provided, counseling ordered, training established, or other action taken or recommended by the chief school administrator.

Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of HIB, or whether consequences were imposed or services provided to address the incident of HIB. This information shall be provided in writing within five school days after the results of the investigation are reported to the board of education. The school district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents or guardians being notified.

A parent or guardian may request a hearing before the board of education after receiving the information. Any request by the parents or guardians for a hearing before the district board of education concerning the written information about an HIB investigation, pursuant to *N.J.S.A. 18A:37-15b(6)(d)*, must be filed with the district board of education secretary no later than 60 calendar days after the written information is received by the parents or guardians. The hearing shall be held within 10 business days of the request. Prior to the hearing, the chief school administrator shall confidentially share a redacted copy of the official investigation form that removes all student identification information with the board of education. The board of education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (*N.J.S.A. 10:4-1 et seq.*), to protect the confidentiality of the students. At the hearing, the board of education may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled board of education meeting following its receipt of the report or following a hearing in executive session, the board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The board of education's decision may be appealed to the Commissioner of Education, in accordance

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with [N.J.A.C. 6A:3](#), no later than 90 days after the issuance of the board of education's decision.

A school administrator who receives a report of HIB, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of *N.J.S.A. 18A:37-14* and fails to initiate or conduct an investigation, or who should have known of an incident of HIB and fails to take sufficient action to minimize or eliminate the HIB, may be subject to disciplinary action.

The district board of education also requires the thorough investigation of complaints or reports of HIB, occurring on district board of education school buses, at district board of education school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the district board of education's anti-bullying specialist in consultation with the approved private school for students with disabilities.

G. Responding to HIB

The district board of education authorizes the principal of each school to define the range of ways in which school staff will respond once an incident of HIB is confirmed, and the chief school administrator shall respond to confirmed HIB, according to the parameters described below and in this policy. The district board of education recognizes that some acts of HIB may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of HIB that they require a response either at the classroom, school building or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of HIB may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under *N.J.S.A. 18A:37-1*, Discipline of Pupils and as set forth in *N.J.A.C. 6A:16-7.2*, Short-term suspensions, *N.J.A.C. 6A:16-7.3*, Long-term Suspensions and *N.J.A.C. 6A:16-7.5*, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based HIB prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This policy and the code of student conduct shall apply to instances when a school employee is made aware of alleged HIB occurring off school grounds.

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H. Reprisal and Retaliation

The district board of education prohibits a board of education member, school employee, contracted service provider who has contact with students, school volunteer or student from engaging in reprisal, retaliation or false accusation against a victim, witness, or any other person who has reliable information about an act of HIB or who reports an act of HIB. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

I. False Accusations of HIB

The district board of education prohibits any person from falsely accusing another as a means of HIB.

1. **Students:** Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.4, Expulsions;
2. **School Employees:** Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures and agreements; and
3. **Visitors or Volunteers:** Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

J. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

The district board of education requires the chief school administrator to annually disseminate the HIB policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that the policy applies to all acts of HIB, pursuant to *N.J.S.A. 18A:37-14*, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

The chief school administrator shall post a link to the policy that is prominently displayed on the home page of the school district's website.

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The chief school administrator shall ensure that notice of the district's policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures and standards for schools within the school district.

The chief school administrator shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the chief school administrator shall post the contact information for the School Climate State Coordinator on the school district home page alongside the school district's HIB policy.

Each principal shall post the name, school phone number, school address and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The chief school administrator shall post the Department of Education's Guidance for Parents on the *Anti-Bullying Bill of Rights Act* on the district homepage and on the homepage for each school in the district with a website.

K. Harassment, Intimidation, and Bullying Training and Prevention Programs

The chief school administrator and the principals shall provide training on the school district's HIB policies to school employees, contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in *N.J.S.A. 18A:37-14* and other distinguishing characteristics that may incite incidents of discrimination, HIB. The school district's employee training program shall include information regarding the school district policy against HIB, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The chief school administrator shall develop and implement a process for annually discussing the school district policy on HIB with students. The chief school administrator and the principals shall annually conduct a re-evaluation, reassessment, and review of the HIB policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to the policy as well as to HIB prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

Adopted: 13 May 2019

Revision 1st Reading: November 7, 2022

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5541 ANTI-HAZING (M)

M

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to all schools in the school district.

