SPRINGFIELD BOARD OF EDUCATION
REGULAR PUBLIC MEETING AGENDA
July 27, 2026

VISION STATEMENT

Cultivating, compassionate, and extraordinary learner

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: 7:37 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 5, 2026 and revised on January 23, 2026, March 1, 2026, March 12, 2026 and June 26, 2026. 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 Tracey Rinaldi
Mrs. Laura Gamarekian- left at 8:05 PM
Mr. Luis Henriques- *absent*
Mrs. Dana Kelly
Mrs. Kristy Rubin
Mrs. Adriana Silva
Mrs. Hilary Turnbull- *absent*
Mrs. Jennifer Wishna- *absent*
President Meredith Murphy

C. CLOSED SESSION

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

1. Personnel Matters- The Superintendent updated the board on a personnel matter.

It is anticipated that the executive session will take approximately 30 minutes; the Board may take action during public session. The Board shall return to public session, following executive session, at approximately 7:00 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: Vice President Rinaldi
Seconded: Mrs. Rubin
Time: 6:30 PM
Voice Vote: AYE- 6 NAY-0

Motion to return to public session:
Moved: Vice President Rinaldi
Seconded: Mrs. Rubin
Time: 7:38 PM
Voice Vote: AYE- 6 NAY-0

D. PLEDGE OF ALLEGIANCE

E. COMMUNICATIONS

- Mrs. Calas read in articles on the following topics: health care premium increases, tighter school budgets, teens take on AI, school meal legislation, cellphone ban as well as other state and federal acts and decisions affecting NJ schools. NJ school board has new programs and upcoming webinars. Mrs. Calas read in the addenda for the meeting.

F. MINUTES

The Superintendent recommends:

1. To approve the following minutes:

Executive Meeting – June 29, 2026
Regular Meeting – June 29, 2026
Board Retreat Meeting- June 29, 2026

Approval of the Minutes
Motion to Approve: Vice President Rinaldi
Seconded: Mrs. Gamarekian
Voice Vote: AYE- 5 NAY- 0 (1 Abstention- President Murphy)

G. SUPERINTENDENT'S REPORT

1. Staff/ Student Recognitions
2. Community Updates
3. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
4. Building Use
5. Fundraiser Requests
6. Student/ Teacher Internships

- The Superintendent highlighted the success of the summer program.
- Facilities updates were provided.
- Personal device policy overview was provided.
- Strategic planning process was reviewed.
- Calendar updates were provided.

Approval of the Superintendent's Report, as presented
Motion to Approve: Vice President Rinaldi
Seconded: Mrs. Rubin
Voice Vote: AYE- 5 NAY- 0

H. PUBLIC SESSION ON AGENDA ITEMS

None

I. BOARD GOVERNANCE, POLICY, AND COMMUNICATIONS COMMITTEE-

Vice President Rinaldi
Items 1 through 15 and Addenda Item 30 and 33
The Superintendent recommends:

1. Staff Appointments

To approve the following staff appointments:

a. Joshua Volpe*, Physical & Health Education Teacher, JDHS, effective on September 1, 2026

through June 30, 2027 at $63,147, Step 2-BA.
Account Number: 11-140-100-101-00-10

b. Angela Schaefer*, Elementary Leave Replacement Teacher, Itinerant, effective September 1, 2026 through June 30, 2027 at $62,647, Step 1-BA.
Account Number: 11-120-100-101-01-08

c. Caitlin Dasti*, Preschool Teacher, EVW, effective September 1, 2026 through June 30, 2027 at $62,647, Step 1-BA.
Account Number: 20-218-100-101-00-00

d. Matthew Frobosilo*, Physical & Health Leave Replacement Teacher, JDHS, effective September 1, 2026 through November 23, 2026 at $62,647, Step 1-BA.
Account Number: 11-140-100-101-01-10

e. Leslie Reyes, Elementary Leave Replacement Teacher, Itinerant, effective on September 1, 2026 through June 30, 2027 at $62,647 Step 1-BA.
Account Number: 11-120-100-101-01-09

f. Michelle Orlowski*, Special Education Teacher, JDHS, effective on September 1, 2026 through June 30, 2027 at $73,397 Step 8-MA.
Account Number: 11-213-100-101-00-14

g. Karen Riggi*, Preschool Teacher, Itinerant, effective September 1, 2026 through June 30, 2027 at $75,712, Step 3-MA+30.
Account Number: 20-218-100-101-00-00

h. Christina Palermo*, Therapeutic Support Specialist/Social Worker, Itinerant, effective on September 1, 2026 through June 30, 2027 at $71,897, Step 6-MA.
Account Number: 11-000-219-104-00-10 (.25); 20-218-200-176-00-00 (.75)

**Pending Criminal History Background Clearance*

2. District Substitutes

To approve substitutes for the 2026-2027 school year. NJ Certified Teachers- $135/day, Sub Certified- $125/day, Paraprofessionals- $20/hr., Secretary- $20/hr., Custodian- $20/hr., Nurse-$190/day, Bus Driver/CDL Exempt Drivers- $25/hr.

TEACHER

Cara Harms NJ Certified Teacher N-12

AIDE

Irma Rosario Mariano

3. Leave of Absence Request

To approve the following leave of absence and revisions:

Name	Leave Request	Date From	Date To	Rate
#3157	Medical FMLA	6/23/2026 – 7/21/2026	6/23/2026 – 7/24/2026	Full salary; accumulated sick days
Megan Brito	Pre-Disability Leave/ FMLA		12/7/2026 – 12/22/2026	Full salary; accumulated sick days
	Post Disability Leave/ FMLA		12/23/2026 – 1/20/2027	Full salary; accumulated sick days
	FMLA/ NJFLA		1/21/2027 – 4/22/2027	Unpaid
	Maternity Leave		4/23/2027 – 4/28/2027	Unpaid

4. Athletic Coaches

To approve the following athletic coaches for the 2026-2027 school year:

Position	Name	Rate
Assistant Volleyball Coach	Mohamed Zahriah*	$3,674.97
Volunteer Football Coach	Robert Martin	N/A
Volunteer Football Coach	Michael Kanarek	N/A
Head Baseball Coach	Jonathan Gribbin	$ 8,623.38
Head Boys Tennis Coach	Samantha Ally	$ 6,503.08
Assistant Boys Tennis Coach	Michael O'Brien	$3,674.97
Middle School Track Coach	Catriona Corbett	$ 4,806.21
Assistant Boys Lacrosse Coach	Daniel Munoz	$5,378.20
Assistant Winter Cheerleading Coach	Kate Iglesias	$3,949.36
Assistant Football Coach	Daniel Munoz	$8,314.88
Volunteer Football Coach	Brian Martin*	N/A

Account Number: 11-402-100-100-46-14
**Pending Criminal History Background Clearance*

5. Degree Change

To approve the following staff members degree change effective September 1, 2026 to June 30, 2027.

Name	From	To
Brianne Triano	BA-9 $69,397	MA-9 $74,897

6. Summer Program

To approve the following staff for Summer programs at their contractual rate:

Name	Program	Hours	Dates	Rate	Account
Viviana Araugo	ESY – Bus Driver	Per ESY Route	6/23/2026 – 6/30/2026	$31.50/hr.	11-000-270-107-96-10
			7/1/2026 – 8/28/2026	$32.40/hr.	

7. Before/ After School

To approve the following Before/ After School Appointment

Name	Position	Rate
Marie Cinevert	Site Director	$31.82/hr.

8. Home Instructors

To approve the following home instructor for the 2026-2027 school year as needed, rate of $45.43:

a. Samantha Ally
b. Adelina Lico
c. Melissa Lagemann
d. Erica Moore
e. Nathaniel Lazar
f. Matthew Van Deursen
g. Aleix Mojka
h. Christopher White
i. Christine Lynskey
j. Gina Gaughan

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

9. Change of Assignment/ Transfer

To approve the following change of assignment/transfer:

Name	From Position	To Position
Regine Jules	Register Nurse Walton $83,397	School Nurse Walton $83,397 – Step 15-BA Effective: 9/1/2026

10. Staff Training

To approve the following staff to participate in Safety Care Training for up to 12 hours at the

following rate**:**

Name	Rate
Andrew Martin	$24.62/hr.

Account Number: 11-000-217-100-00-11

11. ESY Summer Program

To approve the following revisions for ESY summer program at their contractual rate:

Name	Program	Hours	Dates	Rate	Account
Tiffany Rodriguez	ESY Instructional Aide	Up to 80 hours	6/23/2026 – 6/30/2026	$24.02/hr.	11-204-100-106-40-11
			7/1/2026 – 7/23/2026	$25.42/hr.	

**Original Agenda resolution appeared on the June 29, 2026, Regular Public Meeting, resolution no.49*

12. Harassment/Intimidating/Bullying Incidents

To affirm the following harassment/intimidation/bullying incidents:

- 060-2526-14
- 060-2526-15

13. Professional Development

To approve the following personnel to participate in professional development:

Attendee	Training Course	Location	Dates	Cost	Account
Carla Kelly	AP Environmental Science	Manhattan University - Online Course	August 3-7-2026	$940.00	20-270-200-300-41-12

14. Conference Attendance

To approve the following conference attendance request and travel related reimbursement:

Attendee	Conference	Dates
a. Rachel Goldberg	New Jersey School Board's Association (NJSBA)Workshop 2026 Atlantic City, NJ	October 19 – 22, 2026
b. Michelle Calas		
c. Erica Scudero		
d. Meredith Murphy		
e. Tracey Rinaldi		
f. Laura Gamarekian		
g. Luis Henriques		
h. Dana Kelly		
i. Kristy Rubin		
j. Adriana Silva		
k. Hilary Turnbull		
l. Jennifer Wishna		
m. Julie Spoerl		

Account Number: 11-000-230-580-XX-XX, cost not to exceed $5,000.00

15. District Policies

1. To approve the following district policies and regulations for First Reading:
   a. P 8500 – Food Services (M)
   b. P 1643 - Family Leave (M)
   c. P 8660 - Transportation by Private Vehicles-To and From School Related Activities(M)
   d. P 8662 - Transportation by Private or District-Owned Vehicles-To and From School (M) (New)
   e. P 2535 - Library Materials (M) (New)
   f. Reg. 2535 - Library Materials (M) (New)
   g. P 2530 - Resource Materials (M)
   h. Reg. 2530 – Resource Materials (New)
   i. P 9130 Public Complaints
   j. Reg. 9130 Public Complaints
   k. P 5516 – Student Use of Internet-Enabled Devices
   l. Reg. 5516 – Student Use of Internet-Enabled Devices

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

a. Reg. 1552 – Sexual Harassment – Staff (M) (New)
b. P 1552 - Sexual Harassment – Staff (M) (New)
c. By Law 0142.1 – Nepotism (M)
d. P 1220 – Employment of Chief School Administrator (M)
e. P 3362 - Sexual Harassment (M) (Abolished)
f. Reg. 3362 – Sexual Harassment of Teaching Staff Members Complaint Procedure (Abolished)
g. P 4352 – Sexual Harassment (M) (Abolished)
h. Reg. 4352 – Sexual Harassment of Support Staff Members Complaint Procedure (Abolish)

ADDENDA

H. BOARD GOVERNANCE, POLICY, AND COMMUNICATIONS COMMITTEE

30. Staff Resignation

To accept the following resignation:

a. Danielle Elia, Elementary Teacher, FMG, effective September 25, 2026.
b. Danielle Elia, Fall Assistant Cheerleading Coach, District, effective July 27, 2026.

33. Increment Withholding

To withhold the employment increment, adjustment increment, column increment and any other salary adjustment of employee # 1889, in accordance with N.J.S.A 18A:29-14 for the 2026-2027 contract year. The salary for employee# 1889 for the 2026-2027 contract year shall be the same salary that the employee received for the 2025-2026 contract year.

Approval of Board Governance, Policy, and Communications Items 1-15 and Addenda Item 30 and 33

Motion to Approve: Vice President Rinaldi

Seconded: Mrs. Gamarekian

Roll Call

Vice President Tracey Rinaldi	Yes	Adriana Silva	Yes
Laura Gamarekian	Yes	Hilary Turnbull	Absent
Luis Henriques	Absent	Jennifer Wishna	Absent
Dana Kelly	Yes	President Meredith Murphy	Yes
Kristy Rubin	Yes		

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

Mrs. Gamarekian

Items 16 through 22

The Superintendent recommends:

16. Special Education Related Services/Placements

To approve the following tuition contracts for educational and related service(s) for the 2026-2027 school year.

School	Student/s	ESY/Tuition Services	ESY Aide	SY Tuition	SY Aide	Total
Cranford Public Schools	0101			$78,100.00	$83,930.00	$162,030.00

Account Number: 11-000-100-562-98-11

17. Professional Services

To approve the following professional services contract for the 2026-2027 school year:

Vendor	Services	Original	Cost Not to Exceed
FT Partners LLC dba: Interim Healthcare of South Plainfield; Interim Healthcare of Union #	Nursing Services	$2,500.00	$2,500.00

JAG-ATC, LLC.	Athletic Training Services	$5,000.00	$5,000.00

Account Number: #11-000-213-300-00-11

18. Professional Services

To approve the following professional services contract for the 2025-2026 school year:

Vendor	Services	Original	Change	**Cost Not to Exceed**
Center for Children's Behavioral Health*	Home Instruction	$12,000.00	$6,000.00	$18,000.00
First Children Learning Services LLC. ^	BT/RBT/ABA Services	$119,000.00	$6,448.96	$125,448.96

Account Number:*11-150-100-320-63-11, ^11-000-216-320-55-11

19. Grant

To authorize the Springfield board of Education to submit its application for the Individuals with Disabilities Education Act, Part B (IDEA-B) for both basic ($499,850) and preschool ($18,850) FY2027 and accept the grant awards of these funds upon the subsequent approval of the FY 2027 application.

