

**SPRINGFIELD BOARD OF EDUCATION  
REGULAR PUBLIC MEETING MINUTES  
February 26, 2024**

**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: 7:48 PM

**A. CALL TO ORDER AND STATEMENT- President Meredith Murphy**

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, 2024 and revised on February 16, 2024. 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 Laura Gamarekian  
Mr. Jerry Fernandez  
Mr. Hector Munoz  
Mrs. Kristy Rubin  
Mrs. Paula Saha

Mrs. Adriana Silva  
Mrs. Hilary Turnbull  
Mrs. Yelena Zolotarsky- absent  
President Meredith Murphy

**C. CLOSED SESSION**

RESOLVED, That the Springfield Board of Education meeting hereby convenes to executive session pursuant to P.L. 1975 chapter 231 for discussion of the following subjects:

1. Student Matters- The Board participated in a residency hearing.
2. Personnel Matters- The superintendent updated the board on employee matters.
3. Student Matters- The Board participated in a HIB hearing.
4. Negotiations- The negotiations committee updated the board on negotiations.

It is anticipated that the executive session will take approximately 90 minutes; the Board may take action during public session. The Board shall return to public session, following executive session, at approximately 7 p.m. The minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

Motion to go into executive session:

Moved: Mrs. Rubin

Seconded: Mrs. Turnbull

Time: 5:40 PM

Voice Vote:        AYE-8   NAY-0

Motion to return to public session:

Moved: Mrs. Saha  
Seconded: Mrs. Turnbull  
Time: 7:48 PM  
Voice Vote: AYE-8 NAY-

D. **PLEDGE OF ALLEGIANCE**

E. **COMMUNICATIONS**

- Mrs. Calas stated that the board members received articles on the following topics: “Right to Read Law” and literacy bills dropped by senators; snow days versus virtual days debate; senate education committee decisions, School ethics commission decisions. School boards has a new podcast, “The Boardroom” which is now live. Links were attached in the board packet.
- Mrs. Calas also read in the addenda.

F. **MINUTES**

The Superintendent recommends:

1. To approve the following minutes:

Executive Meeting – January 29, 2024  
Regular Meeting – January 29, 2024  
Board Workshop – February 21, 2024

***Approval of the Minutes***

Motion to Approve: Vice President Gamarekian

Seconded: Mr. Munoz

January 29, 2024 Voice Vote- AYE 8- NAY-0

February 21, 2024 Voice Vote AYE 7- NAY-0 (Abstention- Mr. Fernandez)

G. **SUPERINTENDENT’S REPORT**

1. Staff/Student Recognitions
2. 2022-2023 Annual Comprehensive Financial Report – Robert A. Hulsart and Company
3. Students Safety Data System (SSDS) Reporting Period 1
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. Building Use Request
7. Fundraiser Request
8. Student Representative Report
  - Mr. Potito presented the student representative report. He provided an update on school happenings and gave an athletic update.
  - Mr. Hulsart presented the 2022-2023 Annual Comprehensive Financial Report.
  - President Murphy and Dr. Goldberg thanked the business office for the work involved in the audit.
  - Dr. Goldberg presented the Student Safety Data System – reporting period 1.
  - The Board asked questions regarding the SSDS.
  - Ms. Boehm was asked to reconfirm the data presented in the SSDS.
  - Dr. Goldberg reviewed some personnel items.
  - Dr. Goldberg reviewed the ROD grant agreements.

- An update on referendum projects was provided.
- 24-25 preschool update was provided.
- Student information system and registration update was given.
- School happenings across the district was discussed.
- Calendar updates were provided.

***Approval of the Superintendent's Report, as presented***

Motion to Approve: Vice President Gamarekian

Seconded: Mrs. Turnbull

Voice Vote: AYE- 8                      NAY-0

**H. PUBLIC SESSION ON AGENDA ITEMS**

- Vito Gagliardi, Mountainside, NJ, discussed legal services and thanked the Board for the years of service.

**I. BOARD GOVERNANCE, POLICY, AND COMMUNICATIONS COMMITTEE- Mrs. Saha**

***Items 1 through 16***

The Superintendent recommends:

**1. Staff Appointment**

To approve the following staff appointments:

- Wendy Garrod, Summer School Coordinator for the 2024 summer program at \$8,492.  
Account Number: 20-231-100-101-31-10 (Title I)
- \*Marisa Leokumovich, Elementary Teacher, EVW, September 1, 2024 - June 30, 2025 at \$86,520 at Step 14 -MA+30.  
Account Number: 11-120-100-101-00-09

*\*Pending Criminal History Background Check Clearance*

**2. Staff Retirement**

To accept the following retirement:

- Steven Di Gangi, Teacher, JDHS, effective July 1, 2024.
- Robin Kanterman, Teacher, FMG, effective July 1, 2024.
- Thomas McCabe, Custodian, FMG, effective February 1, 2024.

**3. Staff Resignation**

To accept the following resignation:

- Jessica Hollingsworth, LDTC, TLS, effective April 5, 2024.
- Jennifer Fernandez, Before/After Care, District, effective February 29, 2024.
- Ashley Romero, Before/After Care, District, effective February 29, 2024.
- David Steinman, Assistant Baseball Coach, District, effective February 12, 2024.
- Sattie Glowacki, Before/After Care/ Child Care, District, effective January 29, 2024.

**4. Staff Appointment Recession**

To approve the following rescission of staff appointment:

- Gerard Carfango, Custodian, Itinerant.

**5. District Substitutes 2023-2024**

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, Bus Driver- \$25/hr.

**TEACHER**

Maria Taub	Sub Certified	N-12
Scott Levy	NJ Certified	N-12
Caitlyn Mannino	Sub Certified	N-12

**AIDE**

Lindell Diezel

Helen Fonseca

**CUSTODIAN**

Tyree Dumas

Doris Escobar

**BUS DRIVER**

Kimberly Edge

Glenda Garcia

**6. Leave of Absence Request**

To approve the following leave of absence and revised leave of absence requests:

a.

Name	Leave Request	Dates	Rate
Megan Brito	Pre-Disability Leave/FMLA	4/29/2024 – 5/9/2024	Full Salary; accumulated sick days.
	Post Disability Leave/FMLA	5/10/2024 – 6/7/2024	Full Salary; accumulated sick days.
	FMLA/NJFLA	6/8/2024 – 11/8/2024	Unpaid
	Maternity Leave	11/9/2024 – 12/1/2024	Unpaid

b.

ID	Leave Request	Date	Rate
2960	Medical	4/29/2024 – 5/24/2024	Full Salary; accumulated sick days
		5/27/2024 – 6/30/2024	Unpaid

c.

ID	Leave Request	Date	Rate
3140	Medical- FMLA	2/21/2024- 3/6/2024	Full Salary; accumulated sick days/ unpaid

d.