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;
4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

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Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600. A Principal or designee who receives a report of an alleged incident of hazing and fails to initiate or conduct an investigation and fails to minimize or eliminate the hazing may be subject to disciplinary action.

The Principal or designee may identify behavior when investigating an alleged incident of hazing indicating harassment, intimidation, or bullying (HIB) pursuant to N.J.S.A. 18A:37-14 et seq. – the New Jersey Anti-Bullying Bill of Rights Act (ABR). If the Principal or designee identifies behavior indicating HIB, the Principal or designee shall ensure a separate investigation is conducted in accordance with the ABR and Policy 5512.

The Superintendent or designee shall report to local law enforcement any hazing incident that rises to the level of mandatory reporting under the “Uniform Memorandum of Agreement Between Education Officials and Law Enforcement Officials” or any other agreement between local law enforcement and the school district pursuant to N.J.A.C. 6A:16-5.1(b).

Hazing that involves the participation of a coach, teacher, or other adult may constitute child abuse and shall be addressed in accordance with N.J.S.A. 18A:36-25 and Policy and Regulation 8462.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600, or any other applicable Board Policy or Regulation. In accordance with N.J.S.A. 18A:37-32.3 appropriate penalties for a violation of this Policy may include, but are not limited to:

1. Withholding of diplomas or transcripts pending compliance with the rules;
2. Rescission of permission for the organization or group whose student member(s) are being penalized under this Policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and
3. The imposition of probation, suspension, dismissal, or expulsion of a student member(s).

Any discipline instituted in response to a violation of this Policy may be in addition to discipline for a violation of Policy 5512, Policy and Regulation 5600, and any other applicable Board Policy and Regulation.

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The school district shall ensure that students are informed of this Policy, including the rules, penalties, and program of enforcement under this Policy. This Policy shall be posted on the school district's publicly accessible Internet website.

N.J.S.A. 18A:36-25; 18A:37-13.2; 18A:37-14 et seq.;
18A:37-32.2; 18A:37-32.3
N.J.A.C. 6A:16-5.1

1st Reading: November 7, 2022

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R 5530 SUBSTANCE ABUSE

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.
5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

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7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

8. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

FIRST OFFENSE

- a) A four day suspension from school;
- b) Family must provide proof of medical examination and clearance to return to school in writing
- c) Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;
- d) A re-entry conference with the family, student, Principal or designee, the Student Assistance Counselor and the Case Manager;
- e) A mandatory follow-up meeting with a Student Assistance Counselor;
- f) Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;
- g) An additional 10 day preclusion from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry over to the beginning of the fall athletic season if applicable or the beginning of the school year.

SECOND OFFENSE

- a) A seven-day suspension from school;
- b) Family must provide proof of medical examination and clearance to return to school in writing to be presented to the Principal at a re-entry conference at which a parent(s) must be present;

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- c) Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;
- d) A re-entry conference with the family, student, Principal or designee, the Student Assistance Counselor and the Case Manager;
- e) A mandatory follow up meetings with a Student Assistance Counselor;
- f) Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;
- g) An additional 10 day preclusion from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry over to the beginning of the fall athletic season if applicable or the beginning of the school year.

THIRD OFFENSE

- a) A 10-day suspension from school;
- b) Family must provide proof of medical examination and clearance to return to school in writing to be presented to the Principal at a re-entry conference at which a parent(s) must be present;
- c) Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;
- d) A re-entry conference with the family, student, Principal or designee, the Student Assistance Counselor and the Case Manager;
- e) A mandatory follow up meeting with a Student Assistance Counselor;
- f) Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;
- g) An additional 10 day preclusion from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry over to the beginning of the fall athletic season if applicable or the beginning of the school year.
- h) The Superintendent may impose additional restrictions in connection with violation of this policy, if, in the Superintendent's reasonable discretion, the nature of the offense warrants such additional restrictions.

2. In accordance with N.J.A.C. 6A:16-4.1(c), appropriate disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. Students will not be permitted to return to school until documentation of compliance with drug and/or alcohol treatment recommendations.

C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.

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- a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
- b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
 - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
 - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
 - (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
 - (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

- 1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)
 - a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.
 - b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.

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- (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
 - c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
 - d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
 - e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
 - (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.
 - f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.
2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)

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- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
 - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
 - (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Student Safety Data System (SSDS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
- b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
 - (1) Immediately notify the student's parent and the Superintendent or designee;
 - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
 - (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.
 - (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.