20. Nursing Plan

To approve the Nursing Plan for the 2026-2027 school year:

21. Curriculum Adoption

To approve the following new and revised curriculum and courses for the 2026-2027 school year:

1. High School Courses

a. AP Cybersecurity (new course)
b. AP Business with Personal Finance (new course)
c. AP Biology
d. AP Chemistry
e. AP Physics 1
f. PLTW Robotics and Automation
g. PLTW Introduction to Engineering Design
h. PLTW Principles of Engineering
i. Biology
j. Biology Honors
k. Chemistry
l. Chemistry Honors
m. Conceptual Physics
n. Physics
o. Environmental Science
p. Forensics
q. Human Anatomy and Physiology
r. Oceanography
s. Science 8
t. Molecular Biology Research Lab (new course)

2. Middle School Courses

a. Science 6
b. Science 7

3. Elementary School Courses

a. Kindergarten Science
b. Grade 1 Science
c. Grade 2 Science

22. Curricula & MAPS SY 2026-2027

To approve the Curriculum/Map List for the 2026-2027 school year.

Approval of the School Administration, Academic Programs, and Athletics Items 16 through 22

Motion to Approve: Mrs. Gamarekian

Seconded: Vice President Rinaldi

Roll Call

Vice President Tracey Rinaldi	Yes	Adriana Silva	Yes
Laura Gamarekian	Yes	Hilary Turnbull	Absent
Luis Henriques	Absent	Jennifer Wishna	Absent
Dana Kelly	Yes	President Meredith Murphy	Yes
Kristy Rubin	Yes		

K. <u>FINANCE, FACILITIES, AND SECURITY COMMITTEE</u>- *Mrs. Turnbull*

Items 23 through 27

The Superintendent recommends:

23. Bills List

To approve the check numbers 059965 through 060275 and wire transfer 900001, A63392, 63556, A63557, A63558, G63196, G63197, G63198, G63199, G63202, G63203, G63368, G63370, G63386, G63387, G63389, G63393, P63201, P63374, P63375, P63555 for the grand total of $4,634,122.23.

24. Budget Transfers

To approve budget transfers for the 2025-2026 school year. (Attachment A & A-1)

25. Cooperative Pricing Systems

To authorize purchases, in accordance with N.J.A.C. 5:34-7.11(c), with vendors that have been awarded contracts through the following cooperative pricing systems. The following vendors agree to sell goods and services to the Board of Education in accordance with all conditions of the individual contract that has exceeded the bid threshold in the aggregate. The duration of the contracts between the Springfield Board of Education and the referenced vendor listing in the cooperative pricing system shall be for the 2026-2027 school year as amended from time-to-time by the cooperative pricing system. Listing of vendors shall be on file in the business office.

a. Morris Union Jointure Commission (MUJC) (Attachment B)

26. Transfer of Capital Project Funds

To approve the transfer of funds within Capital Projects. It has been determined that the funds from the capital projects listed are no longer needed.

Capital Project	From	To
ROD Grant- Roof Replacement JDHS		$30,719.56
District Phone System Upgrade	$30,719.56	

27. District Contracts

To approve the following district contracts:

a. To enter into a contract with Wenger Corporation for the additional band room storage and instrument storage for the Various Interior Renovations at Jonathan Dayton High School Project at a cost not to exceed $19,930.16. This project is part of the approved referendum project list and shall be bond-funded.

b. To enter into a contract with Output Management Group Inc., for print managed services for our district printers at a cost not to exceed $22,219.42. NJSTART contract#26-COMG-118231.

ADDENDA

K. <u>FINANCE, FACILITIES, AND SECURITY COMMITTEE</u>

Item 31 – 32

31. Monthly Certification

a. Board Secretary's Monthly Certification, Budgetary Line Item Status
Pursuant to N.J.A.C. 6:20-2.l3 (d), I certify that as of June 30, 2026 no budgetary line item account has obligations and payments (contractual orders) which line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18:22-8.1

_____ _____

Board Secretary Date

b. Board of Education's Monthly Certification, Budgetary Major Account/Fund Status Pursuant to N.J.A.C. 6:20-2.l3 ©, we certify that as of June 30, 2026 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20- 2.l3(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. This certification is solely based on the information provided by the School Business Administrator/Board Secretary and is assumed by the board to be correct.

32. Board Secretary/ Treasurer Report

To approve the board secretary/ treasurer reports for the period ending June 30, 2026.

Approval of Finance, Facilities, and Security Items 23 through 27 and Addenda Items 31-32

Motion to Approve: Mrs. Gamarekian
Seconded: Vice President Rinaldi

Roll Call

Vice President Tracey Rinaldi	Yes	Adriana Silva	Yes
Laura Gamarekian	Yes	Hilary Turnbull	Absent
Luis Henriques	Absent	Jennifer Wishna	Absent
Dana Kelly	Yes	President Meredith Murphy	Yes
Kristy Rubin	Yes		

L. OPEN PUBLIC SESSION

- Anthony Ibbotson, JDHS student, asked about the field turf progress of JDHS.
- Dr. Goldberg responded.

M. ADJOURNMENT

Moved: Vice President Rinaldi
Seconded: Mrs. Kelly
Time: 8:36 PM
Voice Vote: AYE- 5 NAY-0

Upcoming Meeting

a. Regular Meeting– August 24, 2026 at 7:00 PM in the JDHS IMC

Springfield 2026-2027

Superintendent's Report

July 27, 2026

#SPSCompassionate&Extraordinary

Springfield Public Schools Vision & Mission

Vision:

Cultivating compassionate and extraordinary learners!

Mission:

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

#SPSCompassionate&Extraordinary

Report Overview

- Summer Programs
- Facilities Updates
- Cell Phone Free Schools Policy
- Strategic Plan Framework
- Calendar Reminders

Summer Program Success!













Facilities Updates

JDHS Classroom Floors





FMG Field



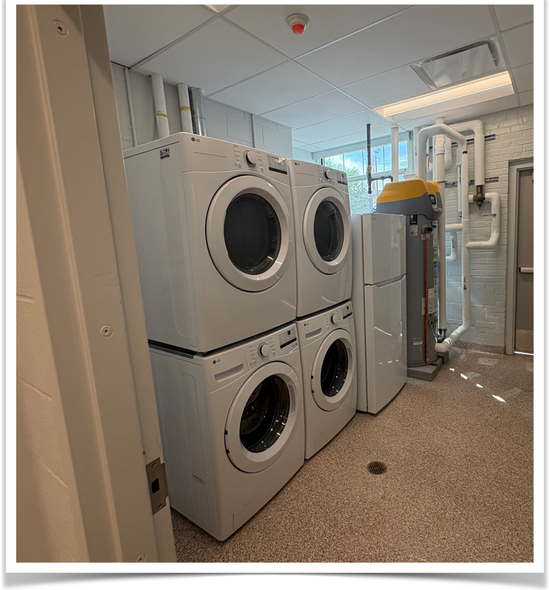
JDHS East Gym Windows



#SPSCompassionate&Extraordinary

Facilities Updates





JDHS Field House Progress



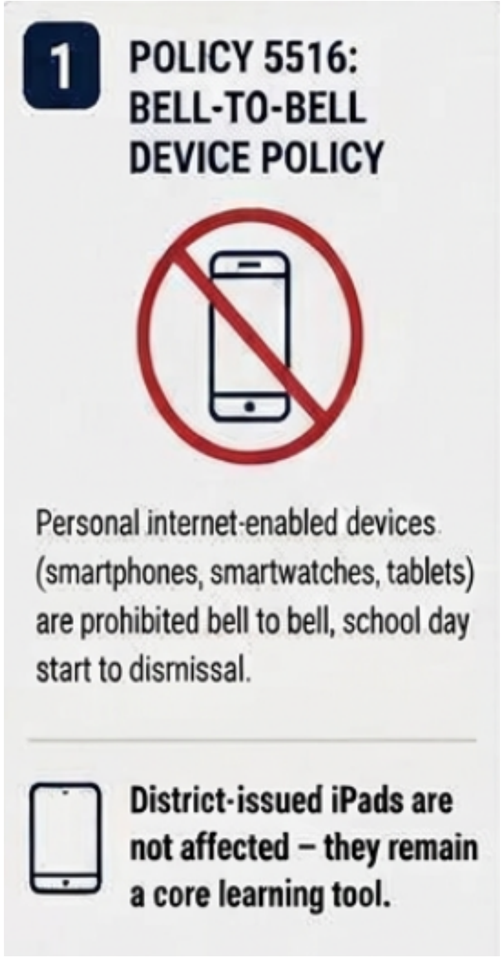




#SPSCompassionate&Extraordinary

Personal Device Policy

- Policy & Regulation 5516: Student Use of Internet-Enabled Devices
- Devices include: Personal phones, earphones, ear buds, watches, iPads, meta-glasses– any device connected to the internet in anyway
- “Bell to Bell”: Grades K-12, no device use on school site during the school day.
  - Grades K-4: No device/use on board property at any time
  - Grades 5-12: No device/use from first bell to last
- Discipline
  - 1st Offense: Device taken from student, returned end of day
  - 2nd Offense: Device taken, parent pick up required
  - 3rd Offense +: Device taken, parent pick up, disciplinary action (detention, in-school suspension, etc)



SPRINGFIELD PUBLIC SCHOOLS

Strategic Plan Framework

Priority Areas and Goals for Board Consideration

Monday, July 26, 2026

#SPSCompassionate&Extraordinary

PORTRAIT OF A

JONATHAN DAYTON

HIGH SCHOOL GRADUATE

CRITICAL THINKING

- Analyzes information and evidence
- Solves problems with creativity and logic
- Evaluates options and considers perspectives
- Makes informed, ethical decisions



COMMUNICATION

- Expresses ideas clearly and confidently
- Actively listens and shows empathy
- Collaborates respectfully and effectively
- Adapts communication for diverse audiences

SELF-DIRECTED LEARNING

- Sets goals and pursues growth
- Manages time and takes initiative
- Seeks feedback and reflects
- Embraces challenges and persists through setbacks

THINK CRITICALLY . COMMUNICATE EFFECTIVELY. LEARN CONTINUOUSLY.

Five Priority Areas

A shared framework guiding district goals through June 2029

1. Instructional Excellence
2. Culture, Climate & Wellbeing
3. Professional Learning & Practice
4. Family & Community Engagement
5. Operations, Facilities & Finance

#SPSCompassionate&Extraordinary

1 Instructional Excellence

Springfield Public Schools is committed to delivering meaningful, engaging, and challenging learning experiences that empower students to apply, transfer, and extend knowledge across real-world contexts.

a Adopting Universal Design for Learning Framework

By June 2029, teachers will implement UDL strategies into instructional practice through professional development, documented in lesson plans, classroom observations, and instructional materials.

b Preparing for Post-Secondary Success

By June 2029, secondary students will engage in personalized learning experiences, experiential learning opportunities, and course pathways aligned to their academic and career goals.

c Advancing Thoughtful Technology Integration

By June 2029, expand systems and protocols for a safe, secure, and transformative digital environment, measured through content filtering reports, device management metrics, and instructional walkthroughs.

1 Instructional Excellence (continued)

d Strengthening Inclusive Environments

By June 2029, increase the percentage of students with disabilities receiving instruction in the least restrictive environment (LRE), improving achievement, engagement, and access through evidence-based instruction, staff professional learning, and collaborative support systems. Progress monitored annually via LRE data, achievement outcomes, and stakeholder feedback.

e Achieving Academic Success

By June 2029, students will demonstrate measurable learning growth as evidenced by performance on a variety of academic assessments.

2 Culture, Climate & Wellbeing

Springfield Public Schools is committed to fostering a positive, inclusive, and supportive learning environment through a strong network of social-emotional, mental health, and academic supports connected to student achievement and personal development.

a Enhancing Social Emotional Learning Supports

By June 2029, strengthen district-wide student support and school safety by implementing consistent bullying prevention programming, expanding SEL initiatives, and refining crisis response protocols — resulting in improved school climate, reduced HIB incidents, and increased access to preventative supports.

b Building a Culture of School Belonging

By June 2029, strengthen school belonging by implementing a comprehensive, data-driven attendance framework emphasizing prevention, early identification, family engagement, and targeted interventions — improving interventions, attendance, and school connectedness.

3 Professional Learning & Practice

Springfield Public Schools is committed to empowering all staff members, aligned to their unique roles, through high-quality, differentiated learning experiences including embedded coaching, peer collaboration, and ownership for professional growth.

a Building a Common Language

By June 2029, build a shared understanding of instructional leadership and practice as evidenced by clear evaluation protocols and feedback, a walkthrough feedback system, and participation in Instructional Rounds.

b Supporting Professional Practice & Growth

By June 2029, design, implement, and sustain a differentiated professional learning framework aligned to staff roles and the district's strategic plan, including mentoring, coaching, modeling, peer-to-peer experiences, and collaborative inquiry.

4 Family & Community Engagement

Springfield Public Schools is committed to connecting our community through clear communication and collaborative partnerships to enhance student learning in an environment where every student, staff member, and family belongs, thrives, and feels supported.

a Collaborating as a Community

By June 2029, strengthen family and community stakeholder engagement through intentional communication, meaningful participation, and collaborative opportunities for input and feedback, fostering a learning environment that supports every student's success.

5 Operations, Facilities & Finance

Springfield Public Schools is committed to maintaining a strong organization through fiscal responsibility, policy review, high standards for operational efficiency, and responsible stewardship of taxpayer funds in support of student success.

a Maintaining Fiscal Responsibility

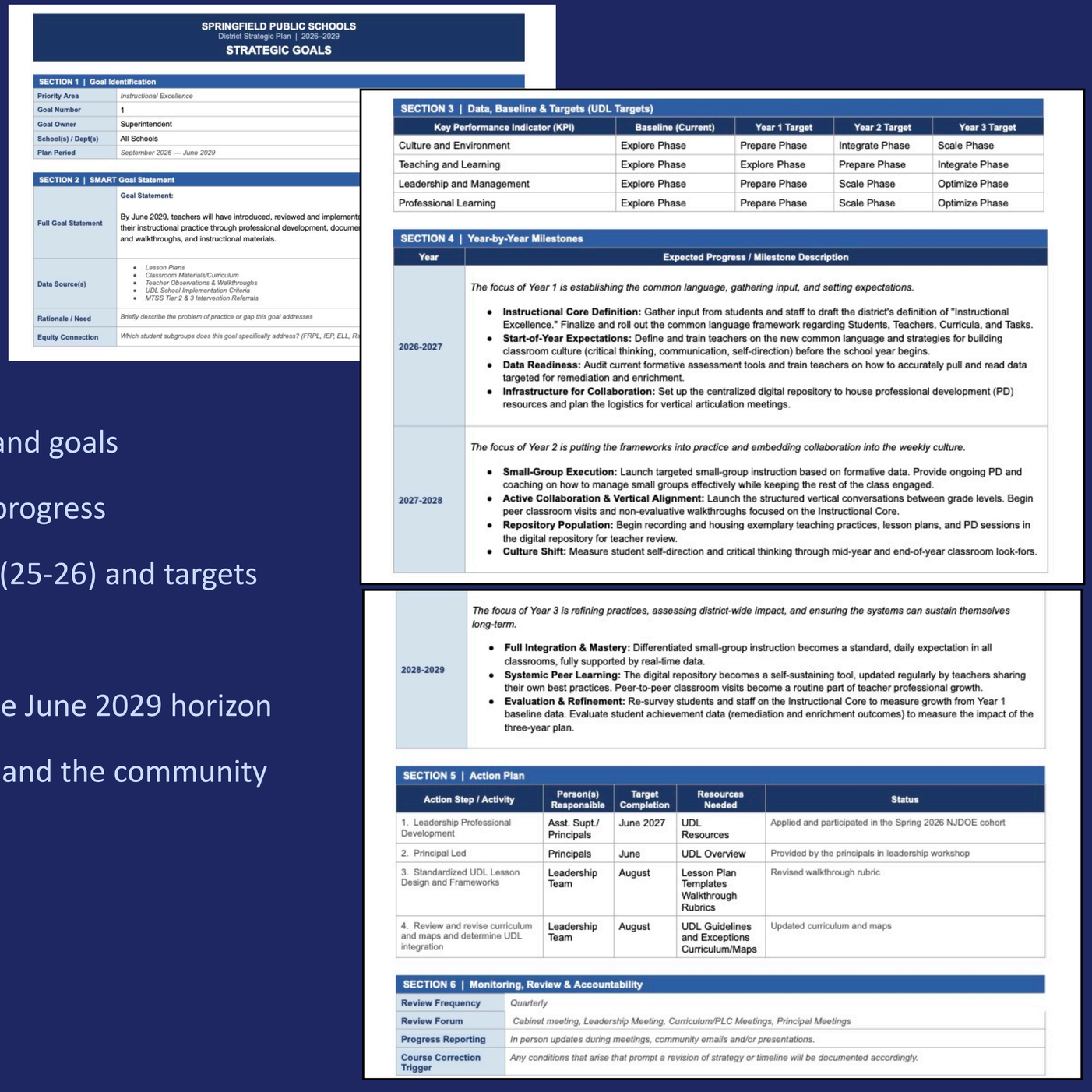
Through June of 2029, the district will present fiscally responsible budgets aligned to the priorities and goals.

b Valuing Spaces that Support Student Success

Through June of 2029, the district will annually review the facility plans and plan infrastructure projects (HVAC, heating, plumbing, roofing, etc) and building enhancements (furniture, equipment, classroom needs) aligned to creating environments aligned to student success.

Next Steps

- Board discussion and feedback on priority areas and goals
- Finalize measurable targets for goal areas still in progress
  - Key Performance Indicators, with baselines (25-26) and targets
- Identify actions necessary for work
- Assign named owners and timelines aligned to the June 2029 horizon
- Communicate the finalized plan to staff, families, and the community



SPRINGFIELD PUBLIC SCHOOLS
District Strategic Plan | 2026–2029
STRATEGIC GOALS

SECTION 1 | Goal Identification

Priority Area	*Instructional Excellence*
Goal Number	1
Goal Owner	Superintendent
School(s) / Dept(s)	All Schools
Plan Period	*September 2026 — June 2029*

SECTION 2 | SMART Goal Statement

Full Goal Statement	**Goal Statement:** By June 2029, teachers will have introduced, reviewed and implemente their instructional practice through professional development, docume and walkthroughs, and instructional materials.
Data Source(s)	• *Lesson Plans* • *Classroom Materials/Curriculum* • *Teacher Observations & Walkthroughs* • *UDL School Implementation Criteria* • *MTSS Tier 2 & 3 Intervention Referrals*
Rationale / Need	*Briefly describe the problem of practice or gap this goal addresses*
Equity Connection	*Which student subgroups does this goal specifically address? (FRPL, IEP, ELL, Ra*

SECTION 3 | Data, Baseline & Targets (UDL Targets)

Key Performance Indicator (KPI)	Baseline (Current)	Year 1 Target	Year 2 Target	Year 3 Target
Culture and Environment	Explore Phase	Prepare Phase	Integrate Phase	Scale Phase
Teaching and Learning	Explore Phase	Explore Phase	Prepare Phase	Integrate Phase
Leadership and Management	Explore Phase	Prepare Phase	Scale Phase	Optimize Phase
Professional Learning	Explore Phase	Prepare Phase	Scale Phase	Optimize Phase

SECTION 4 | Year-by-Year Milestones

Year	Expected Progress / Milestone Description
2026-2027	*The focus of Year 1 is establishing the common language, gathering input, and setting expectations.* • **Instructional Core Definition:** Gather input from students and staff to draft the district's definition of "Instructional Excellence." Finalize and roll out the common language framework regarding Students, Teachers, Curricula, and Tasks. • **Start-of-Year Expectations:** Define and train teachers on the new common language and strategies for building classroom culture (critical thinking, communication, self-direction) before the school year begins. • **Data Readiness:** Audit current formative assessment tools and train teachers on how to accurately pull and read data targeted for remediation and enrichment. • **Infrastructure for Collaboration:** Set up the centralized digital repository to house professional development (PD) resources and plan the logistics for vertical articulation meetings.
2027-2028	*The focus of Year 2 is putting the frameworks into practice and embedding collaboration into the weekly culture.* • **Small-Group Execution:** Launch targeted small-group instruction based on formative data. Provide ongoing PD and coaching on how to manage small groups effectively while keeping the rest of the class engaged. • **Active Collaboration & Vertical Alignment:** Launch the structured vertical conversations between grade levels. Begin peer classroom visits and non-evaluative walkthroughs focused on the Instructional Core. • **Repository Population:** Begin recording and housing exemplary teaching practices, lesson plans, and PD sessions in the digital repository for teacher review. • **Culture Shift:** Measure student self-direction and critical thinking through mid-year and end-of-year classroom look-fors.
2028-2029	*The focus of Year 3 is refining practices, assessing district-wide impact, and ensuring the systems can sustain themselves long-term.* • **Full Integration & Mastery:** Differentiated small-group instruction becomes a standard, daily expectation in all classrooms, fully supported by real-time data. • **Systemic Peer Learning:** The digital repository becomes a self-sustaining tool, updated regularly by teachers sharing their own best practices. Peer-to-peer classroom visits become a routine part of teacher professional growth. • **Evaluation & Refinement:** Re-survey students and staff on the Instructional Core to measure growth from Year 1 baseline data. Evaluate student achievement data (remediation and enrichment outcomes) to measure the impact of the three-year plan.

SECTION 5 | Action Plan

Action Step / Activity	Person(s) Responsible	Target Completion	Resources Needed	Status
1. Leadership Professional Development	Asst. Supt./ Principals	June 2027	UDL Resources	Applied and participated in the Spring 2026 NJDOE cohort
2. Principal Led	Principals	June	UDL Overview	Provided by the principals in leadership workshop
3. Standardized UDL Lesson Design and Frameworks	Leadership Team	August	Lesson Plan Templates Walkthrough Rubrics	Revised walkthrough rubric
4. Review and revise curriculum and maps and determine UDL integration	Leadership Team	August	UDL Guidelines and Exceptions Curriculum/Maps	Updated curriculum and maps

SECTION 6 | Monitoring, Review & Accountability

Review Frequency	*Quarterly*
Review Forum	*Cabinet meeting, Leadership Meeting, Curriculum/PLC Meetings, Principal Meetings*
Progress Reporting	*In person updates during meetings, community emails and/or presentations.*
Course Correction Trigger	*Any conditions that arise that prompt a revision of strategy or timeline will be documented accordingly.*

Mark Your Calendars!



Tuesday, August 4th:
National Night Out

Tuesday, September 1st:
Elementary Meet & Greets

Wednesday, September 2nd:
Back to School!

Friday, September 4th &
Monday, September 7th:
Schools Closed

#SPSCompassionate&Extraordinary



Have a Fun & Safe Summer Springfield!

BUILDING USAGE - August 2026

FMG

BU #	Rental	Organization/Event	Person Responsible	Dates/Location
189110		Strength and Conditioning	M. Cugliari	8/3, 8/5. Boy's gym.
189312		Recreation Men's Basketball	A. Lieb	Monday/Wednesday. Gym.
189133		Summer Work Location	M. Gerckens	Monday to Friday. IMC.
189136		Volleyball Practice	M. O'Brien	8/17 to 8/28. Girl's Gym.
		Civics Bee Prep	**S. David**	**7/7. Room 34.**

TLS

BU #	Rental	Organization/Event	Person Responsible	Dates/Location
188974	Yes	Willow Lake Day Camp	K. Crump	8/1 to 8/14. Monday to Friday.
188975		($250 June to August)		Parking lot.
189080	Yes	New Horizons Day Camp	S. Blender	8/1 to 8/14. Monday to Friday.
189081		($250 June to August)		Parking lot.
189134	Yes	JCC Day Camp	S. Gladstone	8/1 to 8/21. Monday to Friday.
189135		($250 June to August)		Parking lot.
189149		Renaissance Softball Team	M. Eppedio	**June, July,** August. Saturdays**.**
				Fields.

Walton

BU #	Rental	Organization/Event	Person Responsible	Dates/Location
		Car Wash - Dayton Cheerleaders	C. Scaturo	8/27. Outside door 3.

Bolded items are additions to last months schedule.

2026-2027 FUNDRAISERS
July 27, 2026 Brd. Mtg.

SCHOOL	EVENT	DATE OF EVENT	PRIN. SENT to Central office	SUPT./APPD	PRESENTED TO BOE
EVW	School Gear	August 2026	7/1/26	7/16/26	7/27/26
JDHS	Cheer Car Wash	August 27, 2026	Out for summer	7/21/26	7/27/26

Student Teacher/Internships
Clinical Practice I and Clinical Practice II
(Junior Practicum and Student Teaching)

2026-2027 School Year

Board of Education Meeting: 7/27/2026

Student Teacher/Intern	**Christoper Garry**
College / University	**Kean University**
Assignment Date	**Fall 2026 & Spring 2027**
Field of Study	**Secondary Education - History**
School	**FMG**
Cooperating Teacher/Counselor/CST (s)	**Sarah David**

Student Teacher/Internships
Clinical Practice I and Clinical Practice II
(Junior Practicum and Student Teaching)

2026-2027 School Year

Board of Education Meeting: 7/27/2026

Student Teacher/Intern	**Paige Spoerl**
College / University	**Caldwell University**
Assignment Date	**Fall 2026**
Field of Study	**School Counseling**
School	**FMG**
Cooperating Teacher/Counselor/CST (s)	**Maria Sista**

Springfield Public Schools
Policy

1643 FAMILY LEAVE (M)

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period.

A. New Jersey Family Leave Act

1. Definitions Relative to New Jersey Family Leave Act

"Base Hours" means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers' compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

"Child" means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

"Eligible employee" means any individual employed by the same employer for three months or more, who has worked 250 or more base hours during the preceding twelve month period.

"Employer" includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

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"Health care provider" means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

"Parent" means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a "parent-child relationship" with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition which requires:

a. Inpatient care in a hospital, hospice, or residential medical care facility; or

b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, "continuing medical treatment or continuing supervision by a health care provider" means:

a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

   (1) Treatment two or more times by a health care provider; or

   (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

b. Any period of incapacity due to pregnancy, or for prenatal care;

c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;

d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or

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e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

"Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.

"State of emergency" means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

2. Reasons for NJFLA Leave

a. A staff member may take NJFLA leave to provide care made necessary by reason of:

(1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;

(2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;

(3) The serious health condition of a family member of the staff member; or

(4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:

(a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;

(b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring

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or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or

(c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility

A month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.

b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for three months or more, and has worked 250 or more base hours during the preceding twelve month period.

c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be

(1) a "rolling" twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.

d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.

(1) If the Board transitions to another method, the Board is required to give at least sixty days' notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.

e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.

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f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.

(1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.

4. Types of NJFLA Leave

a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.

(1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.

b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.

(1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.

(2) A staff member shall provide the Board with certification pursuant to A.5. below.

c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.

(1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.

(a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA

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leave, unless an emergency or other unforeseen circumstance precludes prior notice.

(b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.

(c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.

(2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:

(a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;

(b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.

(i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;

(c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and

(d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.

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(3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:

(a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;

(b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and

(c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.

(4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:

(a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;

(b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;

(c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and

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(d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.

d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.

e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.

(1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.

(2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.

(3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

5. Certification

a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.

(1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.

(2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.

(3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who

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refuses to sign the certification established by the Board may be denied the requested NJFLA leave.

(4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.

b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.

c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:

(1) The date, if known, on which the serious health condition commenced;

(2) The probable duration of the condition;

(3) The medical facts within the knowledge of the provider of the certification regarding the condition;

(4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;

(5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;

(6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and

(7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.

d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board

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may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.

e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:

(1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;

(2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or

(3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.

6. Denial or Exemption of NJFLA Leave

a. Denial of NJFLA Leave

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(1) The Board may deny NJFLA leave to a staff member if:

(a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;

(b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and

(c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.

(2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.

(3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.

7. Reinstatement from NJFLA Leave

a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

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8. Notice to Staff Members

   a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.

   b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.

9. Local Board of Education Practices

   a. Accrued Paid NJFLA Leave

      (1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.

         (a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.

   b. Multiple Leaves of Absence

      (1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.

10. New Jersey Family Leave Insurance Program (NJFLI)

   a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.

   b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and

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Workforce Development if an employee or the Board disagrees with a determination on a claim.

c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.

e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.

(1) The written notification may be transmitted to the staff member in electronic form.

(2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Hours of Service" means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

"Parent" means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents "in law."

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"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

2. Qualifying Reasons for FMLA Leave

   a. A staff member may take FMLA leave to provide care made necessary:

      (1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;

      (2) For the placement of a son or daughter with a staff member for adoption or foster care;

      (3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;

      (4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.

   b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.

   c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.

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3. Staff Member Eligibility

   a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.

   b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.

      (1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).

      (2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.

      (3) The Board shall not provide pay for FMLA leave.

   c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be

      (1) a "rolling" twelve month period measured backward from the date a staff member uses any FMLA leave.

   d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member's parent with a serious health condition.

4. Types of FMLA leave

   a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.

   b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member's usual number of

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working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member's schedule for a period of time, normally from full-time to part-time.

(1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:

(a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.

(i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.

(ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.

(iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.

(b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.

(c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.

(d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.

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(e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.

(i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

(2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.

(3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.

(a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.

(b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

5. Staff Member Notice Requirements

a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.

(1) If thirty days is not practical, a staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.

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(2) Where it is not possible to give as much as thirty days' notice, "as soon as practical" ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.

(3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.

(4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.

(a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.

(5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.

(a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.

(6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.

(1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of

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learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.

(2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

6. Outside Employment During FMLA Leave

a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.

(1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.

(2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. "Instructional Employees" Exceptions for FMLA Leave

a. "Instructional Employees" are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.

(1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.

(2) For purposes of this Policy "Instructional Employees" shall be referred to as "Instructional Staff Members".

b. "Semester" means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.

c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.

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d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member's own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:

(1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member's regular position.

e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.

f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last three weeks; and

(2) A staff member would return to work during the three-week period before the end of the semester.

g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last more than two weeks; and

(2) The staff member would return to work during the two week period before the end of the semester.

h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week

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period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.

i. An example of FMLA leave falling within the situations outlined in B.7.f., B.7.g., and B.7.h. above:

(1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.

j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.

k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:

(1) The Board shall be required to maintain a staff member's group health insurance; and

(2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

8. FMLA Leave Related to Military Service

a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.

b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:

(1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:

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(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.

9. Verification

a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.

(1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.

b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.

(1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.

(2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.

c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:

(1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;

(2) The approximate date on which the serious health condition commenced, and its probable duration;

(3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested.

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The medical facts must be sufficient to support the need for FMLA leave.

(a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;

(4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;

(5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;

(6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;

(7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and

(8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.

d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.

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(1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.

e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.

(1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.

f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

10. Reinstatement Following FMLA Leave

a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

(1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.

(2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.

b. Denial of Reinstatement

(1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.

(a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.

(2) The Board may deny job restoration to "key employees", if such denial is necessary to prevent substantial and grievous economic

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injury to the operations of the Board.

(a) A "key employee" is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member's worksite.

(3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, a staff member has no right to restoration to another position under the FMLA.

(a) The Board's obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers' compensation laws.

(4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA's job restoration or maintenance of health benefits provisions.

c. Intent to Return to Work

(1) The Board may require a staff member on FMLA leave to report periodically on a staff member's status and intent to return to work.

d. Fitness for Duty Certification

(1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member's own serious health condition that made a staff member unable to perform a staff member's job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member's health care provider that a staff member is able to resume work.

(2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

(1) The Board shall post and keep posted on its premises, in

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conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.

(a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.

(b) The poster and the text will be large enough to be easily read and contain fully legible text.

(c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.

(2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.

(3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice

(1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

(1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.

(2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of

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this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

(1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

(1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

(1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A.

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10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

(1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.

(2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

(3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1;
N.J.S.A. 34:11B et seq.
N.J.A.C. 13:14-1 et seq.

Adopted: 24 January 2022
First Reading : 27 July 2026

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Springfield Public Schools
Policy

P 8500 - FOOD SERVICES (M)

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 United States Department of Agriculture (USDOA).

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 and ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

A. Definitions – N.J.S.A. 18A:33-3.2

"Categorically eligible" means that a student is homeless, is a migrant child, is a runaway child, is a foster child, or is a Head Start child, as defined in 7 CFR Part 245, or is receiving assistance under the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families Program (TANF), the Food Distribution Program on Indian Reservations (FDPIR), or, to the extent that the USDOA authorizes the matching of Medicaid data to identify children who are eligible for free school meals, is a participant in the Medicaid program, and which student, by virtue of such status, is automatically eligible to be certified to receive free school meals under the National School Lunch Program or the Federal School Breakfast Program, without first submitting an application or being subject to the Federal income verification requirements established by 7 CFR Part 245.

"Eligible student" means a student who is categorically eligible or income-eligible for one or more subsidized school meals.

"Emergency meals distribution program" means a program, established under N.J.S.A. 18A:33-27.2, pursuant to which a school district is required to provide subsidized school meals to eligible students, through designated distribution sites, during any period in which a school in the district is subject to a public health-related closure due to the COVID-19 pandemic.

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"Federal School Breakfast Program" means the Federal reimbursement program, established under the "Child Nutrition Act of 1966," 42 USC s.1771 et seq., pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help finance the establishment, maintenance, operation, and expansion of school breakfast programs and facilitate the provision of free and reduced price breakfasts to eligible students.

"Federally eligible for free or reduced price meals" or "Federally eligible" means that a student is categorically eligible for free lunch under the National School Lunch Program or for free breakfast under the Federal School Breakfast Program, or that the student satisfies Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, as is necessary to Federally qualify for and receive free or reduced price lunch under the National School Lunch Program or free or reduced price breakfast under the Federal School Breakfast Program.

"Federally ineligible for free or reduced price meals" or "Federally ineligible" means that a student is not categorically eligible for, and fails to satisfy Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, as is necessary for the student to Federally qualify for and receive free or reduced price lunch under the National School Lunch Program or free or reduced price breakfast under the Federal School Breakfast Program.

"Income-eligible" means that a student either satisfies Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, or satisfies State-level income eligibility requirements, set forth in N.J.S.A. 18A:33-4.a. or N.J.S.A. 18A:33-14a.a., as is necessary for the student to qualify for and receive subsidized lunch under the National School Lunch Program or subsidized breakfast under the Federal School Breakfast Program, on the basis of income.

"Low-income family" means a family with an annual household income amounting to not more than one hundred and eighty-five percent of the Federal poverty level.

"Middle-income family" means a family with an annual household income amounting to not less than one hundred and eighty-six percent, and not more than two hundred and twenty-four percent, of the Federal poverty level.

"National School Lunch Program" means the Federal reimbursement program established under the "Richard B. Russell National School Lunch Act," 42 USC 1751 et seq., pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help finance the establishment, maintenance, operation, and

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expansion of school lunch programs and facilitate the provision of free and reduced price lunches to eligible students.

"Participating school" means a public or nonpublic school that provides daily lunch to enrolled students, through a school lunch program operated pursuant to the National School Lunch Program, or that provides daily breakfast to enrolled students, through a school breakfast program or breakfast after the bell program operated pursuant to the Federal School Breakfast Program, or both.

"Participating school district or nonpublic school" means a public school district or a nonpublic school that is required, or elects, to participate in the National School Lunch Program, the Federal School Breakfast Program, or both, as the case may be.

"School breakfast program" means a program that is established and operated by a public or nonpublic school, in accordance with the requirements of the Federal School Breakfast Program and, in the case of a public school, in accordance with a plan adopted pursuant to N.J.S.A. 18A:33-10 or N.J.S.A. 18A:33-10.1, and pursuant to which the school offers daily breakfasts to all enrolled students.

"School lunch program" means a program that is established and operated by a school district, or by a nonpublic school, in accordance with the requirements of the National School Lunch Program and the provisions of N.J.S.A. 18A:33-4, and pursuant to which the district or nonpublic school offers daily lunches to all students enrolled therein.

"Student" means a child eighteen years of age or younger who is enrolled at a school in the State.

"Subsidized school breakfast" or "subsidized breakfast" means a school breakfast that is offered to an eligible student, free of charge, and the costs of which are reimbursed by the State or Federal government, as provided by N.J.S.A. 18A:33-14a.a. and b.

"Subsidized school lunch" or "subsidized lunch" means a school lunch that is offered to an eligible student, free of charge, and the cost of which is reimbursed by the State or Federal government, as provided by N.J.S.A. 18A:33-14a.a. and b.

"Subsidized school meals" or "subsidized meals" includes both subsidized school breakfasts and subsidized school lunches.

"Subsidized school meals application" means an application that identifies a student's annual household income and is completed by the student's parent, pursuant to N.J.S.A. 18A:33-21b1, N.J.S.A. 18A:33-21.c., or applicable Federal law, and which may be used by a school district, or by a public school or nonpublic school, both for the purposes of determining whether a student is income-eligible for subsidized school meals and for the other limited purposes specified in N.J.S.A. 18A:33-21b1.c.

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"Subsidized school meals certification process" or "subsidized meals certification" means the process pursuant to which a school or school district obtains and reviews a student's subsidized school meals application, or engages in the review of other relevant documentation and materials pertaining to the student, as necessary to determine whether the student is categorically eligible or income-eligible for subsidized school meals under the National School Lunch Program, or under the Federal School Breakfast Program, or both.

"Summer Food Service Program" means the Federal reimbursement program, established under 42 USC 1761 and 7 CFR Part 225, pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help schools, local government agencies, nonprofit organizations, colleges and universities, and summer camps to finance the administrative and operational costs of providing meals to children, in low-income areas, during the summer months and other planned periods of school closure.

"Summer meals program" means the Summer Food Service Program, the Seamless Summer Option authorized by 42 USC 1761, or any other similar State or Federal program that is designed to ensure that children have access to nutritious meals during the summer months and other planned periods of school closure.

"Unsubsidized school breakfast" or "unsubsidized breakfast" means a school breakfast that is offered, upon the payment of a fee, to a student who is neither categorically eligible nor income-eligible for subsidized breakfast, regardless of whether such student remains income-eligible for subsidized school lunch under the provisions of N.J.S.A. 18A:33-4, and the cost of which breakfast is not reimbursable by the State or Federal government.

"Unsubsidized school lunch" or "unsubsidized lunch" means a school lunch that is offered, upon the payment of a fee, to a student who is not categorically eligible or income-eligible for subsidized lunch, and the cost of which is not reimbursable by the State or Federal government.

B. 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.

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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 N.J.S.A. 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, each school and the district shall:

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 subsidized school 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 students receiving subsidized school meals are not identified, by the student body, faculty, or staff, in a manner that is distinct from the manner in which students receiving unsubsidized school meals are identified 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 these two groups of students; and

3. To the greatest extent practicable:

    a. Facilitate and expedite the prompt and accurate identification of categorically eligible students who may be certified to receive subsidized school meals without first submitting an application therefor, and, whenever an application is required to establish income eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;

    b. Facilitate and expedite the subsidized school meals application and income eligibility determination processes that are used, by the school or school district, to certify a student for subsidized school meals on the basis of

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income, and assist parents in completing the subsidized school meals application; and

c. Encourage students who are neither categorically eligible nor income-eligible for subsidized school lunch or subsidized school breakfast to nonetheless participate in the school lunch program or school breakfast program, or both, as appropriate, on a paid and unsubsidized basis.

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 USDOA.

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

C. 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 in the school district 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 (NJDOA) pursuant to 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 NJDOA 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

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means to finance the hiring or acquisition of such staff, facilities, or equipment. The NJDOA 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., when requesting a waiver pursuant to N.J.S.A. 18A:33-26.a., the district shall report to the NJDOA, in the manner prescribed by the NJDOA, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24. 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.

D. 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 participating school district shall provide each student's parent with:

   a. A hard copy of information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to:

      (1) Information on the ability of all categorically eligible and income-eligible students to receive free school lunch under the National School Lunch Program, as provided by N.J.S.A. 18A:33-4.a., and free school breakfast under the Federal School Breakfast Program, as provided by N.J.S.A. 18A:33-14a.a.;

      (2) Information on the subsidized school meals application and certification processes that are used to determine whether a student is categorically eligible or income-eligible for subsidized school meals;

      (3) Information highlighting the need for parents to complete a subsidized school meals application for each student, and encouraging parents to complete the application, both to ensure that the student will have access to all subsidized school meals for which the student is eligible and to ensure that the school and the district have the necessary information to facilitate relevant eligibility determinations, receive appropriate reimbursement, and engage in all other activities authorized under N.J.S.A. 18A:33-21b1.c.; and

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(4) 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 hard copy of a subsidized school meals application, 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. Include a notice that an application to apply for the school lunch and school breakfast programs may be submitted at any time during the school year and is required to be submitted annually.

The district may also provide the information and application electronically, through the usual means by which the district electronically communicates with parents.

3. A subsidized 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 income-eligible for free or reduced price school meals and, if so, whether the student satisfies Federal or State-level income eligibility requirements for subsidized school lunches, subsidized school breakfasts, or both;

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 subsidized school meals served 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

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d. Facilitate school aid determinations under the "School Funding Reform Act of 2008," N.J.S.A. 18A:7F-43 et seq.

4. The school district shall require the parent to either submit an application to apply for the school lunch and school breakfast programs or submit a signed card provided by the school district indicating that the parent has received the application and information and is not interested in participating in the school lunch and school breakfast programs. The card shall include a notice stating that a parent may submit an application to apply for the school lunch and school breakfast programs at any time during the school year.

   If a school district does not receive an application or a signed card from the parent, the school district shall make at least one attempt to contact the student's parent and request that the parent submit either an application or signed card.

5. The provisions of N.J.S.A. 18A:33-21b1 shall not apply in the case of a school which participates in the Community Eligibility Provision.

E. Free or Reduced Price Meals' Application Process – 7 CFR 245

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). "Operating days" mean days that reimbursable meals are offered to eligible students under the National School Lunch Program or School Breakfast Program. 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, NJDOA. 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, NJDOA.

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.

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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).

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.

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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 NJDOA 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 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, NJDOA.

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

The Board of Education provides 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 not have breakfast or lunch (meal), as applicable, or money to purchase an unsubsidized school breakfast or school lunch at

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school on a school day causing the student's unsubsidized school breakfast or unsubsidized school lunch bill to fall into arrears. The participating school 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 participating school district shall again contact the student's parent to provide notice of any action to be taken in response to the arrearage.

A parent who has received a second notice their student's unsubsidized school breakfast or unsubsidized school lunch 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 participating school district shall report at least biannually to the NJDOA the number and percentage of enrolled students who have been denied school breakfast or school lunch on the basis of an unsubsidized meal bill arrearage, pursuant to N.J.S.A. 18A:33-21.a.(2) and this Policy.

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to:

1. Require the participating school district to deny or restrict the ability of a student to access unsubsidized school breakfast or unsubsidized school lunch, respectively, whenever the student's unsubsidized school breakfast or unsubsidized school lunch bill is in arrears; or

2. Authorize the participating school district to deny or restrict the ability of a student who is income-eligible for subsidized school lunch, but who is not income-eligible for subsidized school breakfast, to continue to access subsidized school lunch whenever the student's unsubsidized school breakfast bill is in arrears.

The participating school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for an unsubsidized school breakfast or an unsubsidized school lunch or whose unsubsidized school breakfast

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or lunch bill is in arrears, for example, by requiring the student to sit at a separate table, to wear a wristband, hand stamp, or identifying mark, or to accept an alternative meal;

2. Require a student, who cannot pay for an unsubsidized school breakfast or an unsubsidized school lunch or whose unsubsidized school breakfast or lunch bill is in arrears to do chores or other work to pay for the unsubsidized school breakfast or unsubsidized school lunch;

3. Require a student to discard an unsubsidized school breakfast or an unsubsidized school lunch after it has been served, either because the student is unable to pay for the unsubsidized school breakfast or unsubsidized school lunch or because the student's unsubsidized school breakfast or unsubsidized lunch bill is in arrears;

4. Prohibit a student, or a sibling thereof, 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 breakfast or lunch debt; or

5. Require a student's parent to pay fees or costs in excess of the actual amounts owed for unsubsidized school breakfasts or unsubsidized school lunches, or both, which have been previously served to the student.

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

1. Determine whether the student is eligible for subsidized school 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:33-21b1, to contact the student's parent and have the parent complete a subsidized school meals application; and

2. Contact the student's parent to:

   a. Offer assistance with respect to the completion of the subsidized school meals application; and

   b. Determine whether there are other issues in the household that have caused the student to have insufficient funds to purchase an unsubsidized school breakfast or unsubsidized school lunch, as the case may be; and

   c. Offer any other appropriate assistance.

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The participating school district shall direct communications about a student's unsubsidized school meals arrearage to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the participating 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, a 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 participating school district 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, subsidized school 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.**]**

G. 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.

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

Whenever the Board receives a written directive, from either the New Jersey Department of Health or the health officer of the jurisdiction, instituting a public health-related school closure due to the COVID-19 epidemic, the district having jurisdiction over the closed school shall implement and operate an emergency school meals distribution program during the period of the school closure. An emergency school meals distribution program implemented pursuant to N.J.S.A. 18A:33-27.2 shall provide for subsidized school meals to be made available, 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 therefor.

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In order to facilitate the emergency distribution of subsidized school meals in the event of an emergency public school closure, as described in N.J.S.A. 18A:33-27.2.a., each 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 distribution sites including, but not 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 an emergency school meals distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for subsidized school lunch, subsidized school breakfast, or both, and for whom an emergency 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 subsidized school meals to the student's residence or to the student's bus stop along an established bus route, provided that, in the latter case, the student or the student's parent shall be present at the bus stop to accept the distribution. Distributions made 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 subsidized 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 enter into a contract authorizing another party to engage in the emergency distribution of subsidized school meals, on the district's behalf, pursuant to N.J.S.A. 18A:33-27.2, and any such contracts shall be exempt from 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 when implementing an emergency meals distribution program, pursuant to 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.a.

I. Statement of Compliance

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

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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
7 CFR 210.1 et seq.

Adopted : March 18, 2024
1st Reading : February 2, 2026
Readopted: February 24, 2026
First Reading : July 27, 2026

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P2530 RESOURCE MATERIALS

The Board of Education shall provide resource materials to implement the school district's educational goals and objectives to meet student needs as district resources permit. Resource materials include, but are not limited to, reference materials; fiction and nonfiction books; maps; audio and audio-visual materials; pamphlets; periodicals; pictures; online references; other supplementary titles; and other sources of information for use by students that are not designated as textbooks. Resource materials are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535.

The Superintendent will develop regulations for the selection of resource materials pursuant to Regulation 2530 that provide for the effective consultation of teaching staff members at all appropriate levels, ensure that the Board's budgetary allotment for resource materials is efficiently spent and appropriately distributed throughout the instructional program and the district, and ensure an inventory of resource materials that is well balanced.

The Superintendent will evaluate resource materials and recommend to the Board the removal of resource materials that no longer meet the standards set forth in Policy and Regulation 2530. Any request by an individual for the removal of resource materials will be governed by Policy and Regulation 9130.

Adopted: 18 March 2019
First Reading: 27 July 2026

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Springfield Public Schools
Policy

P2535 LIBRARY MATERIAL **(M) NEW**

The Board of Education believes the freedom to read is a human right, constitutionally protected by the First Amendment of the United States Constitution, and individuals have the right to free inquiry and the right to form their own opinions. The freedom to read does not require an individual to agree with topics or themes within a material, but instead allows a reader to explore and engage with differing perspectives to form and inform their own views pursuant to the "Freedom to Read Act" N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7.

In accordance with N.J.S.A. 18A:34A-4, the purpose of Regulation 2535 and this Policy is to: provide standards for the curation of library material, establish criteria for the removal of existing school library material or library material selected for inclusion in the school library, and provide protection against attempts to censor library material.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Policy and Regulation 2535:

a. "Board of Education" means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.

b. "Censorship" means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.

c. "Diverse and inclusive material" means any material that reflects any protected class as enumerated in the "Law Against Discrimination," N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the "Law Against Discrimination," N.J.S.A. 10:5-1 et seq.; and material that contains the author's points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.

d. "Individual with a vested interest" means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.

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e. "Library material" means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.

f. "The Principal or designee" means a school library media specialist, school librarian, any certificated or non-certificated staff member assigned to duties in a school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

B. Library Material Curation – N.J.S.A. 18A:34A-4

1. The Board of Education shall have control over the content of this Policy, except this Policy shall at a minimum:

a. Recognize that library material should be provided for the interest, information, and enlightenment of all students and should present diverse points of view in the collection as a whole;

b. Acknowledge that library material shall not be removed from a school library because of the origin, background, or views of the library material or those contributing to its creation;

c. Recognize the importance of school libraries as centers for voluntary inquiry and the dissemination of information and ideas;

d. Promote the free expression and free access to ideas by students by prohibiting the censorship of library material;

e. Acknowledge that a school library media specialist is professionally trained to curate and develop the school library collection that provides students with access to the widest array of developmentally appropriate library material available to schools; and

f. Establish a procedure for the Principal or designee to review library material within a school library on an ongoing basis, which shall include, but not be limited to:

(1) The library material's relevance;

(2) The condition of the library material;

(3) The availability of duplicates;

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(4) The availability of more recent developmentally appropriate library material; and

(5) The continued demand for the library material.

2. The Board of Education, in consultation with the Principal or designees, shall have discretion in selecting, purchasing, or acquiring library material for inclusion in the school library. Nothing in N.J.S.A. 18A:34A-4 or this Policy shall be construed to require the Board of Education to purchase, or otherwise acquire, library material for a school library.

3. Nothing in N.J.S.A. 18A:34A-4 and this Policy shall be construed to restrict the Board of Education's authority to select textbooks and school supplies related to the curriculum.

C. Library Material Recommendation and Selection Process

1. The Principal or designee in each school building will accept the written requests of teaching staff members for new and revised library material. Each request should include:

a. The name and originator of the library material;

b. The publisher or distributor;

c. A brief description of the library material; and

d. The reason for the request, including the relevance of the library material to the instructional program.

2. The Principal or designee shall review each recommendation against the standards for selection in B.1.f. above and the amount budgeted for library material in the current or succeeding school year, as appropriate.

3. The Principal or designee shall present to the Superintendent or designee a list of recommended purchases of library material. The list will include multiple copies of library material when a high level of interest and need is anticipated.

4. Standards to be applied in the selection of library material shall relate to, support, and enrich the courses of study adopted by the Board of Education.

D. Censorship of School Library Material Prohibited, Right to Reserve, Check Out – N.J.S.A. 18A:34A-6

1. The Board of Education shall not remove library material from a school library in the district because of the origin, background, or views of the library material or those contributing to its creation, and shall not engage in censorship of library material.

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2. The Board of Education shall allow a student to reserve or check out any developmentally appropriate library material, including diverse and inclusive material, regardless of the origin, background, or views of the library material or those contributing to its creation.

E. Removal Request Procedure

Any request by an individual with a vested interest to have library material removed from a school library in the district shall follow the grievance procedure outlined in Regulation 2535 in accordance with N.J.S.A. 18A:34A-5.

F. Immunity, School Library Staff – N.J.S.A. 18A:34A-7

The Principal or designee who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above shall be immune from civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above.

N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7

Frist Reading: 27 July 2026

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Springfield Public Schools
Policy

P5516 STUDENT USE OF INTERNET-ENABLED DEVICES (M)

The Board of Education prohibits student use of personal internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopts this Policy and Regulation 5516 pursuant to N.J.S.A. 18A:36-40b. and the guidelines developed by the Commissioner of Education concerning student use of personal internet-enabled devices during regular school hours, on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

For the purpose of this Policy and Regulation 5516:

1. "Bell-to-bell" means the timeframe when the bell rings at the start of the school day until the dismissal bell rings at the end of the academic day. Bell-to-bell includes time in between class periods and lunch.

2. "Digital citizenship" means the development of thoughtful, empathetic citizens who can wrestle with important ethical questions at the intersection of technology and humanity. Model digital citizens focus on using technology to make communities better, engage respectfully online with others, and leverage technology to amplify voices and perspectives. They are careful to determine the validity of online sources of information and are always respectful of ideas different than their own.

3. "District-managed tools" means district-issued internet-enabled technology or platforms used for educational purposes (e.g., laptops, tablets, learning management systems, etc.).

4. Personal "internet-enabled device" means any device capable of connecting to the internet and accessing online content (e.g., smartphones, tablets, smartwatches, smart glasses, headphones, etc.), including social media applications. A personal internet-enabled device does not include an internet-enabled device provided by the Board when used for educational purposes.

5. Personal "non-internet-enabled device" means a basic communication device that is not capable of connecting to the internet or enabling the user to access content on the internet (e.g., basic flip-style cell phones, two-way radio/walkie-talkie, etc.).

6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, not to include school buses, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands;

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greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

Board-issued technology and sponsored platforms are permitted to be used in classrooms for educational purposes. The district may use existing information technology systems to proactively establish and monitor restrictions to the district's network. The district may utilize device management software to restrict or monitor student browsing on school-issued devices or from devices connecting to the district's Wi-Fi. If the district chooses to use software or other technology to block students' use of their personal internet-enabled devices, the district may collaborate with the local municipality to determine that there are no safety or security concerns. The Board shall notify students and parents about the monitoring practices in Policy and Regulation 2361.

The Board shall assume no responsibility for the security of or damage to a student's personal internet-enabled device brought onto school grounds. If a student brings a personal internet-enabled device to school, the device must remain off and may be required to be as indicated in Regulation 5516. A personal internet-enabled device shall be password protected by the student so only the student owner of the device can use the internet-enabled device.

The district shall provide instruction aligned to the New Jersey Student Learning Standards (NJSLS) on Digital Citizenship and shall ensure classroom instructional time is entirely free of internet-enabled devices. Teachers shall not incorporate students' personal technology into lesson plans. All digital engagement shall occur through district-managed tools and devices.

A student's use of a personal internet-enabled device on a school bus or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board will be in accordance with the age-appropriate and grade-level differentiated requirements outlined in Regulation 5516.

The district shall communicate behavioral expectations for student use of personal internet-enabled devices to students and their parent(s) and reinforce these behavioral expectations throughout the school year. Communication of this Policy and Regulation 5516 may include, but not be limited to, school-wide notifications, signage, and reinforcement as part of classroom routines. District staff shall apply clear, age-appropriate consequences and use strategies to redirect students who attempt to use internet-enabled devices. Discipline and consequences shall be addressed in Regulation 5516. A student in violation of this policy and regulation 5516 will be subject to appropriate disciplinary action as outlined in Board policy and Regulations 5500/5600 Expectations for Student Conduct/Student Code of Conduct.

The district shall comply with all applicable State and Federal laws that protect the rights of students with disabilities or health related needs, including, but not limited to, the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

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The Superintendent or designee will inform students and parents of their right to request a personal internet-enabled device accommodation. The parent(s) shall submit a written request to the Superintendent or designee. The written request shall include, but not be limited to, supporting documentation from the student's physician, child study team, and/or any other documentation as required by the Superintendent or designee as to why the student requires a personal internet-enabled device accommodation. The Superintendent or designee shall inform the parent(s) of the approval or denial of the written request for a personal internet-enabled device accommodation within five school days of receiving the written request. The Superintendent or designee shall base such an accommodation determination on documented educational, medical, developmental, accessibility, or other needs or specific purposes and review them on a regular basis and determine if the request cannot be met by a district managed device.

Students shall be permitted to use their personal internet-enabled device, if approved by the superintendent or other designee, on school grounds during the school day, on the school bus, and at school-sponsored events in the following circumstances in accordance with N.J.S.A. 18A:36-40b.:

1. To fulfill accommodations provided in a student's individualized education program (IEP);

2. To support the implementation of a 504 Plan;

3. To implement a student health plan established to monitor or address a student's health condition (upon submission by a parent of documentation from a healthcare professional indicating that the use of a personal internet-enabled device is necessary for the health or well-being of the student);

4. For translation services;

5. For a student caregiver who is routinely responsible for the care or well-being of a family member;

6. When no reasonable alternative to the use of the internet-enabled device for a specific purpose exists (upon authorization by the Superintendent, Principal, or designee);

7. When required by law; and

8. In the event of an emergency.

The Superintendent or designee may involve school nurses, case managers, and IEP/504 coordinators in planning for and implementing personal internet-enabled device accommodations. Staff responsible for implementation shall have ready access to documentation of the accommodation and shall ensure their enforcement strategies minimize disruption. The district shall develop and disseminate clear procedures to ensure staff implement personal internet-enabled device accommodations confidentially. Staff training may be necessary to recognize and honor

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valid personal internet-enabled device accommodations without drawing unnecessary attention to the student. Staff shall treat students with an personal internet-enabled device accommodation with sensitivity and dignity.

Pursuant to N.J.A.C. 6A:16-5.1, the district has developed and implemented comprehensive plans, procedures, and mechanisms that provide for safety and security in the district's schools. School safety plans include thoughtful integration of personal internet-enabled device procedures during emergencies or perceived threats. The district has incorporated clear expectations into school safety plans, emergency drill protocols, and staff professional development.

In the event of an unplanned emergency closure that prevents students from retrieving stored personal internet-enabled devices, the district shall develop and communicate a clear, centralized protocol for retrieving devices safely and efficiently once the school building is accessible.

In the event of a family emergency or for non-emergency communication, families shall contact the school's main office directly rather than reaching out to students during the school day. District staff will then follow local notification procedures to ensure the student receives the information in a timely and appropriate manner.

When a student leaves school grounds, whether for an open lunch period, internship, or other purpose, the student may be permitted to use their personal internet-enabled device. However, upon returning to school grounds, the student's personal internet-enabled device must be stored for the remainder of the school day in accordance with Regulation 5516.

The district shall ensure students, parents, and school staff members are aware of this Policy and Regulation 5516 and understand how they apply to them. The Board shall include information about this Policy and Regulation 5516 in student handbooks.

No student enrolled as a student of an elementary or secondary school, knowingly and without the express written permission of the Board, its delegated authority, or any Principal, shall bring or possess any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or others are present pursuant to N.J.S.A. 2C:33-19.

N.J.S.A. 2C:33-19.
N.J.S.A. 18A:36-40a.; 18A:36-40b.
Guidance for Schools on Student Use of Internet-Enabled Devices,
New Jersey Department of Education, January 2026
Guidance for Schools on Student Use of Internet-Enabled Devices,
Frequently Asked Questions

Adopted: March 18, 2019
ReAdopted: August 25, 2025
Frist Reading: July 27, 2026

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P8660 TRANSPORTATION BY PRIVATE VEHICLES – TO AND FROM SCHOOL-RELATED ACTIVITIES (M)

The Board of Education authorizes the transportation by private vehicle of students of the district between the school and school-related activities approved by the Board in accordance with this Policy and N.J.A.C. 6A:27-7.6(a).

Any such transportation must be approved in advance and in writing by the Superintendent or designee. The writing must set forth the date, time, and reason for the transportation; the places from and to which students will be transported; the name and address of the driver; the names of the students to be transported; a brief description of the transportation vehicle; and the signature of the driver. The parent(s) of a participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved as driver for the transportation of students in a private vehicle who is not an employee of the Board or the parent(s) of a student enrolled in the district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

No person shall be permitted to transport students who has been convicted of a moving vehicle violation within the period of three calendar years immediately preceding the request for transportation approval.

The Board may withdraw the authorization of any private vehicle driver at any time.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver, have the capacity to hold not more than eight persons, and must conform to registration, inspection, and insurance requirements of the State of New Jersey for privately owned vehicles. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of students will extend to their transportation of students in a private vehicle.

Drivers who are not teaching staff members are requested to report student misconduct to the Building Principal.

Expenses incurred by drivers of private vehicles who are employees of the Board in the course of transporting students may be reimbursed by the Board upon approval of the Superintendent.

N.J.S.A. 18A:16-6.; 18A:25-2.; 18A:39-20.1.
N.J.A.C. 6A:27-7.6; 6A:27-7.7

Adopted: 18 March 2019
Readopted: April 24, 2023
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Springfield Public Schools
Policy

P8662 TRANSPORTATION BY PRIVATE OR DISTRICT-OWNED VEHICLES – TO AND FROM SCHOOL **(M) NEW**

The Board of Education may designate school personnel who are not licensed as school bus drivers to transport students between home and school in a private or district-owned vehicle with a capacity of eight or fewer passengers, excluding the driver, provided the designated school personnel meet the criteria and requirements at N.J.A.C. 6A:27-7.6(c), N.J.A.C. 6A:27-7.6(d), and this Policy.

For the purpose of this Policy, "school personnel" means any person employed by the school district pursuant to N.J.A.C. 6A:27-7.6(b)1.

For the purpose of this Policy, "designated individual" means an individual designated by the Board to transport students between home and school in a private or district-owned vehicle.

The Board requires the designated school personnel to meet, at a minimum, the following criteria pursuant to N.J.S.A. 18A:39-20.1.:

1. Be at least twenty-one years of age;
2. Possess a valid New Jersey driver's license for a minimum of three years;
3. Have completed, within the past year, a physical examination pursuant to N.J.S.A. 18A:16-2., a copy of which is on file with the district;
4. Have completed, within the past year, a criminal history background check pursuant to N.J.S.A. 18A:6-7.1.;
5. Have completed, within the past year, a Child Abuse Record Information (CARI) check that demonstrates no evidence of abuse;
6. Have submitted, to the district, a driver history abstract that demonstrates evidence of no alcohol- or drug-related motor vehicle violations in the past five years;
7. Provide written consent to allow the district to conduct monthly motor vehicle record checks pursuant to N.J.S.A. 39:2-3.4.c.; and
8. Have completed the training required pursuant to N.J.S.A. 18A:39-19.1a.c. and N.J.S.A. 18A:39-19.2.

No later than August 15 of each year, the district shall provide, to the Executive County Superintendent, the following:

1. A list of school personnel who have been designated to provide student transportation between home and school;

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2. A copy of each designated individual's driver history abstract documenting that, in the previous five years, the individual has not committed an alcohol- or drug-related motor vehicle violation, or any other motor vehicle violation, that would disqualify the individual from transporting students pursuant to Title 18A or Title 39 of the New Jersey Statutes; and

3. Documentation of automobile liability insurance for bodily injury and property damage in an amount in accordance with N.J.A.C. 6A:27-1.6(a).

School personnel shall not transport students between home and school pursuant to N.J.A.C. 6A:27-7.6(b) and this Policy if the school personnel are not included on the list required at N.J.A.C. 6A:27-7.6(d) and this Policy or if the list is not provided to the Executive County Superintendent by the August 15 due date.

A designated individual shall immediately notify the district of any alcohol- or drug-related motor vehicle violation, or any other motor vehicle violation, that would disqualify the individual from transporting students pursuant to Title 18A or Title 39 of the New Jersey Statutes, if the violation occurs in the current school year during which the individual has been designated to transport students between home and school.

The district shall access, on a monthly basis, each designated individual's driving record to ensure the individual has not committed a disqualifying offense.

If the district discovers that a designated individual has committed a disqualifying offense, pursuant to Title 18A or Title 39 of the New Jersey Statutes, the district shall immediately notify the Executive County Superintendent of the offense and shall immediately remove the individual from the list of designated drivers.

Any vehicle used to transport students only pursuant to N.J.A.C. 6A:27-7.6(a), N.J.A.C. 6A:27-7.6(b), or this Policy shall meet all State and Federal standards and requirements specific to the vehicle and in accordance with the transported student's IEP, if applicable.

Any vehicle used to transport students only pursuant to N.J.A.C. 6A:27-7.6(a), N.J.A.C. 6A:27-7.6(b) or this Policy shall be exempt from the requirements at N.J.A.C. 6A:27-7.1, N.J.A.C. 6A:27-7.2(a), N.J.A.C. 6A:27-7.4, N.J.A.C. 6A:27-7.9, and N.J.A.C. 6A:27-11.1.

A designated individual shall be exempt from the requirements at N.J.A.C. 6A:27-11.2, N.J.A.C. 6A:27-11.3, and N.J.A.C. 6A:27-12.1 except as set forth at N.J.A.C. 6A:27-7.6.

N.J.S.A. 18A:39-20.1.
N.J.A.C. 6A:27-7.1; 6A:27-7.2; 6A:27-7.4; 6A:27-7.6; 6A:27-7.9;
6A:27-11.2; 6A:27-11.3; 6A:27-12.1

First Reading: 27 July 2026

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Springfield Public Schools
Policy

P 9130 PUBLIC COMPLAINTS

The Board of Education shall establish procedures for the hearing and settlement of complaints concerning district staff members, the educational program, instructional or resource materials, or the operations of the district. Complaints regarding library material as defined in N.J.S.A. 18A:34A-3 shall be addressed in accordance with Policy and Regulation 2535. The procedures for the hearing and settlement of complaints shall provide a means for resolving complaints fairly and impartially and permit appropriate resolution.

The grievance procedure outlined in Regulation 9130 shall not be utilized by a district staff member or Board member unless the district staff member or Board member is doing so in their capacity as a parent of a student currently enrolled in the district.

When a Board member is confronted with a complaint concerning district staff members, the educational program, instructional or resource materials, or the operations of the district, the Board member will withhold comment and refer the complaint to the Superintendent in accordance with N.J.S.A. 18A:12-24.1.j., who shall review the complaint in accordance with Regulation 9130.

Any misunderstandings or disputes between the public and district staff members should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed.

Procedures for the resolution of complaints regarding district staff members, the educational program, instructional and resource materials, and the operations of the district shall be governed by Regulation 9130.

Adopted: 18 March 2019
Frist Reading: 27 July 2026

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Springfield Public Schools
Regulation

R 2530 RESOURCE MATERIALS (NEW)

A. Definition

"Resource materials" means all those sources of information for the use of students that have not been designated as textbooks and generally must be shared by individual students. Resource materials include, but are not limited to, reference materials; fiction and nonfiction books; maps; audio and audio-visual materials; pamphlets; periodicals; pictures; online references; other supplementary titles; and other sources of information for use by students that are not designated as textbooks. Resource materials are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535.

B. Selection Process

1. The teaching staff member shall submit written requests for new resource materials to the Principal or designee in the teaching staff member's school building. Each written request should include:

   a. The name and originator of the resource material;

   b. The publisher or distributor;

   c. A brief description of the resource material; and

   d. The reason for the request, including the relevance of the resource material to the instructional program;

2. All written requests will be forwarded to the Superintendent or designee for consideration; and

3. The Superintendent or designee shall evaluate each written request against the selection standards as outlined in C. below and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.

4. The Superintendent or designee will develop a list of recommended purchases. The list may include multiple copies of resource materials when a high level of interest and need is anticipated.

C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth below:

1. Resource materials will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.

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2. Wherever appropriate, resource materials will provide major opposing views on controversial issues so that students may develop, under guidance, the practice of critical reading and thinking.

3. Wherever appropriate, resource materials will include the basic tenets of multiculturalism in accordance with N.J.A.C. 6A:7-1.7.

4. Resource materials will be factually accurate, as appropriate, and of genuine literary or artistic value.

5. Resource materials will be of a quality and durability appropriate to their intended uses.

6. Resource materials will relate to, support, and enrich the curriculum adopted by the Board of Education.

7. Resource materials will support the New Jersey Student Learning Standards.

D. Periodic Removal of Resource Materials

1. The Superintendent or designee shall conduct a periodic review of resource materials for their:

   a. Continuing usefulness;

   b. Relevance to the curriculum and the New Jersey Student Learning Standards;

   c. Representation of the needs and interests of all grade levels, subject areas, and departments; and

   d. Balance of content, types of resource materials, and manner of presentation.

2. Standard resource materials subject to frequent use that are worn or missing should be replaced periodically.

3. Outdated resource materials and resource materials no longer relevant to the curriculum may be withdrawn from the collection on Board of Education approval.

4. Any request by an individual for the removal of resource materials will be governed by Policy and Regulation 9130.

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First Reading: 27 July 2026

Springfield Public Schools
Regulation

R 2535 LIBRARY MATERIALS (M)

Any individual with a vested interest requesting to have library material removed from a school library in the district shall follow the grievance procedure outlined below in accordance with the provisions of N.J.S.A. 18A:34A-5.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Policy 2535 and this Regulation:

a. "Board of Education" means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.

b. "Censorship" means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.

c. "Diverse and inclusive material" means any material that reflects any protected class as enumerated in the "Law Against Discrimination," N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the "Law Against Discrimination," N.J.S.A. 10:5-1 et seq.; and material that contains the author's points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.

d. "Individual with a vested interest" means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.

e. "Library material" means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.

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f. "School the Principal or designee member" assigned to duties in a school library, or any individual carrying out or assisting with the functions of the school library.

B. The following procedure shall be adhered to any time an individual with a vested interest submits a complaint requesting removal of library material from any of the district's school libraries.

1. Complaints about library material shall be made on a request for removal form and submitted to the Principal of the school building in which the library material is challenged to initiate a review of the material.

2. The individual with a vested interest shall complete and sign a request for removal form available in the Principal's office. The request for removal form shall include:

   a. The title, author, and publisher of the library material at issue;

   b. Sections of the library material to which the individual with a vested interest objects; and

   c. An explanation of the reasons for the objection.

3. Within five working days of the receipt of the request for removal form, the Principal or designee shall forward the request for removal to the Superintendent.

4. Upon receipt of the request for removal form, the Superintendent or designee shall appoint a review committee consisting of:

   a. The Superintendent or designee;

   b. The Principal or designee of the school in which the library material is challenged;

   c. The Principal or designee

   d. A representative selected by the Board of Education;

   e. At least one grade-appropriate teacher familiar with the library material, provided the teacher selected is not the individual who submitted the request for removal form;

   f. A parent of a student enrolled in the school district, provided the parent selected is not the individual who submitted the request for removal form;

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g. If appropriate, and at the discretion of the Superintendent, in cases where a student enrolled in the district in grades nine through twelve filed the request for removal form, a student enrolled in the district in grades nine through twelve may volunteer to serve on the review committee if that student did not file the request for removal form. The Superintendent shall consult with the Principal of the school involved in the removal request in making this determination; and

h. Any additional members the Superintendent or designee deem necessary.

5. The challenged library material shall remain within the school library and available for a student to reserve, check out, or access until there is a final decision reached by the Board of Education pursuant to N.J.S.A. 18A:34A-5.b.(5) and B.7. below.

6. The review committee members shall evaluate the request for removal form and review the challenged library material in its entirety. The review committee shall meet to discuss the library material and concerns raised and make a recommendation on whether the challenged library material should be removed from circulation, retained, or limited in use. The review committee shall submit its written report with recommendations to the Board of Education no later than sixty school days from the date of the next regularly scheduled Board of Education meeting after receipt of the request for removal form:

   a. A copy of the review committee's report shall also be provided to the individual with a vested interest who filed the request for removal form and the Principal who received the request for removal form.

7. The Board of Education shall review the review committee's report and make a final determination on whether the library material is to be removed from the school library or limited in use. The Board of Education shall provide a written statement of reasons for:

   a. The removal, limitation, or non-removal of a library material; and

   b. Any final determination that is contrary to the recommendations of the review committee.

8. The written statement of reasons shall be posted on the Board of Education's website in a prominent and easily accessible location within thirty days of the determination.

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9. All decisions on whether to remove from circulation, retain, or limit in use library material shall be based on the library material as a whole, not isolated passages.

10. All request for removal forms and outcomes shall be maintained in accordance with other similar records in the district.

11. Library material that has been challenged pursuant N.J.S.A. 18A:34A-5.b.(1) through 18A:34A-5.b.(5), Policy 2535, and this Regulation shall not be subject to challenge for at least one year in accordance with N.J.S.A. 18A:34A-5.b.(6).

12. The district may consolidate requests for removal of the same challenged library material in accordance with N.J.S.A. 18A:34A-5.b.(7).

13. The Board of Education's determination issued in accordance with N.J.S.A. 18A:34A-5, Policy 2535, and this Regulation which denies a request for removal shall not constitute a controversy or dispute pursuant to N.J.S.A. 18A:6-9. However, an individual with a vested interest, as defined in N.J.S.A. 18A:34A-3, may file a petition of appeal of the Board of Education's final determination to remove library material to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.

14. Nothing in N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation shall be construed as creating a separate legal cause of action regarding any determination issued pursuant to N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation.

15. A school the Principal or designee member who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 shall be immune from civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6.

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First Reading: 27 July 2026
Issued:

Springfield Public Schools
Regulation

R 5516 STUDENT USE OF INTERNET-ENABLED DEVICES (M)

The following age-appropriate and grade level differentiated provisions shall govern student use of personal internet-enabled devices on school grounds during the school day.

Kindergarten through Grade 12:

1. Students in Kindergarten through grade 12 are prohibited from using a personal internet-enabled device on school grounds during the school day.

2. Students in Kindergarten through grade 12 who bring a personal internet-enabled device to school are expected to turn the device off and store it the location(s) identified by the school. It is the student's responsibility to turn off the personal internet-enabled device(s) and have the device password protected to prevent any unauthorized use of the device.

3. Students in Kindergarten through grade 12 shall be permitted to use their personal internet-enabled device on a school bus while on their way to school or on the bus on their way home from school at the end of the school day.

4. Students in Kindergarten through grade 4 are prohibited from using their personal internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.

5. Students in grade 5 through grade 12 shall be permitted to use their personal internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.

6. Students in Kindergarten through grade 8 are prohibited from using their personal internet-enabled device during school-sponsored events off school grounds during the school day unless authorized to do so. Any use of a personal internet-enabled device may only occur with the authorization of the superintendent or designee and while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) and only if no reasonable alternative to the use of the personal internet-enabled device is available.

7. Students in grade 9 through grade 12 shall be permitted to use their personal internet-enabled device for educational purposes during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) and only with the approval of the Principal or designee.

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8. Students in Kindergarten through grade 12 shall be permitted to use their personal internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.).

9. Students in Kindergarten through grade 12 are prohibited from using all other personal electronic devices and non-internet-enabled devices unless with authorization from the Superintendent or other designee.

10. Discipline

    a. School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who use personal internet-enabled devices in violation of this Regulation and Policy 5516. All discipline shall be in accordance with Board Policy and Regulations 5500/5600 Expectations for Student Conduct/Code of Conduct.

        (1) First Offense in a School Year

            (a) The personal internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

            (b) It is the student's responsibility to turn off the personal internet-enabled device and have the personal internet-enabled device password protected to prevent any unauthorized use of the personal internet-enabled device before turning the personal internet-enabled device in to the school staff member or employee of the Board.

            (c) The student will be permitted to pick up the personal internet-enabled device in the Principal or designee's office at the end of the school day.

            (d) The student will have the personal internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.

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(2) Second Offense in a School Year

(a) The personal internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the personal internet-enabled device and have the personal internet-enabled device password protected to prevent any unauthorized use of the personal internet-enabled device before turning the personal internet-enabled device in to the school staff member or employee of the Board.

(c) The personal internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the personal internet-enabled device by the end of the school day, the parent may pick up the personal internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the personal internet-enabled device with notice provided of a second offense in a school year for their child.

(3) Third Offense in a School Year

(a) The personal internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the personal internet-enabled device and have the personal internet-enabled device password protected to prevent any unauthorized use of the personal internet-enabled device before turning the personal

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internet-enabled device in to the school staff member or employee of the Board.

(c) The personal internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.

(d) If the parent cannot pick up the personal internet-enabled device by the end of the school day, the parent may pick up the personal internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the personal internet-enabled device with notice provided of a third offense in a school year for their child.

(f) A student with a third offense shall be assigned detention. Failure to attend shall result in discipline in accordance with Board Policy and Regulations 5500/5600 Expectations for Student Conduct/Code of Conduct.

(4) Additional Offenses in a School Year.

(a) Shall include the responses identified in (3) a-e. Disciplinary measures may include, but are not limited to detention, in-school suspension or other discipline in accordance with Board Policy and Regulations 5500/5600 Expectations for Student Conduct/Code of Conduct.

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Adopted: August 25, 2025
First Reading: July 27, 2026

Springfield Public Schools
Regulation

R 9130 PUBLIC COMPLAINTS

All complaints addressed to the Board of Education, Board members individually, school officials, or district staff members shall be referred to the Superintendent for consideration in accordance with the following procedures.

A. Complaints Regarding a Teaching Staff Member Other Than an Administrator or Supervisor

1. First Level

a. The complainant will be directed to address the complaint to the teaching staff member.

b. The teaching staff member will make every reasonable effort to address the complaint and take appropriate action, if necessary, in accordance with district policies and regulations and within the teaching staff member's authority.

c. The teaching staff member will report the complaint in writing, and whatever action that may have been taken to resolve the complaint, to the teaching staff member's Principal or supervisor.

2. Second Level

a. If the complaint cannot be resolved to the complainant's satisfaction at A.1. above, the complainant may appeal the teaching staff member's resolution to the teaching staff member's Principal or supervisor.

b. The Principal or supervisor will take all reasonable and prudent steps to resolve the complaint and meet with the complainant to discuss the Principal or supervisor's resolution to the complaint.

3. Third Level

a. If the complaint cannot be resolved to the complainant's satisfaction at A.2. above, the complainant may, within five working days of their meeting with the teaching staff member's Principal or supervisor, submit a written request for a conference to the Superintendent. The written request shall, at a minimum, include the specific nature of the complaint and a statement of the facts giving rise to it.

b. A copy of the complainant's written request for a conference will be submitted to the Board by the Superintendent.

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c. Within seven working days of the Superintendent's receipt of the written request for a conference, the Superintendent shall conduct the conference, at a time convenient to the complainant and the Superintendent, and attempt to resolve the complaint informally.

d. The Superintendent shall record in writing their disposition of the complaint and shall, within ten working days of the conference, submit a copy of their written disposition to the complainant and the Board.

4. Fourth Level

a. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at A.3.c. above or that seeks a remedy beyond the Superintendent's authority may be appealed by the complainant to the Board.

(1) The complainant shall, within three working days of their receipt of the Superintendent's written disposition, submit a written request with supporting documentation to the Superintendent for an informal hearing before the Board. The complainant's request, along with the Superintendent's disposition at A.3.d. above, shall be provided to the Board.

b. The Board shall decide whether to grant or deny the complainant's request for an informal hearing and provide their decision in writing to the complainant within five working days upon receiving the request for an informal hearing.

(1) If the Board denies the request for an informal hearing, the Board shall render a decision on the appeal and provide the decision in writing to the complainant within ten working days.

(2) If the Board grants the request for an informal hearing, the Board shall schedule the informal hearing within forty-five working days upon receiving the request for an informal hearing. At the conclusion of the informal hearing, the Board shall render a decision and provide the decision in writing to the complainant within ten working days at the conclusion of the informal hearing.

(a) The Board may designate a committee of the Board to conduct an informal hearing with the complainant.

(b) The Board may permit the complainant to present witnesses.

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(c) The Board will comply with the provisions of the Open Public Meetings Act and Bylaw 0162 regarding any public complaints, where applicable.

5. Reasonable efforts will be made to expedite time sensitive complaints.

B. Complaints Regarding a Support Staff Member

1. The complaint procedure set forth in A.1. above will be followed and the complainant will be directed to discuss the complaint first with the support staff member, if appropriate.

2. If the complaint cannot be resolved to the complainant's satisfaction at A.1. above, the complainant may follow the complaint procedure set forth in A.2. above.

3. If the complaint cannot be resolved to the complainant's satisfaction at A.2. above, the complainant may, within three working days of their meeting with the support staff member's supervisor, submit to the Superintendent a written request for a conference in accordance with A.3. above.

4. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at A.3.c. above or that seeks a remedy beyond the Superintendent's authority may be appealed to the Board of Education in accordance with A.4. above.

C. Complaints Regarding an Administrative Staff Member or Supervisory Staff Member

1. The complainant shall discuss the complaint first with the administrative staff member or supervisory staff member who is the subject of the complaint.

2. An appeal of the discussion with the administrative staff member or supervisory staff member will be made directly to the Superintendent in accordance with A.3. above.

3. A complainant wanting to appeal the Superintendent's written disposition to the Board of Education shall follow the appeal procedures as outlined in A.4. above.

D. Complaints Regarding a Program, Practice, or Operation

1. A complaint regarding a district or school policy; procedure; program; or operation, including entitlement programs established by State or Federal law, should be addressed, initially, to the Superintendent who will refer the complaint to the appropriate administrator or supervisor.

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2. A complaint that cannot be resolved to the complainant's satisfaction at D.1. above may be appealed to the Superintendent and, thereafter, the Board of Education in accordance with the procedures set forth in A.3. and A.4.

E. Complaints Regarding Textbooks, Instructional Supplies, and Resource Materials

1. Complaints regarding textbooks, instructional supplies, and resource materials used in the district shall be submitted in writing by the complainant to the Superintendent.

2. The written complaint shall, at a minimum, include:

   a. The title, author, and publisher of the material at issue;

   b. Sections of the material to which the complainant objects (by page(s) and item(s));

   c. An explanation of the reason(s) for the objection;

   d. The students or class for whom the material is intended; and

   e. The way in which the material is used or presented to students.

3. Within seven working days of the receipt of the written complaint, the Superintendent shall appoint a review committee consisting of:

   a. The head of the department in which the material is being used;

   b. A teaching staff member in the subject area of the material;

   c. A Board of Education member;

   d. The Principal of the school in which the material is used or presented; and

   e. Any other staff member designated by the Superintendent.

4. The review committee will meet to evaluate the complaint and review the material at issue.

   a. The standards used by the review committee to review textbooks will be those set forth in Regulation 2510.

   b. The standards used by the review committee to review instructional supplies will be those set forth in Regulation 2520.

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c. The standards used by the review committee to review resource materials will be those set forth in Regulation 2530.

5. The review committee will report its findings and recommendations to the Superintendent within fifteen working days upon the appointment of the review committee.

6. The Superintendent will submit the review committee's findings and recommendations to the Board at the next regularly scheduled Board meeting.

7. If the Board acts to remove the material at issue or to limit access to the material at issue, its action will be accompanied by a statement of reasons for the removal or limitation.

   a. The Board shall render its decision within forty-five working days of receipt of the review committee's findings and recommendations.

8. A copy of the review committee's findings and recommendations and the Board's action, if any, will be given to the complainant within five working days of the Board's action.

9. The complainant will be informed, in writing, that a decision of the Board may be appealed to the Commissioner of Education as permitted by law.

Issued: 18 March 2019
First Reading: 27 July 2026

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Springfield Public Schools
Bylaw

0142.1 NEPOTISM (M)

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2(a).

For the purpose of this Policy, "relative" means an individual's spouse, civil union partner as defined at N.J.S.A. 37:1-28 et seq., domestic partner as defined at N.J.S.A. 26:8A-3, or the parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother, or half-sister of the individual or of the individual's spouse, civil union partner, or domestic partner, whether the relative is related to the individual or the individual's spouse, civil union partner, or domestic partner by blood, marriage, or adoption pursuant to N.J.A.C. 6A:23A-1.2.

For the purpose of this Policy, "immediate family member" means the person's spouse, partner in a civil union as defined at N.J.S.A. 37:1-28 et seq., domestic partner as defined at N.J.S.A. 26:8A-3, or dependent child, residing in the same household.

For the purpose of this Policy, "administrator" is defined as set forth in N.J.S.A. 18A:12-23.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except:

1. A person employed by the district on or before October 1, 2008 or on or before the date an employee's relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or to be promoted in the district in accordance with the effective date as outlined in the initial version of N.J.A.C. 6A:23A-6.2 adopted on July 1, 2008. However, this shall not pertain to extending an employment contract to allow for an increase in annual pay directly related to an extension of the work year; and

2. The district may employ a relative of a Board member or the Superintendent provided the district has obtained approval from the Executive County Superintendent. Such approval shall be granted only upon demonstration by the district that it conducted a thorough search for candidates and the proposed candidate is the only qualified and available person for the position.

The Superintendent shall not recommend to the Board, pursuant to N.J.S.A. 18A:27-4.1, the relative of the Superintendent or a Board member, unless the relative is subject to an exception as outlined at N.J.A.C. 6A:23A-6.2(a)2. and at 1. and 2. above.

A district administrator shall not exercise direct or indirect authority, supervision, or control over the administrator's relative. If it is not feasible to eliminate such a direct or indirect supervisory

relationship, appropriate screens and/or alternative supervision and reporting mechanisms shall be put in place.

A district administrator or Board member whose relative is a member of the bargaining unit shall not discuss or vote on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that district administrator be present with the Board in closed session when negotiation strategies are being discussed; however, the administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide such information.

A district administrator or Board member who has an immediate family member who is a member of the same Statewide union in another school district shall not participate in any way in negotiations, including, but not limited to, being a member of the negotiating team or being present with the Board in closed sessions when negotiation strategies are being discussed, prior to the Board attaining a tentative memorandum of agreement with the bargaining unit that includes a salary guide and total compensation package. Once the tentative memorandum of agreement is established, a district administrator with an immediate family member who is a member of the same Statewide union in another school district may fully participate in the process, absent other conflicts. However, a district administrator who has an immediate family member who is a member of the same Statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide the information.

In accordance with N.J.A.C. 6A:23A-6.2(b), per diem substitutes and student employees who are relatives of a Board member or the Superintendent shall be excluded from the provisions of this Policy and N.J.A.C. 6A:23A-6.2.

N.J.A.C. 6A:23A-6.2

Adopted: 18 March 2019
1st Reading: 29 June 2026
Adoption: 27 July 2026

Springfield Public Schools
Policy

P1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR (M)

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board employing the Superintendent and the right to speak on all matters at meetings of the Board, but shall have no vote pursuant to N.J.S.A. 18A:17-20.b.

The Superintendent shall devote themselves exclusively to the duties of the office.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. The preparation of informative material describing the district and its educational goals and objectives;
3. The opportunity for applicants to visit the district, where feasible;
4. An interview process that encourages the candidate and the Board members to have a meaningful discussion of the district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise the candidate can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy 1530 on equal employment opportunity.

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9B-12.4 et seq. and must qualify for employment following a criminal history record check.

The candidate shall

1. Meet criteria established by the Board.

Springfield Public Schools
Policy

Employment Contract

A person appointed Superintendent must enter into an employment contract with the Board.

An employment contract for the Superintendent shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any action(s) by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3 pursuant to N.J.A.C. 6A:23A-3.1(f).

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of the Superintendent's employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, or conduct unbecoming a Superintendent or other just cause and then only in the manner prescribed by N.J.S.A. 18A:6 Article 2 Subarticle B pursuant to N.J.S.A. 18A:17-20.2.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall be not less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event the Superintendent's employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent they will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.

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Pursuant to N.J.S.A. 18A:17-20.2a, the Board shall submit to the Commissioner of Education for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. As used in N.J.S.A. 18A:17-20.2a, "compensation" includes, but is not limited to, salary, allowances, bonuses and stipends, payments for accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement of the Superintendent shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate the agreement in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and shall have the authority to disapprove the agreement if the payment of compensation has a condition of separation from service is found to be excessive pursuant to N.J.S.A. 18A:17-20.2a. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the district.

Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

Certificate Revocation

All Superintendent contracts shall include, pursuant to N.J.S.A. 18A:17-15.1, the required provision that states that the contract is null and void in the event the Superintendent's certificate is revoked in accordance with N.J.A.C. 6A:23A-3.1(e)13.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;

18A:17-20.2; 18A:17-20.2a; 18A:17-20.3

N.J.A.C. 6A:9B-12.3; 6A:9B-12.4; 6A:23A-3.1; 6A:23A-3.2

Adopted:18 March 2019
First Reading: 29 June 2026
Readopted: 27 July 2026

Springfield Public Schools
Policy

Springfield Public Schools
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P1552 SEXUAL HARASSMENT – STAFF (M)

The Board of Education (employer) recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of the district are exposed.

A. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604

1. Sexual Harassment – 29 CFR 1604.11

a. Definition of Sexual Harassment – Title VII

(1) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

(b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

b. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless the employer can show that it took immediate and appropriate corrective action.

c. The employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

d. The employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

(1) The employee may submit a complaint, under 29 CFR 1604 to the Affirmative Action Officer.

(2) Upon receipt of the complaint the employer shall initiate the grievance procedure in accordance with Regulation 1552.

e. Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other individuals who were qualified for but denied that employment opportunity or benefit.

2. Job Opportunities Advertising – 29 CFR 1604.5

It is a violation of Title VII for a help-wanted advertisement to indicate a preference, limitation, specification, or discrimination based on sex unless sex is a bona fide occupational qualification for the particular job involved. The placement of an advertisement in columns classified by publishers on the basis of sex, such as columns headed "Male" or "Female," will be considered an expression of a preference, limitation, specification, or discrimination based on sex.

3. Pre-Employment Inquiries as to Sex – 29 CFR 1604.7

A pre-employment inquiry may ask "Male....., Female....."; or "Mr. Mrs. Miss," provided that the inquiry is made in good faith for a nondiscriminatory purpose. Any pre-employment inquiry in connection with prospective employment which expresses directly or indirectly any limitation, specification, or discrimination as to sex shall be unlawful unless based upon a bona fide occupational qualification.

4. Fringe Benefits – 29 CFR 1604.9

a. "Fringe benefits," as used in 29 CFR 1604.9, Regulation 1552, and this Policy, includes medical, hospital, accident, life insurance and retirement benefits; profit-sharing and bonus plans; leave; and other terms, conditions, and privileges of employment.

b. It shall be an unlawful employment practice for the employer to discriminate between men and women with regard to fringe benefits.

c. Where the employer conditions benefits available to employees and their spouses and families on whether the employee is the "head of the household" or "principal wage earner" in the family unit, the benefits tend to be available only to male employees and their families. Due to the fact that such conditioning discriminatorily affects the rights of women employees, and that "head of household" or "principal wage earner" status bears no relationship to job performance, benefits which are so conditioned will be found a prima facie violation of the prohibitions against sex discrimination contained in Title VII of the Civil Rights Act of 1964 (Act).

d. It shall be an unlawful employment practice for the employer to make available benefits for the wives and families of male employees where the same benefits are not made available for the husbands and families of female employees; or to make available benefits for the wives of male employees which are not made available for female employees; or to make available benefits to the husbands of female employees which are not made available for male employees. An example of such an unlawful employment practice is a situation in which wives of male employees receive maternity benefits while female employees receive no such benefits.

e. It shall not be a defense under Title VII to a charge of sex discrimination in benefits that the cost of such benefits is greater with respect to one sex than the other.

f. It shall be an unlawful employment practice for the employer to have a pension or retirement plan which establishes different optional or compulsory retirement ages based on sex, or which differentiates in benefits on the basis of sex.

5. Employment Policies Relating to Pregnancy and Childbirth – 29 CFR 1604.10

a. A written or unwritten employment policy or practice which excludes from employment applicants or employees because of pregnancy, childbirth or related medical conditions is in prima facie violation of Title VII.

b. Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions, under any health or disability insurance or sick leave plan available in connection with employment. