

**SPRINGFIELD BOARD OF EDUCATION
REGULAR PUBLIC MEETING MINUTES
March 13, 2023**

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: 7:12 PM

A. CALL TO ORDER AND STATEMENT- President Paula Saha

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, 2023. 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 Meredith Murphy
Mr. Jerry Fernandez
Mrs. Laura Gamarekian
Mr. Marc Miller
Mr. Hector Munoz-(7:38 PM)

Mrs. Kristy Rubin
Mrs. Hilary Turnbull
Mrs. Yelena Zolotarsky
President Paula Saha

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS

Mrs. Calas provided the New Jersey School Digest which highlights some decisions affecting NJ schools. Articles from the NJ School Board Association and Garden State Coalition of Schools around the following topics: School Construction question going out for vote tomorrow including Springfield, mental health issues, and the state budget were also provided. Board members were also reminded to complete their personal disclosures if they have not already done so, by April 30th. On tonight’s agenda, #11 A- Staff Appointment was removed.

E. MINUTES

The Superintendent recommends:

1. To approve the following minutes:
Executive Meeting – February 13, 2023
Regular Meeting – February 13, 2023

Approval of the Minutes

Motion to Approve: Murphy

Seconded: Miller

Voice Vote: AYE- 8 NAY- 0

F. SUPERINTENDENT'S REPORT

1. Staff/student Recognitions
 - a. Girls Soccer Presentation
 - b. Girls Tennis Presentation
2. 2021-2022 Annual Comprehensive Financial Report –Robert A. Hulsart and Company
3. 2022-2023 Tentative Budget Presentation
4. Community Updates
5. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
6. Fund Raiser Request
7. Building Use Request

- Dr. Goldberg introduced Mrs. Mortensen who presented the Girls Tennis jackets.
- Dr. Goldberg introduced Mr. Lynch who presented the Girls Soccer.
- Mr. Robert Hulsart Jr., from Robert A. Hulsart and Company, presented the 2021- 2022 Annual Comprehensive Fiscal Report.
- Dr. Goldberg gave an overview of the bond referendum to be voted on March 14, 2023.
- Dr. Goldberg provided an athletic update. She acknowledged some of the athletic accomplishments.
- President Saha commented on the referendum. She asked a question about the referendum.
- Dr. Goldberg and Ms. Calas responded.
- Mrs. Gamarekian asked a question about the HVAC part of the referendum.
- Dr. Goldberg responded.
- Dr. Goldberg congratulated JDHS Senior for Unsung Hero recognition.
- Dr. Goldberg provided a preschool expansion update: 7 new seats available at Sandmeier.
- 2023- 2023 Preschool Registration closed on March 10, 2023.
- Kindergarten registration remains open.
- Tennis Courts Updates were provided. Process was reviewed and updated. All information will be online.
- Pickleball Court lines will be painted soon pending weather.
- Mr. Fernandez asked for clarification about the teams on the tennis courts.
- Mr. Miller and Dr. Goldberg responded.
- Mr. Fernandez commented on private lessons on the courts.
- Dr. Goldberg responded.
- JDHS Spring Musical dates were announced.
- Women's History Month school happenings was discussed.
- Calendar reminders were provided.
- Dr. Goldberg and Mrs. Calas presented the 23-24 Tentative Budget.
- Mr. Fernandez commented on the transportation costs.
- Mr. Munoz asked about Life Skills projects.
- Dr. Goldberg responded.
- Dr. Goldberg presented Curriculum, Instruction & Assessment and also Student Support Services.

Approval of the Superintendent's Report, as presented

Motion to Approve: Vice President Murphy

Seconded: Mr. Munoz

Voice Vote: AYE- 9

NAY-0

G. **PUBLICSESSION ON AGENDA ITEMS**

None

H. **FINANCE COMMITTEE**- Mrs. Turnbull

Items 1 through 10

The Superintendent recommends:

1. Approval of Bills

To approve the check numbers 052362 through 052512 and wire transfers 800219, 888872 through 888881 in the amount of \$4,231,321.62 minus voided check 052044 for the grand total of \$4,231,111.62.

2. Budget Transfers

To approve budget transfers for the 2022-2023 school year. Attachment (A)

3. Tentative School Budget 2023-2024

To adopt the Tentative Budget for the SY 2023-2024:

BE IT RESOLVED that the tentative budget be approved for the SY 2023-2024 using the SY 2023-2024 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline, as follows:

	General Fund	Special Revenue	Total
2023-2024 Total Expenditures	\$48,708,846	\$1,908,314	\$50,617,160
Less: Anticipated Revenues	\$5,829,306	\$1,908,314	\$ 7,737,620
Taxes to be Raised	\$42,879,540	\$0	\$42,879,540

And the budget to be submitted to the New Jersey Department of Education and to the Executive County Superintendent of Schools for review is subject to possible adjustments and revisions. The proposed school budget is subject to revisions by the Springfield Board of Education. The tentative budget will be advertised in the Union County Local Source, with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Springfield Board of Education located at the Jonathan Dayton High School, IMC on April 24, 2023 at 7:00PM for the purpose of conducting a public hearing on the budget for the SY2023-2024.

4. Annual Maximum Travel Expenditure SY 2023-2024

To establish the annual maximum travel expenditure amount for the 2023-2024 school year, in accordance with N.J.A.C. 6A:23A-7.3. The amount listed below shall be travel that is supported by local and state funds in the general current expense budget. Travel amounts provided by federally funded programs are established by the individual grants and are not included in the calculation that determined the travel maximum requirement.

2023-2024 Maximum Travel Expenditure Amount (Exclusive of the Special Revenue Fund)	<u>\$ 24,550</u>
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2022-2023 Appropriated Travel Expenditure Amount (Exclusive of the Special Revenue Fund)	<u>\$ 48,619</u>
2022-2023 Amount Spent to Date	<u>\$ 7,212</u>

5. Professional Services Appropriations and Extra Curricular Activities 2023-2024 SY

In accordance with, N.J.A.C. 6A:23A-5.2 (a) (1), the Springfield Board of Education has budgeted the amount of \$1,114,000 for professional services in the 2023-2024 general current expense budget.

Legal	\$ 115,000
Auditor	\$ 24,000
Continuing Disclosure Agent	\$ 1,500
OT/PT/Speech/Evaluation (Pre-K – 12)	\$ 625,000
Nursing Services	\$ 166,500
Architect/ Engineering Services	\$ 125,000
Home Instruction	\$ 43,000
School Physician	<u>\$ 14,000</u>
TOTAL	<u>\$ 1,114,000</u>

Extra-Curricular Activities (Clubs and Athletics) —N.J.A.C. 6A:23A-5.8 (c) (3)

The Springfield Board of Education has budgeted the amount of \$1,019,019 for extracurricular activities in the 2023-2024 general current expense budget:

K – 8 Co-Curricular (Clubs & Activities)	\$ 41,591
High School Co-Curricular (Clubs & Activities)	\$ 174,558
Interscholastic Athletics (Includes Coaches, Supplies & Services)	<u>\$ 802,870</u>
TOTAL	<u>\$ 1,019,019</u>

6. Travel and Related Expense Reimbursement

To approve the travel and related expense reimbursement, in accordance with N.J.A.C. 6A:23A Subchapter 7, for Board and Staff members during the 2023-2024 school year. (Attachment B)

7. Capital Reserve Withdrawal 2023-2024

To approve the 2023-2024 capital reserve withdrawal in the amount of \$825,000. The district intends to utilize these funds to assist in implementing the capital improvement of the following capital projects:

1. Roof Partial Replacement: Jonathan Dayton High School requires a partial roof and coping replacement as it is damaged beyond repair.
2. Life Skills and OT/PT Classroom Alterations: Jonathan Dayton High School requires a life skills and OT/ PT space in order to provide the appropriate special education programming for the Springfield student population.

8. Maintenance Reserve Withdrawal 2023-2024

To approve the 2023-2024 maintenance reserve withdrawal in the amount of \$150,000, in accordance with N.J.A.C 6A:23A-14.2 (d). The district intends to utilize these funds for required maintenance activities for a school facility as reported in the comprehensive maintenance plan (CMP) pursuant to N.J.A.C 6A:26-20.5

9. Early Childhood Planning Budget

To approve the submission of the 2023-2024 Early Childhood Planning Budget to the New Jersey Department of Education and to the Executive County Superintendent of Schools.

10. Annual Comprehensive Financial Report

To accept the Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report completed by Robert A. Hulsart and Company for the fiscal year end June 30, 2022.

Approval of Finance Items 1 through 10

Motion to Approve: Mrs. Turnbull

Seconded: Mr. Fernandez

- Mr. Miller asked a question about the budget.
- Ms. Calas responded.

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Laura Gamarekian	Yes	Yelena Zolotarsky	Yes
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Yes		

I. SCHOOL GOVERNMENT COMMITTEE- Vice President Murphy

Items 11b through 31

The Superintendent recommends:

11. Staff Appointment

To approve the following staff appointments*:

b. Loise Azubuike, Instructional Aide - Autism Program, EVW, on/about March 15, 2023 through June 30, 2023 at \$20.62/hr + \$1,250 annual stipend.

Account Number: 11-214-100-106-00-09

**Pending criminal background history clearance*

12. Staff Appointment Rescission

To approve the following rescission of staff appointment:

- Anabela Asparrin, Bus Driver, Transportation

13. District Substitutes

To approve additional substitutes. NJ Certified Teachers- \$135/day, Sub Certified- \$125/day, Paraprofessionals- \$20/hr., Secretary- \$20/hr., Custodian- \$20/hr., Nurse- \$190/day, Home Instruction- \$44.54/hr., Bus Driver- \$21.76/hr.

TEACHER

Constandina Aristodemou

County Certificate

N-12

AIDE

Gloria Ortiz

14. Chaperones 2022-2023

To approve the following chaperones for the 2022-2023 school year. Chaperone Rate: \$30.63

- Tine Ferreira

15. Change of Assignment/Transfer

To approve the following change of assignment/transfer:

Name	From Position	To Position
George Stevens	Instructional Aide - Autism Program 5.95 hours/day \$20.62 +\$1,250 (annual stipend)	Instructional Aide 5.95 hours/day \$20.62 effective 2/27/2023

16. Athletic Coaches 2022-2023

To approve the following athletic coaches for the 2022-2023 school year:

Position	Name	Rate
Assistant Girls Lacrosse Coach	Ryan Huber	\$5,068.00
Volunteer Assistant Baseball Coach	Frank Dasti	N/A

Account Number: 11-402-100-100-46-14

17. Before/ After School Program/ Childcare

To approve the following Before and After School Program/Child Care appointments:

**Pending criminal background history clearance*

Name	Position	Rate
Gloria Ortiz	Group Aide	\$16.26/hr.
Debra Berger	Substitute Group Leader	\$25.01/hr
Gloria Ortiz	Substitute Child Care Provider	\$16.26/hr.

18. Independent Study

To approve the following personnel staff for Independent Study:

Name	Course	Rate	Dates
Rachel Hough	Independent Study/Creative Writing and Poetry	\$750.00	2/1/2023-6/21/2023

Account Number: 11-140-100-101-28-14

19. Co-Curricular/ Club Advisors

To approve the following co-curricular/club advisors appointments at JDHS:

Name	Position	Rate	Dates
Ashley Bauers	Producer of Spring Musical	\$2,750.00	9/8/2022-9/30/2023

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

20. Leave of Absence

To approve the following leave of absence request and revisions:

a.

Name	Leave Request	Dates	Rate
Murphy Duggan	FMLA	2/27/2023-5/29/2023*	Unpaid

b.

Name	Leave Request	From	To	Rate
Jaime Lynch	Maternity Leave	12/2/2022-4/2/2023	12/2/2022-4/30/2023*	Unpaid

c.

Name	Leave Request	From	Rate
Gillian Morrison	Pre-Disability Leave/FMLA	5/15/2023 - 5/29/2023*	Full salary; accumulated sick days
	Post Disability Leave/FMLA	5/30/2023 - 6/30/2023*	Full salary; accumulated sick days
	FMLA/NJFLA	9/1/2023 - 10/20/2023	Unpaid

*The employee shall receive health benefits during this period

21. Medical Leave of Absence Request

To approve the following medical leave of absence request:

ID #	Leave Request	Dates	Rate
2864	Medical	3/16/2023 - 3/20/2023	Full salary; accumulated sick days.
		3/21/2023 - 4/28/2023	Unpaid

22. Home Instructors

To approve the following home instructor for the 2022-2023 school year as needed, rate of \$44.54:

- David Dougherty

Account number: 11-150-100-101-63-11

Cost not to exceed: \$15,000

23. Before/ After School Tutorial Programs

To approve the following staff for the Before/ Afterschool Tutorial Programs. Staff shall be paid in accordance with SEA agreement. Rate \$53.29.

Name	Program	Location	Hrs./Days
Kelly Correia	Academic Intervention Program*	TLS	Up to 9 hours
Tamara Gutierrez	Academic Intervention Program*	TLS	Up to 9 hours

Dolores Handy	Academic Intervention Program *- sub	TLS	
Christina Marchese	Social Emotional Club^	TLS	Up to 10 hours
Jolene Sinclair	Academic Intervention Program*	EVW	Up to 5 hours
Megan Griffin	Academic Intervention Program*	EVW	Up to 5 hours
Stephanie Hernandez	Peer Tutoring Program – sub**	FMG	

Account

Numbers: * 20-490-100-100-31-12 (ESSER BTSD); ^ 20-280-100-100-35-12 (Title IV);
 ** 20-483-100-100-00-12 (ESSER CRRSA)

24. Presenters

- a. To approve the following staff to present at the Preschool Expansion Orientation. Staff shall be paid in accordance with SEA agreement. Rate \$53.29/ hr up to 1.5 hours each.

Names
Annamarie Quagliato
Donna Reilly
Lauren Turner
Megan Weber
Lorraine Mastrella
Darus Mastrella
Melissa Kerselis

Account: 20-218-100-101-00-00 (PEA)

- b. To approve the following staff for to present a family engagement night. Staff shall be paid in accordance with SEA agreement. Rate \$53.29 up to 4 hours each.

Names
Gillian Clark
Dana Strober
Lillian Chou

Account: 20-231-100-101-31-12 (Title I)

25. Professional Development

To approve the following personnel to participate in professional development:

Attendee	Training Course	Location	Dates	Cost
Amanda Livesey	2023 NJ Music Educators Association State Conference*	Atlantic City Convention Center, NJ	April 24-25, 2023	\$260
Calmar Walker	Certified Playground Safety Inspector Course^	Leonardo, NJ	April 26-28, 2023	\$640
Anthony Salerno	Best, Powerful Co-Teaching Strategies to Strengthen Student Success Workshops*	Online	April 19, 2023	\$280
Camille Paolino	2023 Annual Convention- NJ Speech Language Hearing Association*	Ocean Place Resort, Long Branch, NJ	April 20-21, 2023	\$430
Lauren Gigante	2023 Annual Convention- NJ Speech Language Hearing Association*	Ocean Place Resort, Long Branch, NJ	April 20-21, 2023	\$346
Danielle Simon	2023 Annual Convention- NJ Speech Language Hearing Association*	Ocean Place Resort, Long Branch, NJ	April 20-21, 2023	\$391
Traci Glazner	2023 Annual Convention- NJ Speech Language Hearing Association*	Ocean Place Resort, Long Branch, NJ	April 20-21, 2023	\$423

Account Number: *20-270-200-800-41-12 (Title IIA)
 ^11-000-262-800-95-05

26. Field Trips/ Class Trips

To approve class trips to the following additional destinations for the 2022-2023 school year:

Destinations	City	State
One Step Closer Animal Rescue	Cranford	New Jersey

27. Educational Programs

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

Bedside Instruction			
0410	Learnwell	2/13/2023 @ approx. 8 weeks through 4/7/2023	\$2,440.00
2009	Learnwell	1/20/2023 @ approx. 6 weeks through 2/24/2023	\$3,660.00
1411	Learnwell	3/4/2023 @ approx. 4 weeks through 4/1/2023	\$2,440.00
2313	Stepping Forward Counseling Center	3/6/2023 @ approx. 4 weeks through 3/31/2023	\$8,000.00
1902	Actual Solutions	2/6/2023 @ approx. 4 weeks through 3/3/2023	\$280.00
2313	St. Claire's Hospital	3/8/2023 @ approx. 4 weeks through 3/31/2023	\$1,100

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

28. Harassment/Intimidation/Bullying Incidents

To affirm the following harassment/intimidation/bullying incidents:

- 070-2223-01

29. Peer Mediation Mini-Grant

To approve the submission and acceptance of the New Jersey State Bar Foundation Peer Mediation Mini-Grant application and award for Thelma L Sandmeier Elementary School in the amount of \$500 for the 2022-2023 school year.

30. Disposal of Textbooks

To approve the disposal of the following textbooks from the school district:

Title	Author	Standard #	Copyright	Barcode	Qty
Civics- Government and Economics in Action	Davis, Fernlund, Woll	ISBN0131335499	2007	9780131335493	95
History of Our World – The Early Ages	Pearson-Prentice Hall	ISBN0131307711	2005	9780131307711	30
Civics – Responsibilities and Citizenship	David C. Saffell	ISBN0028219597	2000	9780028219592	12
World Explorer – People, Places, and Cultures	James B. Kracht	ISBN0131668005	2005	9780131668003	140

31. School Climate Change Pilot Grant

To approve the submission and acceptance of the grant application and award for the School Climate Change Pilot Grant in the amount of \$6,660.

Approval of School Government Items 11b through 31

Motion to Approve: Vice President Murphy

Seconded: Mrs. Gamarekian

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Laura Gamarekian	Yes	Yelena Zolotarsky	Yes
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Yes		

J. BUILDINGS AND GROUNDS COMMITTEE- Mr. Munoz

Items 32 through 34

The Superintendent recommends:

32. Professional Services

To approve Design Idea Group Architecture to include:

- Pre-Referendum Services, proposal for architectural services related to the anticipated district referendum for March of 2023 with an additional cost not to exceed \$6,375.00.
- JDHS- Life Skills and OT/ PT Classroom Alterations with a cost not to exceed \$50,000. Project to be submitted as a ROD Grant application.
- JDHS Partial Roof Replacement with a cost not to exceed \$62,000. Project to be submitted as a ROD Grant application.
- FMG Middle School Special Education- Life Skills and Sensory Classroom Renovation with a cost not to exceed \$36,000.

33. ROD Grant Submission

- a. To approve the application submission of High School - Life Skills and OT/PT Classroom Alterations at Jonathan Dayton High Schools to the State of New Jersey, Department of Education. The Board intends to request ROD Grant funds for this project as part of the submission. (Attachment C)
- b. To approve the application submission of Partial Roof Replacement at Jonathan Dayton High School to the State of New Jersey, Department of Education. The Board intends to request ROD Grant funds for this project as part of the submission. (Attachment D)

34. Disposal of Property

To approve the disposal of the following obsolete and surplus items and to seek the most beneficial disposal of said list:

- a. To approve the disposal of property from the school district:

Qty.	Description	Location	Condition	Asset Tag
1	Smartboard	FMG	Inoperable/Not Working	JAS#5302
1	RCA 27" TV	FMG	Inoperable/Not Working	#001407
1	2006 Thomas 54 Passenger bus	District	Expired	Bus#29
6	Broan stainless steel vent hoods	FMG	Inoperable/ Not Working	
6	Electric Range	FMG	Inoperable/ Not Working	000411,00412,000413, 000414,000415, 000416
2	Souzaphones	JDHS	Obsolete	
3	Bari Saxes	JDHS	Obsolete	
2	Bass clarinets	JDHS	Obsolete	
1	Bundy Tenor	JDHS	Obsolete	
2	Tubas	JDHS	Obsolete	
3	Snare Drums	JDHS	Obsolete	
1	Concert Bass Drum	JDHS	Obsolete	
1	Ludwig Drum Set	JDHS	Obsolete	
1	Quad Stand	JDHS	Obsolete	

- Mr. Fernandez asked about the disposals and the procedure of same.
- Ms. Calas commented.
- President Saha commented on the ROD Grant applications.
- Mr. Fernandez commented on the Pilot Grant.
- Mr. Fernandez commented on GovDeals.
- Ms. Calas commented on their participating on Passaic County Cooperative Pricing System.

Approval of Buildings and Grounds Items 32 through 34

Motion to Approve: Mr. Munoz
 Seconded: Vice President Murphy

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Laura Gamarekian	Yes	Yelena Zolotarsky	Yes
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Yes		

K. POLICY COMMITTEE- Mr. Miller

Items 35 through 36

The Superintendent recommends:

35. District Policies – 2nd Reading & Adoption

To approve the following district policies and regulations for Second Reading and Adoption:

- a. Bylaw 0143.2 High School Student Representative to the Board of Education (M)
- b. P2431 Athletic Competition (M)
- c. P2415.05 Student Surveys, Analysis, Evaluations, Examinations, testing, or Treatment (M)

36. District Policies – First Reading

To approve the following district policies and regulations for First Reading:

- a. P 2467 – Surrogate Parents and Resource Family Parents
- b. P 4161 – Examination for Cause
- c. P 5116 – Education of Homeless Children
- d. P 7410 – Maintenance and Repair (M)
- e. R 7410.01 – Facilities Maintenance, Repair Scheduling, and Accounting (M) (*NEW*)
- f. P 7432 – Eye Protection
- g. R 7432– Eye Protection (M)
- h. P 7450 – Property Inventory (M)
- i. P 7540 – Joint Use of Facilities
- j. P 8320 – Personnel Records (M)
- k. R 8320 – Personnel Records (M)
- l. P 8540 – School Nutrition Programs
- m. P 8550 – Meal Charges/Outstanding Food Service Bill (M)
- n. P 8561 – Procurement Procedures for School Nutrition Programs
- Mr. Miller commented on the Bylaw which will allow a student representative at the board of education meeting.

Approval of Policy Items 35 through 36

Motion to Approve: Mr. Miller

Seconded: Mrs. Gamarekian

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Laura Gamarekian	Yes	Yelena Zolotarsky	Yes
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Yes		

L. OPEN PUBLIC SESSION

Lisa Santangelo, 23Main St., 3 Bridges, commented on the transgender policy.

Mrs. Zolotarsky thanked the parent for her comments.

Jessica Squires, 53 Colfax Rd. commented on her daughter’s bus seating request.

Mrs. Rubin thanked the parent for advocating for their child.

M. NEW BUSINESS

- President Saha commented on PTSO meetings.
- Dr. Goldberg commented on some District happenings.
- Vice President Murphy commented on the basketball fundraiser & Walton Basket Auction.

N. **OLD BUSINESS**

O. **ADJOURNMENT**

Moved: Mr. Miller

Seconded: Vice President Murphy

Time: 9:39 PM

Voice Vote: AYE-9 NAY-0

Upcoming Meeting

1. Regular Meeting/Public Hearing on the Tentative Budget – April 24, 2023 at 7:00 PM in the JDHS IMC

Budget Transfers

Attachment (A)

Account Code	Account Description	To	From
11-000-100-563-98-11	TUITION CNTY VO TECH REGULAR		20,000.00
11-000-100-564-98-11	TUITION COUNTY VOC TECH SPECIA		3,000.00
11-000-100-565-98-11	TUITION TO CSSD & REG DAY SCHO		1,080.00
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC	156,500.00	
11-000-100-567-98-11	TUITION OUT OF STATE		0.12
11-000-100-569-98-11	Tuition- Other		52,500.00
11-000-213-300-00-11	Nursing/ Medical Services	50,000.00	
11-000-216-320-55-11	SPEC ED RELATED SERVICES		114,919.88
11-000-219-600-70-11	OTHER EXP OFFICE/PROF/TEST BKS	3,000.00	
11-000-222-600-01-04	DIST. LIBRARY BOOKS EMS		300.00
11-000-222-600-02-14	PERIODICALS JDHS	300.00	
11-000-223-500-80-12	HR SOFTWARE		5,000.00
11-000-230-331-01-01	PROFESSIONAL SERVICES LEGAL	50,000.00	
11-000-230-332-01-01	PROF SERVICES ACCOUNTANT		6,000.00
11-000-230-334-01-01	CONSTRUCTION PROF FEES		15,000.00
11-000-230-590-03-01	BOARD MEMBERS MISC	500.00	
11-000-230-590-06-02	SUPT OFFICE TRAVEL		500.00
11-000-240-103-00-06	PRINCIPAL SALARY	1,200.16	
11-000-240-103-00-07	PRINCIPAL SALARY		2,217.12
11-000-240-103-00-08	PRINCIPAL SALARY	0.08	
11-000-240-103-00-14	PRINCIPAL SALARY	0.24	
11-000-240-105-00-09	SCHOOL SECRETARY SALARY		5,000.00
11-000-240-105-00-10	SAL PRINCIPAL OFF CLERKS	5,000.00	
11-000-240-600-82-09	OTHER EXP OFFICE SUPL EVW		10,000.00
11-000-251-100-00-10	SALARIES BOARD ADM	9,016.64	
11-000-251-105-00-10	BUSINESS OFF SECRETARIES	2,000.00	
11-000-261-420-00-07	MAINTENANCE SERVICES		10,000.00
11-000-261-420-00-14	MAINTENANCE SERVICES	10,000.00	
11-000-270-160-96-10	SALARIES FOR PUPIL TRANS	39,711.71	
11-000-270-161-96-10	SPECIAL EDUCATION PUPIL TRANS	26,029.14	
11-000-270-503-96-03	AID IN LIEU	1,773.30	
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		79,521.52
11-000-270-890-96-03	TRANSPORTATION FEES	10,000.00	
11-000-291-270-97-03	HEALTH INSURANCE		120,825.13
11-120-100-101-00-07	SALARIES TEACHERS TLS	17,305.00	
11-120-100-101-00-08	SALARIES TEACHERS JCS	17,309.00	
11-120-100-101-00-09	SALARIES TEACHERS EVW		51,498.13
11-120-100-101-01-07	SUBSTITUTES TLS	12,170.58	
11-120-100-101-01-08	SUBSTITUTES JCS	1,341.91	
11-120-100-101-01-09	SUBSTITUTES EVW	5,379.01	
11-150-100-320-63-11	HOME INSTRUCTION PURCH.PROF.ED	16,000.00	
11-190-100-500-00-15	Laptop Repairs	21,000.00	
11-190-100-500-80-14	SSEP PROJECT		21,000.00
11-190-100-610-00-03	DISTRICT SUPPLIES		21,000.00
11-190-100-610-22-03	DISTRICT SCIENCE SSEP		3,000.00
11-204-100-101-00-06	LLD SALARIES	6,340.91	
11-204-100-106-00-06	LLD AIDES	8,884.04	
11-204-100-106-00-09	LLD AIDES	11,740.92	
11-204-100-106-00-14	LLD AIDES	26,504.23	
11-204-100-610-00-06	LLD Supplies	2,000.00	
11-204-100-610-00-09	LLD SUPPLIES		773.08

Budget Transfers

Attachment (A)

11-213-100-101-00-08	RESOURCE SALARIES		58,014.77
11-214-100-106-00-09	AUTISM AIDE SALARIES	4,544.67	
11-215-100-610-57-11	SUPPLIES PRESCHOOL HANDICAPPED		226.92
11-230-100-600-80-04	BASIC SKILLS SUPPLIES		1,000.00
12-000-260-730-94-05	EQUIP. BUILDINGS&GROUNDS	14,348.97	
12-000-270-734-93-03	SCHOOL BUS- SPECIAL	78,045.00	
12-000-270-734-93-03	SCHOOL BUS- SPECIAL		5,568.84
12-000-400-334-91-03	PROF FEES CAPITAL OUTLAY	15.00	
12-000-400-390-91-03	CAPITAL OUTLAY PROF FEES		15.00

**Travel and Related Expense Reimbursement
2023-2024**

WHEREAS, the Springfield Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$24,550 for all staff and board members.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

**RESOLUTION OF THE SPRINGFIELD PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION RESOLUTION NO. _____**

WHEREAS, the Springfield Public School District Board of Education (the “Board”), a regular operating public school district in the State of New Jersey has identified certain anticipated capital improvement projects (the “Projects”) for which it wishes to seek the approval of the New Jersey Department of Education (“DOE”); and

WHEREAS, the anticipated Projects identified by the Board are as follows:

- a. **Jonathan Dayton High School**
Life Skills and OT/ PT Classroom Alterations.

WHEREAS, the Board, through its architect DIGroupArchitecture, LLC (the “Architect”), intends to submit an application for the Project to the DOE for approval; and

WHEREAS, in connection with the anticipated Project, the Board has reviewed its Long Range Facilities Plan (the “Plan”) which includes each Project; and

WHEREAS, the Board intends to request allocation of R.O.D. Grant funds in connection with the Project.

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. The Board hereby authorizes the Architect to submit to the DOE for approval an application for each Project.

Section 2. The Board hereby authorizes the School Business Administrator/Board Secretary, in conjunction with the Architect, to request allocation of the R.O.D. Grant funds in connection with the Project.

**RESOLUTION OF THE SPRINGFIELD PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION RESOLUTION NO. _____**

WHEREAS, the Springfield Public School District Board of Education (the “Board”), a regular operating public school district in the State of New Jersey has identified certain anticipated capital improvement projects (the “Projects”) for which it wishes to seek the approval of the New Jersey Department of Education (“DOE”); and

WHEREAS, the anticipated Projects identified by the Board are as follows:

a. Jonathan Dayton High School- Partial Roof Replacment

WHEREAS, the Board, through its architect DIGroupArchitecture, LLC (the “Architect”), intends to submit an application for the Project to the DOE for approval; and

WHEREAS, in connection with the anticipated Project, the Board has reviewed its Long Range Facilities Plan (the “Plan”) which includes each Project; and

WHEREAS, the Board intends to request allocation of R.O.D. Grant funds in connection with the Project.

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. The Board hereby authorizes the Architect to submit to the DOE for approval an application for each Project.

Section 2. The Board hereby authorizes the School Business Administrator/Board Secretary, in conjunction with the Architect, to request allocation of the R.O.D. Grant funds in connection with the Project.

Springfield Public Schools Policy

0143.2 HIGH SCHOOL STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

The Board of Education recognizes that experience gained by and input from students in the school district is a valued source for improving the operation of the school district. To this end, and in accordance with N.J.S.A. 18A:12-1.3 and N.J.S.A. 18A:36A-11.2, the Board authorizes the appointment of a minimum of one student selected by the student body to serve as a nonvoting student representative on the Board. The student representative(s) must be selected from one of the grades nine through twelve.

On an annual basis, the Jonathan Dayton High School Student Council will identify a representative and an alternate to serve in the position of Student Representative to the Board. The process for identifying the representative shall be conducted by the Student Council, in consultation with the faculty advisor and the school principal.

The representative(s) must provide parental consent for participation as well as the media release necessary for participating in a public meeting that is subject to video recording, photography, and district communications.

The student representative(s) shall serve for a one school year term and their duties shall include:

1. Attending all Board meetings, excluding any discussions of the Board involving subjects which are confidential;
2. Representing all high school students within the district and presenting student proposals and concerns to the Board for its consideration. Such proposals and concerns shall be shared with the club advisor, school principal, and the Superintendent or designee prior to presentation; and
3. Keeping high school students informed of the business of the Board by providing a monthly report to the Student Council concerning the activities of the Board.

Student representatives are expected to adhere to all bylaws, policies, and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives, or responsibilities, but rather adds to its membership a nonvoting student representative(s) for the mutual benefit of the Board, student body, and the school district.

N.J.S.A. 18A:12-1.3; 18A:36A-11.2

1st Reading: February 13, 2023

Adopted: March 13, 2023

Springfield Public Schools Policy

2415.05 STUDENT SURVEYS, ANALYSIS, EVALUATIONS, EXAMINATIONS, TESTING, OR TREATMENT (M)

The Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). The PPRA requires written consent from parents or the emancipated student the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the areas outlined in this Policy.

A. Definitions

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. 20 USC §1232h(c)(6)(A).

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 20 USC §1232h(c)(6)(B).

“Prior consent” means prior consent of the student, if the student is an adult or emancipated minor or prior written consent of the parent, if the student is an unemancipated minor. 34 CFR §98.4(b).

“Psychiatric or psychological examination or test” means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings. 34 CFR §98.4(c)(1).

“Psychiatric or psychological treatment” means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group. 34 CFR §98.4(c)(2).

“Research or experimentation program or project” means any program or project in any program that is funded in whole or in part by the Federal Government and is designed to explore or develop new or unproven teaching methods or techniques. 34 CFR §98.3(b).

B. Parents’ or Emancipated Students’ Right to Inspection of Materials - 34 CFR §98.3 and 20 USC §1232(c)

Springfield Public Schools Policy

1. All instructional material, including teachers' manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program or any research or experimentation program or project shall be available for inspection by the parents of the children engaged in such program or project in accordance with 20 USC §1232h(a) and 34 CFR §98.3(a).
 - a. The district shall provide reasonable access to instructional material within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(C)(ii).
 2. The parent shall have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(A)(i).
 - a. The district shall provide reasonable access to such survey within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(A)(ii).
 3. The parent shall have the right, upon request, to inspect any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(F)(i).
 - a. The district shall provide reasonable access to such instrument within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(F)(ii).
- C. Protection of Students' Privacy in Examination, Testing, or Treatment with Prior Consent - 34 CFR §98.4
1. In accordance with 34 CFR §98.4(a) no student shall be required, as part of any program funded in whole or in part by a program of the USDOE, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning one or more of the following:
 - a. Political affiliations;
 - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
 - c. Sex behavior and attitudes;
 - d. Illegal, anti-social, self-incriminating, and demeaning behavior;

Springfield Public Schools Policy

- e. Critical appraisals of other individuals with whom the student has close family relationships;
 - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
 - g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.
- D. Protections of Students' Rights for Surveys, Analysis, or Evaluations - 20 USC §1232h
- 1. In accordance with 20 USC §1232h(b) no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation, without prior consent, that reveals information concerning:
 - a. Political affiliations or beliefs of the student or the student's parent;
 - b. Mental and psychological problems of the student or the student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of other individuals with whom the student has close family relationships;
 - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
 - h. Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).
 - 2. Parents' or Emancipated Students' Right to Opt Out - 20 USC §1232h(c)(2)
 - a. The district shall provide notice and offer an opportunity for parents to opt their student out or for emancipated students to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing

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Policy

or for selling that information (or otherwise providing that information to others for that purpose).

- (2) The administration of any survey containing one or more of the items listed in D.1. above.
 - (3) Any nonemergency, invasive physical examination or screening that is:
 - (a) Required as a condition of attendance;
 - (b) Administered by the school and scheduled by the school in advance; and
 - (c) Not necessary to protect the immediate health and safety of the student, or of other students.
 - b. The district shall directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when activities described in D.2.a. above are scheduled or expected to be scheduled in accordance with 20 USC §1232h(c)(2)(B).
3. Exceptions – 20 USC §1232h(c)(4)
- a. The provisions of 20 USC §1232h do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
 - (1) College or other postsecondary education recruitment, or military recruitment in accordance with Policy 9713;
 - (2) Book clubs, magazines, and programs providing access to low-cost literary products;
 - (3) Curriculum and instructional materials used by schools in the district;
 - (4) Tests and assessments used by schools in the district to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

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(5) The sale by students of products or services to raise funds for school-related or education-related activities; and

(6) Student recognition programs.

b. The provisions of this Policy:

(1) Shall not be construed to preempt applicable provisions of New Jersey law that require parental notification; and

(2) Do not apply to any physical examination or screening that is permitted or required by an applicable New Jersey law, including physical examinations or screenings permitted without parental notification.

4. Policy Adoption or Revision – 20 USC §1232h(c)(2)(A)(i)

The district shall provide this Policy to parents and students at least annually at the beginning of the school year, and provide notice within a reasonable period of time after any substantive change is made to this Policy.

E. Student Privacy – 20 USC §1232h and 34 CFR §98

The district shall ensure a student’s privacy is protected regarding any information collected in accordance with this Policy.

F. Violations of the PPRA – 20 USC §1232h and 34 CFR §98

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the USDOE.

In addition to the provisions of 20 USC §1232h, 34 CFR §98, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of N.J.S.A. 18A:36-34 and Policy 9560 – Administration of School Surveys before students are required to participate in any academic or nonacademic survey, assessment, analysis, or evaluation.

The Protection of Pupil Rights Amendment (PPRA)

20 USC §1232h

34 CFR Part 98

Elementary and Secondary Education Act of 1965 (20 USC 2701 et seq.) as

amended by the Every Student Succeeds Act

N.J.S.A 18A:36-34

Adopted: 18 March 2019

Revised: 24 January 2022

1st Reading: February 13, 2023

**Springfield Public Schools
Policy**

Readopted: March 13, 2023

Springfield Public Schools Policy

2431 ATHLETIC COMPETITION (M)

The Board of Education recognizes the value of athletic competition as an integral part of the school experience. Sports and other athletic activities provide opportunities to learn the values of competition and good sportsmanship.

For the purpose of this Policy, interscholastic athletic programs include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The interscholastic athletic programs shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, and any cheerleading program or activity in the school district.

Eligibility Standards

A student who wishes to participate in interscholastic athletic programs must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in interscholastic athletic programs will include an acknowledgment of the physical hazards that may be encountered in the activity in accordance with N.J.A.C. 6A:32-9.1(d) and (e).

Student participation in interscholastic athletic programs shall be governed by the following eligibility standards:

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA. Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.
2. A student in grades six (6) through eighth (8) is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding marking period. Home schooled children in grades six (6) through eighth (8) are not eligible to participate in school district sponsored programs of athletic competition of this district.
3. A student who is absent with an unexcused absence for a school day may not participate in school district sponsored interscholastic athletic programs the afternoon or evening of that school day.

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A student who is serving an in-school or out-of-school suspension may not participate in school district sponsored interscholastic athletic programs while serving the suspension.

4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored interscholastic athletic programs.

Notice of the school district's eligibility requirements shall be available to students.

Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

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Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.

The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually, updated as necessary, and disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and may inform the Board of changes in that schedule.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10; 18A:40-41.11

N.J.A.C. 6A:7-1.7(d); 6A:16-1.3; 6A:16-2.1 et seq.; 6A:32-9.1

Adopted: 18 March 2019

1st Reading: February 13, 2023

Readopted: March 13, 2023

Springfield Public Schools Policy

P 5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children.

The Board of Education shall determine that a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own. A child is also determined homeless when he or she resides in substandard housing.

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children is the Supervisor of School Counseling. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

Springfield Public Schools Policy

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the

Springfield Public Schools Policy

district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless.

N.J.S.A. 18A:7B-12; 18A:7B-12.1; 18A:38-1
N.J.A.C. 6A:17-2.1 et seq.

Adopted: 18 March 2019
1st Reading: March 13, 2023

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Springfield Public Schools Policy

7410 MAINTENANCE AND REPAIR (M)

M

The Board of Education recognizes the fixed assets of the school district represent a significant investment of this community and maintenance is a prime concern to the Board.

The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5. A “comprehensive maintenance plan” means a school district’s multi-year maintenance plan covering required maintenance activities for each school facility in the school district adopted pursuant to N.J.A.C. 6A:26.

Required maintenance activities include those activities outlined in N.J.A.C. 6A:26-20.3. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

In accordance with N.J.A.C. 6A:26-20.4(a), expenditures for required maintenance activities set forth in N.J.A.C. 6A:26-20.3 shall qualify as investments in maintenance for purposes of calculating the required maintenance expenditure in N.J.A.C. 6A:26-20.4(d) and (e), the annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4.

The school district’s comprehensive maintenance plan shall be submitted to the Executive County Superintendent by a Board of Education resolution every school year, pursuant N.J.A.C. 6A:26-20.5(a)1.

The required annual maintenance budget amount as reported in its comprehensive maintenance plan shall be included in the district’s annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26-20.8(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26-20.8(b). The Executive County Superintendent shall not approve the school district’s budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq.

Commencing September 1, 2002, no person shall be employed by the Board of Education as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, unless the person is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.

Required for School Districts with Three or More District Buildings

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.

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N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50;
18A:18A-43; 18A:21-1

N.J.A.C. 6A:23A-6.9; 6A:26-1.1 et seq.; 6A:26-20.3;
6A:26-20.4; 6A:26-20.5; 6A:26-20.6; 6A:26-20.8

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1st Reading: March 13, 2023

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7432 EYE PROTECTION (M)

M

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1.

The term “appropriate eye protective device” shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986; and eye protective procedures recommended by the manufacturer of the laser device.

The Superintendent or designee shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

The appropriate eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, including individuals present for evening adult-school programs, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned appropriate eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared appropriate eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the New Jersey Department of Education.

The Building Principal or designee shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

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The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of students in the course who wear contact lenses.

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f).

N.J.S.A. 18A:40-12.1; 18A:40-12.2

N.J.A.C. 6A:7-1.3

N.J.A.C. 6A:26-12.5

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1st Reading: March 13, 2023

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Springfield Public Schools Policy

P 7450 PROPERTY INVENTORY (M)

M

The Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained records.

The district shall maintain a complete inventory by physical count of all district-owned equipment.

For the purpose of this Policy, “equipment” shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above \$2,000:

1. It retains its original shape, appearance, and character with use;
2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;
3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.

The School Business Administrator/Board Secretary or designee shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory. A major loss shall be reported to the Board.

Property records of supplies shall be maintained on a continuous inventory basis. An item should be classified as a “supply” if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of \$2,000.

The School Business Administrator/Board Secretary or designee shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

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New Jersey Department of Education – “The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities” 2020-2021 Edition

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Springfield Public Schools Policy

P 7540 JOINT USE OF FACILITIES

The Board of Education supports the joint expenditure of school district funds and municipal or county funds to provide facilities from which the community may derive benefits.

The Board may, as the opportunity or need arises, and is permissible by law, join with the local municipal governing body in acquiring, improving, equipping, operating, or maintaining jointly used facilities in accordance with applicable law.

N.J.S.A. 18A:20-19; 18A:20-34

1st Reading: March 13, 2023

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Springfield Public Schools Policy

P 8320 PERSONNEL RECORDS (M)

M

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section G.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying

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certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

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Springfield Public Schools Policy

P 8540 SCHOOL NUTRITION PROGRAMS (M)

M

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a “Breakfast After the Bell” program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the “Breakfast After the Bell” program pursuant to N.J.S.A. 18A:33-12.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student’s eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.

A parent may request a household application and instructions from the Principal of their child’s school. A household application must be completed before eligibility is determined. Where

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necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

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7 C.F.R. 210.1 et seq.

N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.; 18A:58-7.2

N.J.A.C. 2:36

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1st Reading: March 13, 2023

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P 8550 MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

M

The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and

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3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A. 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

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The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

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P 8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

M

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture’s (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district’s plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar	Procurement Method	Evaluation	Contract Award	Contract Duration/
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	Amount			Type	Frequency

B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:

- centralized system;
- individual school;
- multi-school system; and/or
- State contract.

4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

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1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Federal Funds Procurement Method Section Chart – State Agency Form #358. The advertisement will contain the following:
 - a. A general description of items to be purchased;
 - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 - d. The deadline for submission of sealed bids or proposals; and
 - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - a. Contract period for the base year and renewals as permitted;
 - b. The Board of Education is responsible for all contracts awarded (statement);
 - c. Date, time, and location of IFB/RFP opening;
 - d. How the vendor is to be informed of bid acceptance or rejection;
 - e. Delivery schedule;

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- f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200:
 - (1) Termination for cause and convenience – contracts in excess of \$10,000;
 - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
 - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
 - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
 - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
 - (6) Clean Air Act – contracts in excess of \$150,000;
 - (7) Debarment and Suspension – all Federal awarded contracts;
 - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
 - (9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;

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- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;

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- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
 - y. Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
 - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and
 - aa. The Board of Education’s Electronic Signature Policy.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee’s will specify the deadline for all questions.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
 - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
 - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
 - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

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- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – State Agency Form #358, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

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6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

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F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:

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- a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
- b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

I. Records Retention

1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
 - a. Written rationale for the method of procurement;
 - b. A copy of the original solicitation;
 - c. The selection of contract type;
 - d. The bidding and negotiation history and working papers;
 - e. The basis for contractor selection;

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- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

J. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a

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written reprimand to their personnel file, a suspension with or without pay, or termination.

5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

K. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law
New Jersey Department of Agriculture
“Procurement Procedures for School Food
Authorities” Model Policy – September 2018

Adopted: 16 November 2020
1st Reading: March 13, 2023

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2467 SURROGATE PARENTS AND RESOURCE FAMILY PARENTS (M)

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14 when:

1. The parent cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent; or
4. The student is an unaccompanied youth as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2.

Qualifications and Selection

The district shall make reasonable efforts to appoint a surrogate parent within thirty days of the determination that a surrogate parent is needed for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

The district shall establish a method for selecting and training surrogate parents.

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with the interest of the student they represent;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; and
5. Complete a criminal history review pursuant to N.J.S.A. 18A:6-7.1 if the person serving as the surrogate parent is compensated.

The person(s) serving as a surrogate parent may not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

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[Optional - A surrogate parent will be paid solely to act in this capacity.]

The Supervisory of School counseling Services shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student who is or may be a student with a disability is in the care of a resource family parent, and the resource family parent is not the parent of the student, the district where the resource family parent resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the Superintendent or designee shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the resource family parent shall serve as the parent unless that person is unwilling to do so. If there is no resource family parent, or if the resource family parent is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, appointing a surrogate parent, and obtaining all required consent from, and providing written notices to, the surrogate parent.

Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training may include, but not be limited to:

1. Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;
 - b. N.J.A.C. 6A:14;
 - c. The Special Education Process;
 - d. Administrative Code Training Materials from the Department of Education website; and
 - e. Other relevant materials.

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2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted: 18 March 2019
1st Reading: March 13, 2023

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4161 EXAMINATION FOR CAUSE

The Board of Education may require the physical and/or psychiatric examination of any support staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b).

The Superintendent shall require a physical and/or psychiatric examination on a support staff member whenever, in the judgment of the Superintendent, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform with reasonable accommodation the position the support staff member currently holds, or to detect any health risks to students and other employees.

A support staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the support staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the support staff member in writing within five working days of the support staff member's receipt of the written statement of reasons. A support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the support staff member's own choosing, approved by the Board, and at the support staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the support staff member to authorize the release of the examination results to the Superintendent.

If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory

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recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member.

A support staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4;
18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

Adopted: 18 March 2019

1st Reading: March 13, 2023

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R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING, AND ACCOUNTING (M)

[Required for School Districts with Three or More District Buildings]

M

A school district with three or more district buildings shall have an automated work order system for prioritizing, performing, and recording all maintenance and repair requests for all district buildings and grounds in accordance with the provisions of N.J.A.C. 6A:23A-6.9.

A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff, the work order system shall include the following information for a request for work before work begins:
 - a. The name of the person making the request;
 - b. The date of the request;
 - c. The appropriate approval(s) as established by SOP;
 - d. The date of approval(s);
 - e. The location of work requested;
 - f. The priority level (for example, urgent, high, average, low);
 - g. The scheduled date(s) of service;
 - h. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation, and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;

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- i. A description of the work requested;
 - j. A projection of the materials and supplies needed for the work;
 - k. The estimated labor hours needed to complete task;
 - l. The name of the work order assigner; and
 - m. The name of the employee(s) working on the order.
3. The work order system shall include the following close-out information for each request for work:
 - a. The actual hours worked by date for each assigned staff member;
 - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - c. The aggregate cost of labor by regular, over-time, and total;
 - d. The actual materials and supplies needed to complete the work order;
 - e. Actual cost of materials and supplies; and
 - f. The name of the employee responsible for attesting that the job was completed satisfactorily.
4. Except when prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. If, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.
6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor

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time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

1st Reading: March 13, 2023

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R 7432 EYE PROTECTION (M)

M

A. Eye Protection - N.J.A.C. 6A:26-12.5(a)

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3 in accordance with N.J.S.A. 18A:40-12.1 and N.J.A.C. 6A:26-12.5.

B. Eye Protection Devices - N.J.A.C. 6A:26-12.5(e)

The following types of eye protective devices shall be used to fit the designated activities or processes:

Potential Eye Hazard	Protective Devices
Caustic or explosive	Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure
Dust producing operations	Goggle, flexible fitting, hooded ventilation
Electric arc welding	Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields
Oxy-acetylene welding	Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens
Hot liquids and gases	Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure
Hot solids	Clear or tinted goggles or spectacles with side shields
Molten materials	Clear or tinted goggles and plastic

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	or mesh window face shield
Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields
Glare operations	Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or coverspec type with tinted lenses or tinted plate lens
Shaping solid materials	Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure
Laser device operation or experimentation	Appropriate for specific hazard
Vehicle repair or servicing	Clear goggles, flexible or rigid body; clear spectacles with side shields
Other potentially hazardous processes or activities	Appropriate for specific hazard

C. Eye Protective Policy and Program – N.J.A.C. 6A:26-12.5(f)

1. The Board of Education establishes and implements Policy and Regulation 7432 to assure:
 - a. No staff member, student, or visitor shall be subjected to any hazardous environmental condition without appropriate eye protection;
 - b. The detection of eye hazardous conditions shall be continuous;
 - c. Eye protection devices shall be inspected regularly and adequately maintained;
 - d. Shared eye protective devices shall be disinfected between uses by a method prescribed by the local school medical inspector;

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- e. All eye protective devices shall meet or exceed the appropriate specifications for the various types of devices and suppliers of eye protective devices shall certify, in writing, that the devices meet or exceed said specifications;
 - f. Specific policy and procedures shall be established to deal with individuals who refuse to abide by established eye-safety practices and procedures;
 - (1) A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be sent to the principal or designee for disciplinary action consistent with the Code of Conduct Policy 5600.
 - (2) A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices; and
 - (3) A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises;]
 - g. The use of contact lenses shall be restricted in learning environments that entail exposure to chemical fumes, vapors, or splashes, intense heat, molten metals, or highly particulate atmospheres. When permitted, contact lenses shall be worn only in conjunction with appropriate eye protective devices, and the lens wearer shall be identified for appropriate emergency care in eye hazardous learning environments;
 - h. All spectacle-type eye protective devices shall have side shields of the eye-cup, semi- or flat-fold type; and
 - i. Students, staff members, or visitors wearing personal corrective eyewear shall be required to wear cover goggles or similar devices unless a competent authority can certify the personal eyewear meets or exceeds standards identified in N.J.A.C. 6A:26-12.5(b).
- D. Eye Wash Fountains – N.J.A.C. 6A:26-12.5(d)
- 1. Emergency eye wash fountains, or similar devices capable of a minimum fifteen minutes continuous flow of eye-wash solution, shall be provided in classrooms,

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shops, laboratories, or other areas where students or instructors are exposed to caustic materials that can cause damage to the eyes in accordance with N.J.A.C. 6A:26-12.5(d).

2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

E. Inspection

The Principal or designee shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A.1. above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

F. Training and Supplies – N.J.A.C. 6A:26-12.5(g)

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. The training shall include all aspects of eye protection as defined in Policy and Regulation 7432 and in accordance with N.J.A.C. 6A:26-12.5(g).

Adopted: 18 March 2019
1st Reading: March 13, 2023

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R 8320 PERSONNEL RECORDS

M

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
 - a. The employee's current correct name, address, telephone number, and birthdate;
 - b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Documentation of fulfillment of requirements for any change in salary classification;
 - f. Income tax forms;
 - g. Retirement registration;
 - h. Hospitalization forms;
 - i. Annuity forms;
 - j. Rate of compensation;
 - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
 - l. Assignment to positions, including position title and building to which assigned;
 - m. Completed evaluations;
 - n. Reports of disciplinary incidents;

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- o. Records of special awards, commendations, or distinctions;
 - p. Oath of allegiance;
 - q. Reports of routine physical examinations; and
 - r. Reports of physical and mental examinations required for cause.
 2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.
- B. Custodian of Personnel Records
 1. The Superintendent is custodian of all personnel records.
 2. Personnel records shall be maintained in the office of the Human Resources Office, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.
- C. Notice of Content of Files
 1. Each employee shall be informed of the content of his/her personnel file.
 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.
 - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.
 - c. No report or letter or memorandum from any source, other than documents referred to in paragraph C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

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D. Employee Access to Personnel Records

1. Each employee shall be granted access to his/her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.
2. Written request for access shall be submitted to the Superintendent. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the Superintendent or designee and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
5. The employee may hand copy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing on a form available in the office of the Superintendent.
3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than 20 working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.

F. Access by Board Members and School Officials

1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.

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2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

G. Public Access to Employee Records and Information

1. A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.
2. In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:
 - a. An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;
 - b. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and
 - c. Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.
3. Information related to the evaluation of a particular employee shall be maintained by the school district, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.d and 18A:6-121.d.

Adopted: 18 March 2019

1st Reading: March 13, 2023