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- (2)The examination shall be at the expense of the parent and not the district Board of Education.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
 - (1)If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
 - (2)The student's parent, if available, shall also accompany the student.
 - (3)When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.
- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
 - (1)While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
 - (2)Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
 - (1)The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
 - (2)The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.

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- (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
 - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
 - j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.
 - k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
 - (1) The student will be returned as soon as possible to the care of the parent;
 - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
 - (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
 - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
 - l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:

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- (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that

extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

- (a) The findings of the assessment alone shall not prevent a student from attending school; and

- (2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.

- m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.

- (1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

- n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.
2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.
- a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

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- b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.
- c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
 - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
 - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
- d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.
 - (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

F. Reporting Students to Law Enforcement Agencies

- 1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
- 2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
- 3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.

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4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.
6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall, at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
 - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;

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- c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
 - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
 - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.
- 3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.
 - a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

- 1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
- 2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.
- 3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
 - b. Pursuant to a court order;
 - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or

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- d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the SSDS.

Adopted: 18 March 2019

Revision: 1st Reading: November 7, 2022

Springfield Public Schools Regulation

R 8220 SCHOOL CLOSINGS

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed, and Building Principals may be required to exercise independent judgment in individual circumstances. Any consequent deviation from these rules shall be approved by the Superintendent.

A. Notification Provisions

1. The Superintendent or designee shall notify media outlets and/or activate an emergency call system when a decision is made for an unscheduled closing of school for the entire school day, the delayed opening of school, or the early closing of school. The media outlets may include, but not be limited to, radio, television stations, and internet websites as listed below:

www.springfieldschools.com
<https://twitter.com/springfieldschs>
www.facebook.com/springfieldschools
NEWS12NJ
NJ1015.com
Eyewitness News
Abc7ny.com
FOX 5

2. Parent(s) will be notified at the beginning of each school year that they will be notified of an emergency school closing day by means of announcements over the media outlets listed above.

B. All Day Closing

1. The decision to close schools for the day will be made in accordance with Policy 8220. As soon as the decision is made, the Superintendent or designee will promptly notify:
 - a. The media outlets identified in A.1. above;
 - b. All school staff members;
 - c. Out of District (private schools to which transportation is provided for district children);

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- d. Springfield Police Departments (municipalities that are affected by decision or that provide school crossing guards);
 - e. Board of Education President; and
 - f. Any other individuals or organizations the Superintendent or designee determines the need to be notified.
2. Notwithstanding a provision in a collective bargaining agreement, if applicable, unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report for work on an emergency closed day.
- C. Delayed Opening
1. The decision to delay the opening of school will be made as soon as practicable. Notice of the delayed opening will be given in accordance with B. above.
 2. Notwithstanding a provision in a collective bargaining agreement, unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time if the opening of school is delayed.
 3. If weather conditions change after a delayed opening has been announced, the Superintendent may decide to close schools for the day. This decision will be made as soon as practicable. Notice of the closing of schools for the day will be given in accordance with B.1. above.
 4. The Principal of each school will modify the school's schedule to accommodate the shorter day. After-school and athletic events may be canceled.
- D. Early Dismissal
1. The decision by the Superintendent or designee to close school early will be promptly relayed to the media outlets, school staff members, and the people or organizations listed in B.1. above.
 2. Building Principals in the affected schools will promptly notify all school staff members of the early closing, using appropriate building procedures.
 3. Parents may be notified of an early dismissal through an emergency call system, district or school website, a telephone communication chain, or any other method or process deemed appropriate.
 4. A parent may come to the school and sign out his/her child at any time after the decision to close early has been made. Any removal of a child must be in strict

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accordance with Policy and Regulation 5230 regarding the person(s) to whom a child may be released.

5. The Principal may designate a safe and secure location in the school building to which may be assigned students whose parent or temporary caretaker could not be reached by telephone or other means or the student was unable to be released from school early for good reason.
 - a. A teaching staff member will be assigned to supervise the students who remain in the school.

Adopted: 18 March 2019

Revision: 1st Reading: November 7, 2022

Springfield Public Schools Regulation

R 2460.30 ADDITIONAL/COMPENSATORY SPECIAL EDUCATION AND RELATED SERVICES (M)

M

The Board of Education shall provide additional or compensatory special education and related services to students with disabilities beyond the age of twenty-one pursuant to N.J.S.A. 18A:46-6.3.

As used in N.J.A.C. 18A:46-6.3(h) and this Regulation, “parent” means the natural or adoptive parent, the legal guardian, resource family parent when willing to so serve, a surrogate parent, or a person acting in the place of a parent, such as a grandparent or stepparent with whom the student lives, or a person legally responsible for the student’s welfare. “Parent” shall also include an adult student who has attained the age of eighteen, who is not under legal guardianship, and who is entitled to receive special education and related services.

A. Additional Special Education and Related Services

1. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:
 - a. In the 2021-2022 school year, provide special education and related services contained in an Individualized Education Program (IEP) to a student with disabilities who attains the age of twenty-one during the 2020-2021 school year, provided the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2021-2022 school year.
 - (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.a. and A.1. shall not be eligible to receive such education and services beyond June 30, 2022, unless otherwise provided in a student’s IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.
2. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:
 - a. In the 2022-2023 school year, provide special education and related services contained in an IEP to a student with disabilities who attains the age of twenty-one during the 2021-2022 school year, provided the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2022-2023 school year.

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- (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.b. and A.2. shall not be eligible to receive such education and services beyond June 30, 2023, unless otherwise provided in a student's IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.
 3. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:
 - a. In the 2023-2024 school year, provide special education and related services contained in an IEP to a student with disabilities who attains the age of twenty-one during the 2022-2023 school year, provided that the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2023-2024 school year.
 - (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.c. and A.3. shall not be eligible to receive such education and services beyond June 30, 2024, unless otherwise provided in a student's IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.
- B. Rights, Privileges, and Remedies
 1. A student receiving special education and related services, including transition services, pursuant to N.J.S.A. 18A:46-6.3 and this Regulation shall be afforded the same rights, privileges, and remedies provided to students with disabilities pursuant to State law, New Jersey State Board of Education regulations concerning special education, and the Federal "Individuals with Disabilities Education Act," (IDEA) 20 USC §1400 et seq.
 2. Any disputes that arise with respect to the provision or nature of services provided to a student with disabilities in the additional year as provided in accordance with N.J.S.A. 18A:46-6.3.a., b. and c., and A. above may be addressed as determined by the parent of the student with disabilities, by either:
 - a. Mediation;
 - b. A written request for a complaint investigation submitted to the Director of the Office of Special Education Policy and Dispute Resolution in the New Jersey Department of Education; or
 - c. A special education due process hearing pursuant to IDEA, N.J.S.A. 18A:46, or administrative code.

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C. Funding

1. The special education and related services, including transition services, provided to students with disabilities pursuant to the provisions of N.J.S.A. 18A:46-6.3 and this Regulation, to the extent permitted by Federal law, be paid for from the monies received by the State or a school district under the Federal “Coronavirus Aid, Relief, and Economic Security (CARES) Act,” Pub.L.116-136, the Federal “Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021,” Pub.L.116-260, the Federal “American Rescue Plan (ARP) Act,” Pub.L.117-2, or any other Federal funding provided to address the impact of the coronavirus pandemic on elementary and secondary schools as it becomes available.
2. To the extent the Federal funds described in N.J.S.A. 18A:46-6.3.e.(1) and C.1. above do not cover the costs borne by the school district to provide the special education and related services, including transition services, to students with disabilities pursuant to the provisions of N.J.S.A. 18A:46-6.3 and this Regulation, the State of New Jersey shall appropriate funds as necessary from the Property Tax Relief Fund to reimburse the school district for these costs.
3. The special education and related services funded pursuant to the provisions of N.J.S.A. 18A:46-6.3.e. may include, but are not limited to, the additional staff, programs, and facilities deemed necessary by the school district to provide the special education and related services, including transition services, required under N.J.S.A. 18A:46-6.

1st Reading: November 7, 2022

SIDEBAR AGREEMENT

This Sidebar Agreement is made and entered into by and between the **SPRINGFIELD BOARD OF EDUCATION** ("Board") and **SPRINGFIELD EDUCATION ASSOCIATION** (the "Association"), (collectively the "Parties").

WITNESSETH:

WHEREAS, the Board operates the Springfield School District; and

WHEREAS, the Association is the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certificated teaching personnel dealing directly with children, all certificated personnel in the Division of Special Services, Guidance Counselors, Librarians/Media Consultants, Office Personnel, Custodians, Maintenance Personnel, Instructional Aides, Non-Instructional Aides, and Bus Drivers; and

WHEREAS, the Parties entered into a Collective Bargaining Agreement ("CBA" or "Agreement") effective July 1, 2019 through June 30, 2023; and

WHEREAS, on or about August 4, 2022 the Association filed a grievance alleging that certain Instructional and Non-Instructional Aides had not been credited with the appropriate years of service and therefore were not receiving appropriate compensation based on the applicable Salary Guide in the Agreement ("the Grievance"); and

WHEREAS, the Grievance was denied Levels I and II of the grievance procedure pursuant to Article 6 of the CBA; and

WHEREAS, on or about September 15, 2022, the Association submitted a Level III Grievance; and

WHEREAS, on or about October 4, 2022, the Board requested that the Association hold the timeline for response to the Level III Grievance in abeyance to permit the parties to meet to attempt to resolve the issues raised in the Grievance; and

WHEREAS, on or about October 12, 2022, the Association agreed to the Board's request to hold such timelines in abeyance; and

WHEREAS, on or about October 13, 2022, the Parties did meet and reached an agreement in principle to resolve the Grievance; and

WHEREAS, the Parties desire to amicably resolve their differences and avoid the uncertainty and expense arising out of the filing of the Grievance.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, it is hereby agreed by and between the Parties hereto as follows:

1. **Appropriate Years of Service**. The Parties agree, that as of the date hereof, all Instructional and Non-Instructional Aides employed by the District are being paid at the appropriate rate based on the Salary Guide in the Agreement and that such payments reflect the appropriate years of service for each individual.

2. **Payments**. The Parties agree that the individuals listed on Appendix A shall each be paid the amount associated with their name as retroactive payments reflecting their move to the appropriate step on the Salary Guide. Such payments will be made to employees no later than November 30, 2022, and shall be subject to and any and all ordinary taxes and payroll deductions.

3. **Release**. The Association hereby waives and forever discharges any and all past, present or future claims that relate to the within Grievance that predate this Sidebar Agreement that it may have against the Board. The Association acknowledges that it had the opportunity to consult with legal counsel and representatives of choice regarding this Sidebar Agreement prior to

executing it; and that it represents that it has read this Sidebar Agreement and fully understands it and agrees to be bound by it. The Association also acknowledges that it has been given a reasonable period of time within which to consider this settlement and the terms of this Sidebar Agreement prior to executing it.

As used in this Sidebar Agreement, the term "Board" means: the Springfield Board of Education, its current or former elected or appointed officials, administrators, employees, attorneys, agents, servants, representatives, predecessors and successors, insurance carriers, and all other persons or entities for whom any of the above have been or may be legally responsible.

As used in this Sidebar Agreement, the term "Association" means: the Springfield Education Association, its current or former members, officials, attorneys, agents, representatives, predecessors and successors, and all other persons or entities for whom any of the above have been or may be legally responsible.

4. **Non-Admission By Parties.** The Parties' entry into this Sidebar Agreement shall not constitute nor shall it be interpreted as an admission or wrongdoing or guilt, or liability in any manner on the part of either Party. Any such obligation or liability on the part of either Party is expressly denied. The Parties have entered into this Sidebar Agreement solely to compromise disputed claims.

5. **No Precedent/Past Practice.** The Parties agree that this Sidebar Agreement may not be used to establish precedent or past practice in any future proceeding of any type whatsoever involving the Board and that it shall be inadmissible in any such proceeding, other than a proceeding to enforce or prove the existence of same. This Sidebar Agreement shall not be construed as an admission by the Board of any wrongdoing. Rather, this Sidebar Agreement has been reached for the sole purpose of resolving the pending disputes between the Parties.

6. **Entire Agreement.** This Sidebar Agreement contains the sole and the entire agreement between the Parties, and fully supersedes any and all prior agreements and understandings between the Association and the Board pertaining to the subject matter of this Sidebar Agreement. The Association represents and acknowledges that it has not relied upon any representation or statement by the Board, or its counsel or representatives, with regard to the subject matter of this Sidebar Agreement, which is not set forth in this Sidebar Agreement.

7. **Representation.** The Parties acknowledge that each has been given the opportunity to consult with an attorney or a representative of their own choosing with respect to this Sidebar Agreement and reviewed with their attorney or representative all the terms and conditions of this Sidebar Agreement prior to executing the Agreement. Each Party signs this Sidebar Agreement freely and voluntarily and without coercion or duress. The Parties further acknowledge that they fully understand the duties and obligations enumerated herein and have been informed of their legal rights and obligations. Each of the Parties has participated in the drafting of this Sidebar Agreement. Therefore, the language of this Sidebar Agreement shall not be presumptively construed in favor of or against any of the Parties. Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in interpreting this Sidebar Agreement. Rather, the language in this Sidebar Agreement shall be interpreted as to its fair meaning and not strictly for or against any Party.

8. **Severability.** Whenever possible, each provision of this Sidebar Agreement will be interpreted in such a manner as to be effective and valid under applicable law, but if any of its provisions shall be held invalid, illegal or unenforceable, this Sidebar Agreement shall be construed as if not containing those provisions and the rights and obligations of the Parties shall be construed and enforced accordingly.

9. **Execution**. This Sidebar Agreement is subject to Board approval before taking effect. The Parties to this Sidebar Agreement hereby confirm that the signatories are respectively authorized to bind them hereto and execute this Sidebar Agreement. The Parties acknowledge that they have carefully read and fully understand all of the terms of this Sidebar Agreement, including the Release above, that they have had a reasonable amount of time to consider the terms of the Sidebar Agreement, and that they enter into the Sidebar Agreement voluntarily and with the advice of counsel.

This Sidebar Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10. **Agreement Entered Freely**. The Parties hereby acknowledge that the only consideration received for signing this Sidebar Agreement is that set forth herein, and that the Sidebar Agreement is entered into knowingly and freely and voluntarily and with a full understanding of their rights and the contents of this Sidebar Agreement. No other promise, inducement, threat, agreement or understanding of any kind or description has been made to cause either Party to enter into this Sidebar Agreement.

11. **Section Headings**. Section headings are for reference purposes only and shall not in any way affect the meaning or interpretation of any provision of this Sidebar Agreement.

IN WITNESS WHEREOF, the Parties hereunder set their hands and seals to this Sidebar Agreement effective on this 7 day of November, 2022. The Parties have freely executed this Sidebar Agreement with the intent to be legally bound.

**SPRINGFIELD EDUCATION
ASSOCIATION**



Dated: 10/31/22

WITNESS:



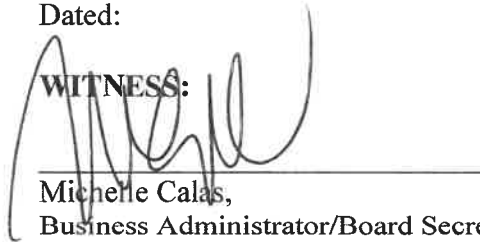
Dated: 10/31/22

SPRINGFIELD BOARD OF EDUCATION



Scott Silverstein,
Board President
Dated:

WITNESS:



Michelle Calas,
Business Administrator/Board Secretary
Dated: _____

Appendix A

San Jose

Last Name	First Name	S/B Total \$	Total Paid	Total Retro
Corigliano	Tara	18,437.66	18,083.26	354.40
David	Patricia	21,585.62	21,162.59	423.03
Dessel	Lori	22,588.36	21,354.51	441.05
Harpster	Mary Louise	20,426.49	20,014.24	412.25
Karpanty	Karen	13,978.40	13,704.48	273.92
Lucarello	Michele	6,189.73	6,070.81	118.92
Petrela	Rudina	21,869.23	21,448.89	420.34
Rosenstock	Staci	21,763.93	21,345.62	418.31
Scuderi	Jennifer	17,756.74	17,398.44	358.30
Silance	Kathleen	23,360.47	22,911.47	449.00
Stumpf	Janet	14,926.80	14,639.92	286.88
Wood	Ellen	17,293.94	16,961.54	332.40
Saladino	Linda	10,836.93	10,611.63	225.30
Berk	Rana	19,475.92	19,082.86	393.06
Ferrara	Margaret	13,395.90	13,133.37	262.53
Huber	Rachel	20,412.87	19,988.51	424.36
Kazemi	Susan	17,697.28	17,340.11	357.17
Morales	Rosa	23,273.32	22,817.22	456.10
Quagliato	Caitlin	20,646.35	20,241.76	404.59
Reines	Lidia	21,356.00	20,937.48	418.52
Sinclair	Maureen	20,294.74	19,872.81	421.93

Total Retro Pay 7,652.36