Name	Leave Request	Dates From	Dates To	Rate
Jenna DiCarlo	Pre Disability Leave/FMLA	12/28/2023 – 1/25/2024*	12/28/2023 – 1/24/2024	Full Salary; accumulated sick days
	Post Disability Leave/FMLA	1/26/2024 – 2/23/2024*	1/25/2024 – 3/7/2024	Full Salary; accumulated sick days
	FMLA/NJFLA	2/24/2024 – 5/24/2024	3/8/2024 – 6/7/2024	Unpaid
	Maternity Leave	5/25/2024 – 5/29/2024	_____	

e.

Name	Leave Request	Dates From	Dates To	Rate
Katherine Salmon	Pre Disability Leave/FMLA	1/21/2024 – 2/17/2024*	1/21/2024 – 2/15/2024	Full Salary; accumulated sick days
	Post Disability Leave/FMLA	2/18/2024 – 3/17/2024*	2/16/2024 – 3/25/2024	Full Salary; accumulated sick days
	FMLA/NJFLA	3/18/2024 – 6/17/2024	3/26/2024 – 6/18/2024	Unpaid
	Maternity Leave	6/18/2024 – 6/30/2024	6/19/2024 – 6/30/2024	Unpaid

**7. Athletic Coaches**

To approve the following athletic coaches for the 2023-2024 school year:

Head Boys Lacrosse	Peter Connolly	\$7,321.00
Volunteer Boys Lacrosse Coach	Phil Turnbull	_____
Volunteer Boys Lacrosse Coach	Chad Rubin	_____
Volunteer Golf Coach	Jordan Fabi	_____

Assistant Baseball Coach	Peter Dercole	\$5,594.00
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Account Number: 11-402-100-100-46-14

## 8. Home Instructors

To approve the following home instructors for the 2023-2024 school year as needed, rate of \$44.54:

- Mande Bellarosa

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

Cost not to exceed: \$15,000

## 9. Co-Curricular/ Club Advisors

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

Name	Position	Rate	Dates
Laure D'Angelo	French Club (replaces M. Genova)	\$733.00	2023-2024 SY
Mary Ellen Powers	Computer Club	\$733.00	2023-2024 SY
Steven DiGangi	Co Producer -Spring Musical *	\$1,375.00	2023-2024 SY
Ashley Bauers	Co Producer -Spring Musical *	\$1,375.00	2023-2024 SY
Megan Theobald	Spring Musical Choreographer	\$4,129.00	2023-2024 SY
Stephanie Hernandez	Spring Musical Director (JDHS)	\$5,195.00	2023-2024 SY

*\*To be paid from the JDHS Student Activities Account*

## 10. Before/ After School Program

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

Name	Position	Rate
Mary Perdomo	Substitute Site Director	\$31.20/hr.
Nicole Escalante	Site Director	\$31.20/hr. *effective March 1, 2024
Sandra Walsh	Group Leader	\$25.01/hr.

## 11. Presenters

To approve the following staff to provide professional development at a rate of \$53.29/hr. up to 5 hours each:

Name	Date	Location
Kimberly Paz	February 7, 2024	JDHS
Jessica Hollingsworth	February 7, 2024	JDHS

Account Number: 20-270-200-300-41-12 (Title IIA)

## 12. High School and Middle School additional Teachers and Classes

To approve the following teachers to teach an additional class for the 2023-2024 school year:

Name	Location	Department	Section/Period	Amount	Account	Effective Date
Christopher Moore	JDHS	Science	21 periods/total	\$1,035.15	11-140-100-101-28-14	2/1/2024 – 2/28/2024

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

## 13. District Policies and Regulations – First Reading

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

- P0169 Board Member Use of Electronic Mail/Internet NEW
- P0169.02 Board Member Use of Social Networks NEW
- P6112 Reimbursement of Federal and Other Grant Expenditures (M) Revised
- Reg 6115.01 Federal Awards/Funds Internal Controls –Allowability of Costs NEW
- P6115.04 Federal Funds-Duplication of Benefits (M) Revised NEW
- P6311 Contracts for Goods or Services Funded by Federal Grants (M) Revised
- P8540 School Nutrition Programs ABOLISH
- P8550 Meal Charges/Outstanding Food Service Bill ABOLISH
- P8500 Food Services (M) Revised
- P9323 Notification of Juvenile Offender Case Disposition(M) Revised

## 14. Harassment/ Intimidation/ Bullying Incident

To affirm the following harassment/intimidation/bullying incidents:

- 090-2324-03

- 090-2324-04
- 060-2324-06
- 060-2324-07
- 060-2324-08
- 010-2324-01
- 010-2324-02

### 15. Professional Development

To approve the following personnel to participate in professional development:

Attendee	Training Course	Location	Date	Cost
Matthew Van Deursen	Day of Distance Clinic	The Conference Center at Mercer, 1200 Old Trenton Rd. Princeton Junction, NJ	March 11, 2024	\$150.00

Account Number: 11-402-100-890-46-14

### 16. Board Attorney

WHEREAS, there exists from time to time a need for Legal Services/ Labor Relations for the Board of Education, and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-5) provides for the award of contracts for this type of professional service without competitive bidding, and

WHEREAS, Dennis McKeever, Esq., of the firm Chasan, Lamparello, Mallon & Cappuzzo, P.C., Secaucus, NJ is well qualified and capable of providing these services,

NOW, THEREFORE, BE IT RESOLVED by the Springfield Board of Education, that Dennis McKeever of the firm Chasan, Lamparello, Mallon & Cappuzzo, P.C., Secaucus, NJ is hereby appointed legal service/ labor relations attorney (2/15/24 – 6/30/2024). All legal fees will be billed at \$170 per hour.

## ADDENDA

### I. BOARD GOVERNANCE, POLICY, AND COMMUNICATIONS COMMITTEE

#### 30. Staff Appointment

To approve the following staff appointments:

- a. Julie Frank\*, Secretary-12 Month, District, on/about March 18, 2024- June 30, 2024 at Step 8-\$45,942

Account Number: 11-000-219-105-00-10

- b. Arturo Feria-Paramo, Student Transportation Coordinator, District, stipend \$1,000.00/month.

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

- c. Regine Jules\*, School Nurse, EVW, on/about March 11, 2024 - June 30, 2024 at Step 12- BA, \$71,422.00.

Account: 11-000-213-100-00-09

*\*Pending Criminal History Background Clearance*

#### 31. Co-Curricular/ Club Advisors

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

Name	Position	Rate	Dates
Stephanie Hernandez	Spring Musical Director (JDHS)	\$5,195.00	2023-2024 SY

### *Approval of Board Governance, Policy, and Communications Items 1- 12, 13, 14-16 and Addenda 30 and 31*

Motion to Approve: Mrs. Saha

Seconded: Mrs. Mr. Munoz

- The committee chairperson, Mrs. Saha, made recommendations for the social media policy.
- Mr. Fernandez commented on the social media policy. He noted that Boards have a code of ethics.
- President Murphy commented on the social media policy.

- Vice President Gamarekian commented.
- The Board held a discussion on the Board's role with social media.

### ***Roll Call***

VicePresident Laura Gamaekian	Yes	Adriana Silva	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes (abstain 7)
Hector Munoz	Yes	Yelena Zolotarsky	Absent
Kristy Rubin	Yes (abstain 7)	President Meredith Murphy	Yes
Paula Saha	Yes		

### ***Approval of Board Governance, Policy, and Communications Items 13b***

Motion to Approve: Mrs. Saha

Seconded: Vice Gamarekian

Voice Vote: AYE- 7 Nay 1

## **J. SCHOOL ADMINISTRATION, ACADEMIC PROGRAMS, AND ATHLETICS COMMITTEE-**

*Vice President Gamarekian*

### ***Items 17 through 21***

The Superintendent recommends:

#### **17. Education Programs**

To approve the following education programs for the 2023-2024 school year:

Student(s)	Vendor	Services	Dates	Cost not to Exceed
1919	LearnWell (EI US, LLC)	Bedside Instruction	12/6/23-2/15/24	\$3,500.00
0316	LearnWell (EI US, LLC)	Bedside Instruction	10/21/23-12/5/23	\$5,421.44
0910	Actual Solutions, LLC	Bedside Instruction	1/3/24 – approx. 8 weeks	\$1,800.00
0316	LearnWell (EI US, LLC)	Bedside Instruction	1/8/24-1/19/24	\$1,447.04
0316	Silvergate Preparatory School LLC	Bedside Instruction	10/17/23-10/20/23	\$330.00
1418	Prime Healthcare Services - Saint Clare's LLC	Bedside Instruction	2/15/24 – approx. 3 weeks	\$1,300.00
0316	LearnWell (EI US, LLC)	Bedside Instruction	2/13/24 – approx. 4 weeks	\$3,500.00
0714	Actual Solutions, LLC	Bedside Instruction	1/6/24-1/12/24	\$175.00
2619	Actual Solutions, LLC	Bedside Instruction	1/3/24-1/12/24	\$962.50
2013	Silvergate Preparatory School LLC	Bedside Instruction	1/29/24-2/2/24	\$550.00

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

#### **18. Professional Services**

To approve the following professional services contracts for the 2023-2024 school year:

Vendor	Services	Original	Change	Cost not to Exceed
Michael Loupis Counseling, LLC	Counseling Services	\$2,000.00	\$18,000.00	\$20,000.00
Best Choice Home Health Care & Nursing	Nursing	\$3,000.00	\$19,000.00	\$21,000.00
Children Specialized Hospital School Services	OT Services	\$85,919.09	—————	\$85,919.09
Children Specialized Hospital School Services	Speech	\$24,703.88	—————	\$24,703.88
Preferred Home Therapy	Nursing Services	\$90,000.00	\$61,000.00	\$151,000.00

#### **19. Grant**

To authorize an application submission for the NJDOE grant Expanding Access to Computer Science High School Courses.

#### **20. Disposal of Property**

- To approve the disposal of the attached obsolete textbook materials, and to seek the most

beneficial disposal of said list. (Attachment A)

- b. To approve the disposal of the attached obsolete and surplus technology property and to seek the most beneficial disposal of said list. (Attachment D)

## 21. Field Trip Destinations

To approve the following out-of-state field trip destinations for the 2023-2024 school year.

Date of Trip	Destination	School	Purpose of Trip
6/3/2024	Dorney Park, Allentown, PA	JDHS	Senior Class Trip

## ADDENDA

### 32. Grant

To authorize an application submission for the 2024 Union County Kids Dig In! A school garden grant program.

*Approval of the School Administration, Academic Programs, and Athletics Items 17 - 21 & Addenda Item 32*

Motion to Approve: Vice President Gamarekian

Seconded: Mrs. Turnbull

- Mr. Fernandez asked about the disposal and what happens.
- Mrs. Calas discussed the process of disposal and selling of equipment.

### Roll Call

Vice President Laura Gamarekian	Yes	Adriana Silva	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Hector Munoz	Yes	Yelena Zolotarsky	Absent
Kristy Rubin	Yes	President Meredith Murphy	Yes
Paula Saha	Yes		

## K. FINANCE, FACILITIES, AND SECURITY COMMITTEE- Mrs. Zolotarsky

### Items 22 through 28

The Superintendent recommends:

## 22. Bills List

To approve the check numbers 054401 through 054673 and wire transfers 800231, 889015 through 889027 in the amount of \$3,362,534.84 minus voided checks 054160 & 054352 for the grand total of \$3,336,398.77.

## 23. Budget Transfers

To approve budget transfers for the 2023-2024 school year. (Attachment B)

## 24. 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, 2023.

## 25. Transportation

To approve the list of transportation companies to provide bus services for field trips and for use in emergencies, as needed. (Attachment C)

## 26. ROD Grant – JDHS Roofs

- a. To authorize execution and delivery of the Grant Agreement. DOE Project #5000-010-23-R502, SDA Project# 5000-010-23-G5SW, Jonathan Dayton H.S. Roofs.
- b. To approve the delegation of authority to school business administrator for supervision of the School Facilities Project. DOE Project #5000-010-23-R502, SDA Project# 5000-010-23-G5SW,



Jonathan Dayton H.S. Roofs.

**27. ROD Grant – FMG HVAC System Upgrades**

- a. To authorize execution and delivery of the Grant Agreement. DOE Project# 5000-060-23-R501, SDA Project# 5000-060-23-G5SX, Florence M. Gaudineer M.S. HVAC System Upgrades.
- b. To approve the delegation of authority to the school business administrator for supervision of the School Facilities Project. DOE Project# 5000-060-23-R501, SDA Project# 5000-060-23-G5SX, Florence M. Gaudineer M.S. HVAC System Upgrades.

**28. Caldwell Interiors Renovations**

To approve the following contracts for the Interior Basement Renovations at the Caldwell School project. This project is part of the approved referendum project list and shall be bond-funded.

- a. Robert Griggs Plumbing & Heating, LLC, Condensate piping upgrade, HCESC-SER-20C, \$53,450.00.

***Approval of Finance, Facilities, and Security Items 22 through 28***

Motion to Approve: Mr. Munoz

Seconded: Mr. Fernandez

- Mr. Fernandez commended Mrs. Calas on the audit and asked a question regarding the budget transfers.
- Mrs. Calas responded.

***Roll Call***

VicePresident Laura Gamarekian	Yes	Adriana Silva	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Hector Munoz	Yes	Yelena Zolotarsky	Absent
Kristy Rubin	Yes	President Meredith Murphy	Yes
Paula Saha	Yes		

**L. NEGOTIATIONS AND TEACHER-ADMINISTRATOR-BOARD COMMITTEE- Mrs. Saha**

***Item 29***

The Superintendent recommends:

**29. Sidebar Agreement**

To approve the Sidebar Agreement between the Springfield Board of Education and the Springfield Education Association for health benefits for aides.

***Approval of Negotiations Board Item 29***

Motion to Approve: Mrs. Saha

Seconded: Vice President Gamarekian

- Dr. Goldberg provided information regarding the sidebar agreement.

***Roll Call***

VicePresident Laura Gamarekian	Yes	Adriana Silva	Yes
Jerry Fernandez	Abstention	Hilary Turnbull	Yes
Hector Munoz	Yes	Yelena Zolotarsky	Absent
Kristy Rubin	Yes	President Meredith Murphy	Yes
Paula Saha	Yes		

**M. OPEN PUBLIC SESSION**

None

N. **NEW BUSINESS**

Vice President Gamarekian thanked the negotiations committee.

Based upon the investigation and after careful consideration, the Board of Education affirms the HIB Report 090-2324-02 previously presented at the board meeting on January 29, 2024.

Motion to Approve: Vice President Gamarekian

Seconded: Mrs. Turnbull

***Roll Call***

VicePresident Laura Gamarekian	Teas	Adriana Silva	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Hector Munoz	Abstention	Yelena Zolotarsky	Absent
Kristy Rubin	Yes	President Meredith Murphy	Yes
Paula Saha	Yes		

O. **OLD BUSINESS**

- Mr. Fernandez discussed the PILOT programs in town and discussed the lack of contribution to the Board. Mr. Fernandez discussed engaging in conversations with the town.
- Dr. Goldberg discussed her conversation and invitation to participate in the upcoming planning board meeting.
- Mr. Munoz asked about the PILOT programs.
- Mrs. Rubin congratulated the FMG Jr. Honor Society inductees and reminded parents about the book fair.

P. **ADJOURNMENT**

Moved: Mrs. Rubin

Seconded: Mr. Munoz

Time: 9:32 PM

Voice Vote: AYE-8 NAY-0

**Upcoming Meeting**

1. Regular Meeting – March 18, 2024 at 7:00PM in the JDHS IMC

Title	Author	ISBN Standard #	Year	Barcode
HMH Into Math - Practice and Homework Journal Grade 4	Houghton Mifflin Harcourt	978-0-358-11102-3	2020	9780358111023
HMH Into Math - Volume 2 Modules 10-20 Grade 5	Houghton Mifflin Harcourt	978-0-358-00230-7	2020	9780358002307
HMH Into Math - Practice and Homework Journal Grade 5	Houghton Mifflin Harcourt	978-0-358-11156-6	2020	9780358111566
Science Fusion - Grade 4	Houghton Mifflin Harcourt	978-0-547-58875-9	2012	9780547588759
Science Fusion - Grade 4	Houghton Mifflin Harcourt	978-0-544-77840-5	2017	9780544778405
Science Fusion - Grade 3	Houghton Mifflin Harcourt	978-0-544-77839-9	2017	9780544778399
Science Fusion - Grade 5 Volume 1	Houghton Mifflin Harcourt	978-0-547-71936-8	2012	9780547719368
Science Fusion - Grade 5 Volume 2	Houghton Mifflin Harcourt	978-0-547-71937-5	2012	9780547719375
Science Fusion - Inquiry Flipchart Grade 3	Houghton Mifflin Harcourt	978-0-547-59269-5	2012	9780547592695
Science Fusion - Grade 5 Volume 1	Houghton Mifflin Harcourt	978-0-544-77841-2	2017	9780544778412
Science Fusion - Grade 5 Volume 2	Houghton Mifflin Harcourt	978-0-544-78294-5	2017	9780544782945
Science Fusion - Inquiry Flipchart Grade 4	Houghton Mifflin Harcourt	978-0-547-59313-5	2012	9780547593135
Everyday Mathematics - Teacher's Lesson Guide Vol 1 Grade 4	McGraw Hill Education	978-0-02-141001-9	2015	9780021410019
Everyday Mathematics - Teacher's Lesson Guide Vol 2 Grade 4	McGraw Hill Education	978-0-02-143064-2	2015	9780021430642
Everyday Mathematics - Math Masters Grade 4	McGraw Hill Education	978-0-02-137658-2	2015	9780021376582
Everyday Mathematics - Assessment Handbook Grade 4	McGraw Hill Education	978-0-02-130758-6	2015	9780021307586
Everyday Mathematics - Teacher's Reference Manual Grade 4	McGraw Hill Education	978-0-07-657721-7	2012	9780076577217
Everyday Mathematics - Student Reference Book Grade 5	McGraw Hill Education	978-0-02-138356-6	2015	9780021383566
Ready - New Jersey - Reading Instruction - Grade 4	Curriculum Associates	978-1-4957-4264-4	2017	9781495742644
Ready - Mathematics - Practice and Problem Solving - Grade 4	Curriculum Associates	978-0-7609-9225-8	2015	9780760992258
Ready - Common Core - Mathematics Instruction - Grade 4	Curriculum Associates	978-1-4957-0551-9	2016	9781495705519
Ready - New Jersey - Mathematics Instruction - Grade 4	Curriculum Associates	978-1-4957-4246-0	2017	9781495742460
Everyday Mathematics - Student Math Journal Vol 1	McGraw Hill Education	978-0-02-143092-5	2015	9780021430925
Everyday Mathematics - Home Links	McGraw Hill Education	978-0-02-137963-7	2015	9780021379637
Everyday Mathematics - Student Math Journal Vol 2	McGraw Hill Education	978-0-02-143091-8	2015	9780021430918
Everyday Mathematics - Student Math Journal Vol 1	McGraw Hill Education	978-0-02-143087-1	2015	9780021430871
Everyday Mathematics - Home Links	McGraw Hill Education	978-0-02-137966-8	2015	9780021379668
Everyday Mathematics - Student Math Journal Vol 2	McGraw Hill Education	978-0-02-143096-3	2015	9780021430963
i-Ready Classroom - Mathematics.- Grade 3 Vol 1	Curriculum Associates	978-1-4957-8036-3	2020	9781495780363
i-Ready Classroom - Mathematics.- Grade 4 Vol 1	Curriculum Associates	978-1-4957-8038-7	2020	9781495780387

### World Language Textbook List Disposal

Title	Author/Company	Year	ISBN #
<b>Bien Dit</b> Level 1 Level 2 Level 3	Holt McDougal	2008	978-0-03-039888-9 978-0-03-042697-1 978-0-03-043218-7
<b>Curso Tercero</b>	Perfection Learning	1990	0-887-20541-8
<b>Allez Viens</b> Level 2 Level 3	Holt, Reinhart, and Winston	2000	0-03-052082-7 0-03-052083-5
<b>Nuestro Mundo</b>	McDougal-Littel	1997	066-94-3336-5
<b>Abriendo Paso</b>	Saavas	1995	08384-4944-1
<b>Prego</b>	Graziana Lazzarino	2004	007-25-6131-9
<b>Adesso</b>	Wiley	1995	08384-1991-7
<b>En Espanol</b> Level 1 Level 2 Level 3	McDougal-Littel	2000	039-59-1077-3 039-59-1083-8 039-59-1085-4

[illegible]

### Social Studies Textbook List Disposal

<b>Title</b>	<b>Author/Company</b>	<b>Copyright</b>	<b>ISBN #</b>
World Geography	Glencoe/McGraw Hill	1997	978-00306-5796-2
World Geography Today	Sager Walgren/Holt Rinehart Winston	1997	978-00305-4467-5
We the People: The Citizen and the Constitution	Center for Civic Education	1995	0-89818-177-1
American Government	Magruder/McClenaghan, Allyn and Bacon	1986	0-205-08781-7
New Jersey: A Mirror on America	Cunningham/Afton	1976	0-893-59033-9
Perspectives: Readings on American History in the 20th Century	Boorstin/Prentice Hall		978-013387-788-5
Twelve Days of Terror	The Lyons Press	2001	1-58574-575-8
A People & A Nation: A History of the United States, 4th Edition	Norton/Houghton Mifflin	1994	0-395-67819-6
Reasoning with Democratic Values: Ethical Problems in US History	Lockwood, Harris/Teachers College Press	1985	0-8077-6095-1
Interpretations of American History: patterns and perspectives Vols 1&2	Grob&Billias/The Free Press a Division of Macmillan, Inc.	1992	V1:0-02-912685-1 V2:0-020912686-X
Latin America	Scholastic, Inc.	1987	0-590-34747-0
American History: A Survey	McGraw-Hill, Inc.	1995	0-07-912114-4
History of the World	Houghton Mifflin	1992	0-395-59092-2
Reasoning with Democratic Values	Teachers College Press	1985	0-8077-6094-3

Atlas of American History	Houghton Mifflin	1993	0-395-69753-0
The Making of the West	Bedford St. Martins	2001	0-312-18370-4
The Sources of Western Tradition, 1st Edition	Perry;Houghton Mifflin	1987	0-395-35-031-X
The Sources of Western Tradition, 2nd Edition	Perry;Houghton Mifflin	1991	0-395-47305-5
The Sources of Western Tradition, 3rd Edition	Perry;Houghton Mifflin	1995	0-395-68973-2

**Budget Transfer**

**Attachment (B)**

<b>Account Number</b>	<b>Account Description</b>	<b>To</b>	<b>From</b>
11-000-100-562-98-11	TUITION SPECIAL ED OTHER DISTR		50,000.00
11-000-100-565-98-11	TUITION TO CSSD & REG DAY SCHO		25,000.00
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC		40,000.00
11-000-100-567-98-11	TUITION OUT OF STATE		11,000.00
11-000-216-320-55-11	SPEC ED RELATED SERVICES		33,000.00
11-000-217-100-00-11	EXTRAORDINARY SALARIES		50,000.00
11-000-221-102-00-10	SALARY CO-ORD OF INSTRUCTION		7,000.00
11-000-222-177-00-10	COORDINATOR OF TECHNOLOGY		70,000.00
11-000-230-590-07-02	SUPT OFFICE DUES	1,715.00	
11-000-230-590-09-12	ADVERTISING		1,715.00
11-000-240-580-00-14	TRAVEL		600.00
11-000-261-420-00-06	MAINTENANCE SERVICES		10,000.00
11-000-261-420-00-07	MAINTENANCE SERVICES		10,000.00
11-000-261-420-00-14	MAINTENANCE SERVICES	20,000.00	
11-000-270-512-26-14	FIELD TRIPS TV JDHS	600.00	
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		102,500.00
11-000-270-600-96-03	TRANS.FUEL/OIL,TIRES,REP.PARTS	17,500.00	
11-000-291-241-97-03	PERS PENSION LIABILITY		25,000.00
11-000-291-270-97-03	HEALTH INSURANCE		300,000.00
11-140-100-101-00-10	SALARIES TEACHER 9-12		50,000.00
11-140-100-101-00-14	TPAC STIPENDS		20,000.00
11-140-100-101-01-10	SUBSTITUTES 9-12		30,000.00
11-190-100-610-81-14	TEACHER SUPPLIES ED.MEDIA JDHS	450,000.00	
11-190-100-640-80-04	TEXTBOOKS CURR STAFF DEV		10,000.00
11-204-100-106-00-07	LLD AIDES		30,000.00
11-204-100-610-50-11	SUPPLIES N.I.	3,000.00	
12-000-400-450-91-03	CAPITAL OUTLAY BUILDINGS	383,000.00	
20-241-100-100-36-13	TITLE III SAL NEW PROV CONS	100.00	
20-241-200-200-36-13	TITLE III BENEFIT NEW PROV CON		100.00



SPRINGFIELD BOARD OF EDUCATION  
PO Box 210  
Springfield, New Jersey 07081

Attachment C

**CHARTERED BUS SERVICE FOR EMERGENCIES AND FIELD TRIPS**

**2023-2024**

Insurance Certificate  
Expiration Date

Easton Coach Co. 1200 Conroy Place Easton, PA 18040	610-253-4055	05/15/2025
Vanderhoof Trans. Co. Inc. 14-18 Wilfred St West Orange, NJ 07052	201-325-0700	10/01/2024
Villiani Bus Company 811 East Linden Ave Linden, NJ 07036	908-862-3333	07/01/2024
Route 22 Limo 1356 N. Broad St. Hillside, NJ 07205	908-351-4000	06/19/2024
My Limousine Service Inc. 350 Clark Drive, Ste. 300 Mount Olive, NJ 07828	973-887-1122	07/10/2024
Stations Cab 40 E. Milton Ave Rahway, NJ 07065	732-388-2222	03/07/2025

<u>Quantity</u>	<u>Device Type</u>	<u>Brand</u>	<u>Model</u>	<u>Serial Number</u>	<u>Asset Tag</u>
1	Laptop	Apple	MacBook Pro 2012		8821
1	Laptop	Apple	MacBook Pro 2012		8822
1	Laptop	Apple	MacBook Pro 2012		8830
1	Laptop	Apple	MacBook Pro 2012		8875
1	Laptop	Apple	MacBook Pro 2012		8890
1	Laptop	Apple	MacBook Pro 2012		8871
1	Laptop	Apple	MacBook Pro 2012		8894
1	Laptop	Apple	MacBook Pro 2012		8842
1	Laptop	Apple	MacBook Pro 2012		8837
1	Laptop	Apple	MacBook Pro 2012		8816
1	Laptop	Apple	MacBook Pro 2012		8873
1	Laptop	Apple	MacBook Pro 2012		8863
1	Laptop	Apple	MacBook Pro 2012		8812
1	Laptop	Apple	MacBook Pro 2012		8878
1	Laptop	Apple	MacBook Pro 2012		8809
1	Laptop	Apple	MacBook Pro 2012		8896
1	Laptop	Apple	MacBook Air 11" 2013	C02L954VFH51	3097A
1	Laptop	Apple	MacBook Air 11" 2013		3229A
1	Laptop	Apple	MacBook Air 11" 2013		2807A
1	Laptop	Apple	MacBook Air 11" 2013		3913A
1	Laptop	Apple	MacBook Air 11" 2013		3465A
1	Laptop	Apple	MacBook Air 11" 2013		3451A
1	Laptop	Apple	MacBook Air 11" 2013		3399A
1	Laptop	Apple	MacBook Air 11" 2013		3902A
1	Laptop	Apple	MacBook Air 11" 2013		3976A
1	Laptop	Apple	MacBook Air 11" 2013		4203A
1	Laptop	Apple	MacBook Air 11" 2013		3086A
1	Laptop	Apple	MacBook Air 11" 2013		3409A
1	Laptop	Apple	MacBook Air 11" 2013		4050A
1	Laptop	Apple	MacBook Air 11" 2013		3124A
1	Laptop	Apple	MacBook Air 11" 2013		3086A
1	Laptop	Apple	MacBook Air 11" 2013		3723A
1	Laptop	Apple	MacBook Air 11" 2013		4186A
1	Laptop	Apple	MacBook Air 11" 2013		3481A
1	Laptop	Apple	MacBook Air 11" 2013		3728A
1	Laptop	Apple	MacBook Air 11" 2013		3239A
1	Laptop	Apple	MacBook Air 11" 2013		3078A
1	Laptop	Apple	MacBook Air 11" 2013		4241A
1	Laptop	Apple	MacBook Air 11" 2013		4017A
1	Laptop	Apple	MacBook Air 11" 2013		3765A
1	Laptop	Apple	MacBook Air 11" 2013		4144A
1	Laptop	Apple	MacBook Air 13" 2015		2033A
1	Audio interface	Bogen	GS100		
2	Projector Lamp	Panosonic	LAB80		
10	Stack of DVDs				
46	AP	Cisco	AIR-CAP2602 I-A-K9		
4	AP	Cisco	AIR-CAP3702 I-B-K9		
2	Headphones	Labsonic	LS-5750		
1	Headphones	Deluxe Student Headset			
12	Video Adapter	Apple	VGA to DisplayPort		
4	Video Adapter	Apple	Component to DisplayPort		
4	External Speakers	Various	Various		
2	Phone		8403 (3- button)		
3	Handsets				
1	30pin iPad keyboard Docl	Apple	AM826-9240-A		
1	Tech/Speak 6x32	AMD	TS806248		
1	Tech/Speak 4x32	AMD	TS803840		
1	Extension cord	Balt	Projector cart power cord		
1	TV	RCA	VJM2023S	344316441	
1	Cassette Recorder	Pioneer	CT-W404 R	OL 3609547 SI	
1	CD Player	JVC	XL-V241TN	07691221	000095
1	Laptop	Apple	MacBook Pro 2012		8858
1	Laptop	Apple	MacBook Pro 2012		8856
1	Laptop	Apple	MacBook Pro 2012		8869
1	Laptop	Apple	MacBook Pro 2012		8897
1	Laptop	Apple	MacBook Pro 2012		8807
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1	Laptop	Apple	MacBook Pro 2012		8860
1	Laptop	Apple	MacBook Pro 2012		8885

1	Laptop	Apple	MacBook Pro 2012		8877
1	Laptop	Apple	MacBook Pro 2012		8899
1	Laptop	Apple	MacBook Air 11" 2013		3878A
1	Laptop	Apple	MacBook Air 11" 2013		3221A
1	Laptop	Apple	MacBook Air 11" 2013		3575A
1	Laptop	Apple	MacBook Air 11" 2013		4034A
1	Laptop	Apple	MacBook Air 11" 2013		3290A
1	Laptop	Apple	MacBook Air 11" 2013		3638A
1	Laptop	Apple	MacBook Air 11" 2013		3110A
1	Laptop	Apple	MacBook Air 11" 2013		3939A
1	Laptop	Apple	MacBook Air 11" 2013		3150A
1	Laptop	Apple	MacBook Air 11" 2013		3612A
2	Battery backup	APC			
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L94WKFH51	3791A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L956BFH51	3846A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L969QFH51	3956A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L964TFH51	4175A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L963ZFH51	4202A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L94WUFH51	4080A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L95RAFH51	3870A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L93NEFH51	3897A
1	Laptop	Apple	MacBook Air (13-inch Mid 2013)	C02LC0HTFH53	2032A
1	Laptop	Apple	MacBook Air	N/A	3132A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L9681FH51	3591A
1	Laptop	Apple	MacBook Air	N/A	4190A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L9699FH51	3601A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L95BBFH51	3656A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L95G8FH51	3940A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L95AWFH51	4164A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L950BFH51	4213A
1	Laptop	Apple	MacBook Air	N/A	3992A
1	Laptop	Apple	2012 MacBook Pro	N/A	8891
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L967BFH51	3213A
1	Laptop	Apple	MacBook Air	N/A	3477A
1	Laptop	Apple	MacBook Air	N/A	3720A
1	Laptop	Apple	MacBook Air	N/A	3653A
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1	Laptop	Apple	MacBook Air	N/A	4058A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L965JFH51	3400A
1	Laptop	Apple	MacBook Air	N/A	4239A
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1	Laptop	Apple	MacBook Air	N/A	4159A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L96A1FH51	3633A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L96BKFH51	3643A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L962NFH51	4074A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L962PFH51	4206A
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1	Laptop	Apple	MacBook Air	N/A	3713A
1	Laptop	Apple	MacBook Air	N/A	3231A
1	Laptop	Apple	MacBook Air	N/A	4240A
1	Laptop	Apple	MacBook Air (11-inch Early 2015)	C02SG1AZGFWK	A4102
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3344A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3482A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		4138A

1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3576A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		4055A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3460A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		4157A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3558A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3373A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3891A
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1	Laptop	Apple	MacBook Air (13-inch Mid 2013)		2053A
1	Laptop	Apple	MacBook Air (13-inch Mid 2013)	C02LC0HMFH53	2011A
1	Laptop	Apple	MacBook Air (13-inch Mid 2013)	C02LC067FH53	2016A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L95KHFH51	3259A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L95A5FH51	3999A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3864A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L95DXFH51	4022A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3844A
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1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3872A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3088A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3537A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3611A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3660A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)		3697A
1	Laptop	Apple	MacBook Air (11-inch Mid 2013)	C02L963UFH51	4183a
1	Laptop	Apple	MacBook Air (13-inch Mid 2013)	C02N85SXG5RP	6703A
1	Monitor	DELL	E151FP	3K6484663326D1	4467
1	Monitor	DELL	E178FPC	331H6418087N18	4380
1	Monitor	DELL	E178FPC	331H6418087N19	4376
1	Monitor	DELL	E178FPC	331H6418087N19	4369
1	Desktop	Apple	2009 iMac 24" A1225	W883212FZE4	4051
1	Desktop	Apple	2011 iMac 21.5" A1311	QP0440KCDNN	4207
1	Desktop	Apple	iMac (20-inch, Mid 2009)	QP9240YN8TT	3467
1	Desktop	Apple	iMac (20-inch, Late 2006)	W86360RJVUW	4112
1	Desktop	Apple	iMac Intel (21.5-inch, Mid 2010)	QP03611FDNN	6379
1	Desktop	Apple	iMac Intel (21.5-inch, Mid 2011)	D25J57X9DHJR	4411
1	Desktop	Apple	iMac (20-inch, Mid 2009)	QP9240YR8TT	6288
1	Desktop	Apple	iMac Intel (21.5-inch, Mid 2010)	QP03619NDNN	3521
1	Battery (Server Room)	APC	SMT1500RM2UC	3S1737X00889	N/A
1	Battery (Server Room)	TRIPP-LITE	SMART1000RM2U	29EY0SM826700C	N/A

# Springfield Public Schools

## Policy

### 0169 BOARD MEMBER USE OF ELECTRONIC MAIL/INTERNET

The Board of Education is a public body as defined in the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and the Board and its members are required to comply with the provisions of this Act. It is the right of the public to be present at meetings of public bodies and to witness in full all phases of the deliberations, policy formulation, and decision-making. Board members acknowledge certain discussions between Board members, other than during a Board meeting, may be subject to the provisions of the Open Public Meetings Act.

The Board of Education is also subject to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. The Open Public Records Act requires public agencies/School Boards to make certain governmental records subject to public access. Board members may, by written and/or electronic mail (e-mail), communicate with each other and with certain school staff regarding the school district's public business. "Public business" means and includes all matters that relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business. Board members acknowledge these written communications may be classified as a governmental record and may be subject to public access pursuant to the Open Public Records Act.

In order to ensure the Board and/or individual Board members comply with the requirements of the Open Public Meetings Act and the Open Public Records Act, the following guidance is provided regarding certain discussions and written communications regarding the public business:

1. Written letters, e-mails, and supporting documents regarding school district matters written by Board members to other Board members or written by Board members to school staff, unless the subject matter is specifically exempt under the Open Public Records Law, are governmental records and are subject to public access. Based on the potential for improper/inappropriate disclosure and/or breach of confidentiality that may compromise the Board or Board member, these communications should not involve confidential matters, especially any matter the Board may discuss in executive/private session outside the presence of the public pursuant to the Open Public Meetings Act.
2. Written letters, internet (chat) discussions, e-mails, and supporting documents regarding the school district's public business written by Board members to other Board members shall not replace deliberations that would prevent the public from witnessing in full detail all phases of the Board's deliberations, policy formulation, and decision-making process in accordance with the intent of the Open Public Meetings Act.
3. Internet (chat) discussions between Board members regarding the school district's public business shall not include multiple Board members with the potential that a quorum of the Board may be involved, or become involved, in such discussion.

## **Springfield Public Schools Policy**

In the event a Board member(s) fails to comply with the guidance of this Policy, the matter shall be referred to the Board President, who will meet and/or discuss the matter and this Policy with the Board member(s). The Board President may request the Board Attorney participate in this meeting and/or discussion.

N.J.S.A. 10:4-6 et seq.  
N.J.S.A. 47:1A-1 et seq.

First Reading: February 26, 2024

Adopted:

DRAFT

# **Springfield Public Schools Policy**

## **0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS**

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, “social network(s)” shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. “Social networks” also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, “use of a social network” shall include, but not be limited to: posting to a social network, reposting another person’s post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act – N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member’s use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district’s policies for Board members;

# Springfield Public Schools

## Policy

2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;
3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;
4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;
5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;
6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or
7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board or Superintendent may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.

N.J.S.A. 10:4-6 et seq.

First Reading: February 26, 2024

Adopted:



# Springfield Public Schools

## Policy

### P6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and
2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;

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3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

First Reading: February 26, 2024

Readopted:

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## Regulation

### R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –

#### ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
  2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
    - a. Complete the grant application for approval by the Superintendent and the Board of Education;
    - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
    - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
    - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
  3. Upon approval and funding of the Federal grant program, the grant administrator will:
    - a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
    - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
    - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.

## **Springfield Public Schools Regulation**

4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

First Reading: February 26, 2024  
Readopted:

DRAFT

# **Springfield Public Schools Policy**

## P 6112 REIMBURSEMENT OF FEDERAL AND OTHER

### GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will

# **Springfield Public Schools**

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normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted: March 18, 2019  
Readopted: October 17, 2022  
First Reading: February 26, 2024  
Readopted:

# **Springfield Public Schools Policy**

## **P6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS**

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at [www.sam.gov](http://www.sam.gov) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

# **Springfield Public Schools Policy**

2 CFR §200  
2 CFR §3485.220  
2 CFR §180.210

Adopted: 18 March 2019  
Readopted: October 17, 2022  
First Reading: February 26, 2024

DRAFT



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## 8500 FOOD SERVICES

The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the Department of Education.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

- A. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally 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 program in accordance with the provisions of N.J.S.A. 18A:33-10.1.

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 were Federally 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 pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, the district shall:

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1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive free or reduced price meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a;
2. Make every effort to ensure that subsidized students are not recognized as program participants, by the student body, faculty, or staff, in a manner that is different from the manner in which unsubsidized students are recognized as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between subsidized and unsubsidized students; and
3. Make every effort to:
  - a. Facilitate the prompt and accurate identification of categorically eligible students who may be certified to participate in the program, on a subsidized basis, without first submitting an application therefore, and, whenever an application is required to establish eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;
  - b. Facilitate and expedite, to the greatest extent practicable, the subsidized school meals application and income-eligibility determination processes that are used, by the district, to certify a student for free or reduced price school meals on the basis of income, and assist parents in completing the school meals application; and
  - c. Encourage students who are neither categorically eligible nor income-eligible for free or reduced price school meals to nonetheless participate, on a paid and unsubsidized basis, in the program.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the New Jersey Department of Education.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts,

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pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

B. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.

In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture pursuant to subsection N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the New Jersey Department of Agriculture may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of such staff, facilities, or equipment. The New Jersey Department of Agriculture also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., the district shall report to the New Jersey Department of Agriculture, in the manner prescribed by the New Jersey Department of Agriculture, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

C. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program –N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the school shall provide each student's parent with:

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- a. Information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A. 18A:33-21; and
    - b. A school meals application form, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
  2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
    - a. Be communicated in a language that the parent understands;
    - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
    - c. Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.
  3. A school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
    - a. Determine whether a student identified in the application is eligible for free or reduced price school meals;
    - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;
    - c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
    - d. Facilitate school aid determinations under the "School Funding Reform Act of 2008," N.J.S.A. 18A:7F-43 et seq.
- D. Free or Reduced Price Meals' Application Process – 7 CFR 245

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School meals 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 receipt of the completed application pursuant to 7 CFR 245.6(c)(6). Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their 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.

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.

Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the "notification" page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

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Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days' written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district cannot notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.

If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the New Jersey Department of Agriculture a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods

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and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

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.

### E. Meal Charge Program – N.J.S.A. 18A:33-21

The Board of Education provides a meal charge program to permit unsubsidized 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.

“Unsubsidized student” means a student who is neither categorically eligible nor income-eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student’s meal charge account to fall into arrears. The district shall contact the student’s parent to provide notice of the arrearage and shall 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 designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

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 may 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 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.

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:33-21.a.(2) and this Policy.

# Springfield Public Schools

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Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to require the district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student's school breakfast or school lunch bill is in arrears.

The school or school district shall not:

1. Publicly identify or stigmatize an unsubsidized student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears. (For example, by requiring the student to sit at a separate table or by requiring that the student wear a wristband, hand stamp, or identifying mark, or by serving the student an alternative meal);
2. Require an unsubsidized student, who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears to do chores or other work to pay for the school breakfast or school lunch;
3. Require an unsubsidized student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or school lunch or because money is owed for previously provided meals;
4. Prohibit an unsubsidized student, or sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
5. Require the parent of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

If an unsubsidized student owes money for the equivalent of five or more school meals, the Principal or designee shall:

1. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21.c.(2), to contact the student's parent and have the parent fill out a school meals application; and
2. Contact the parent of the unsubsidized student to offer assistance with respect to the completion of the school meals application; and to determine if there are other issues in the household that have caused the student to have insufficient funds to purchase a school breakfast or school lunch; and to offer any other appropriate assistance.

The school district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent and not to the student. Nothing in N.J.S.A.



# Springfield Public Schools

## Policy

18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, an unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, free or reduced price meals.

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.

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

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.]

### F. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

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

### G. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2

In the event the Board is provided a written directive, by either the New Jersey Department of Health or the health officer of the jurisdiction, to institute a public health-related closure due to the COVID-19 epidemic, the district shall implement a program, during the period of the school closure, to provide school meals, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible for free or reduced price school meals.

In the event of an emergency closure, as described in N.J.S.A. 18A:33-27.2.a., the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate sites. A school meals distribution site may include, but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify a school meal distribution site in that housing area.

# Springfield Public Schools

## Policy

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for free or reduced price meals, and for whom a school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the school meals to the student's residence or to the student's bus stop along an established bus route, provided that the student or the student's parent is present at the bus stop for the distribution. Food distributed pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.

The district may use school buses owned and operated by the district to distribute school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may contract for the distribution of school meals, and these contracts shall not be subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units to implement the emergency meals distribution program, as required by N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.

### H. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

N.J.S.A. 18A:18A-42.1; 18A:33-4; 18A:33-5; 18A:33-10;

18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;

18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;

18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;

18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1;

18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

# **Springfield Public Schools Policy**

7 C.F.R. 210.1 et seq.

Adopted: March 18, 2019  
First Reading: February 26, 2024  
Readopted:

DRAFT

## P8540 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 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).

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

Adopted: 18 March 2019  
Readopted: March 27, 2023  
Abolish: February 26, 2024



## MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

### 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:



## MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

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
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:





## MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

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.

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.

Adopted: 18 March 2019  
Readopted: March 27, 2023  
Abolish: February 26, 2024



# Springfield Public Schools

## Policy

### 9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

Principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered students in the school building. The Principal or designee shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The Principal or designee, on a confidential basis, may request from law enforcement agencies at the time of charge, adjudication, or disposition, information as to the identity of a juvenile student charged, the offense charged, the adjudication, and the disposition. The Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the New Jersey Department of Education (NJDOE).

A law enforcement or prosecuting agency shall, at the time of a charge, adjudication, or disposition, send written notice to the Principal or designee of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication, and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function, or was committed against an employee or official of the school;
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. The offense, if committed by an adult, would constitute a crime, and the offense:
  - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury;
  - b. Involved the unlawful use or possession of a firearm or other weapon;
  - c. Involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog;
  - d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, religion, sexual orientation, or ethnicity; or
  - e. Would be a crime of the first, second, or third degree.

# **Springfield Public Schools**

## **Policy**

Information provided to the Principal or designee pursuant to N.J.S.A. 2A:4A-60.d. shall be treated as confidential but may be made available to such members of the staff and faculty of the school as the Principal or designee deems appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to a juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the NJDOE.

Law enforcement or the prosecuting agency may provide the Principal or designee with information identifying one or more juvenile students who are under investigation or have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal or designee in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with N.J.S.A. 2A:4A-60.e. shall be treated as confidential, but the Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided pursuant to N.J.S.A. 2A:4A-60 shall be maintained.

The Principal or designee who requests and/or receives information as specified in this Policy shall notify the Superintendent or designee within twenty-four hours of the request being made. In accordance with N.J.S.A. 53:1-20.6, the Principal or designee shall notify the Superintendent or designee of any applicable fees associated with the request.

The school district shall comply with the NJDOE rules and regulations concerning the creation, maintenance, and disclosure of student records regarding Principal or designee notification of juvenile offender case disposition and this Policy.

N.J.S.A. 2A:4A-60

N.J.S.A. 53:1-15; 53:1-20.6

N.J.A.C. 6A:7-1.1; 6A:7-1.3

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# Springfield Public Schools

## Policy

### 9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

Principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered students in the school building. The Principal or designee shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The Principal or designee, on a confidential basis, may request from law enforcement agencies at the time of charge, adjudication, or disposition, information as to the identity of a juvenile student charged, the offense charged, the adjudication, and the disposition. The Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the New Jersey Department of Education (NJDOE).

A law enforcement or prosecuting agency shall, at the time of a charge, adjudication, or disposition, send written notice to the Principal or designee of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication, and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function, or was committed against an employee or official of the school;
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. The offense, if committed by an adult, would constitute a crime, and the offense:
  - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury;
  - b. Involved the unlawful use or possession of a firearm or other weapon;
  - c. Involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog;
  - d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, religion, sexual orientation, or ethnicity; or
  - e. Would be a crime of the first, second, or third degree.

# **Springfield Public Schools**

## **Policy**

Information provided to the Principal or designee pursuant to N.J.S.A. 2A:4A-60.d. shall be treated as confidential but may be made available to such members of the staff and faculty of the school as the Principal or designee deems appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to a juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the NJDOE.

Law enforcement or the prosecuting agency may provide the Principal or designee with information identifying one or more juvenile students who are under investigation or have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal or designee in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with N.J.S.A. 2A:4A-60.e. shall be treated as confidential, but the Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided pursuant to N.J.S.A. 2A:4A-60 shall be maintained.

The Principal or designee who requests and/or receives information as specified in this Policy shall notify the Superintendent or designee within twenty-four hours of the request being made. In accordance with N.J.S.A. 53:1-20.6, the Principal or designee shall notify the Superintendent or designee of any applicable fees associated with the request.

The school district shall comply with the NJDOE rules and regulations concerning the creation, maintenance, and disclosure of student records regarding Principal or designee notification of juvenile offender case disposition and this Policy.

N.J.S.A. 2A:4A-60

N.J.S.A. 53:1-15; 53:1-20.6

N.J.A.C. 6A:7-1.1; 6A:7-1.3

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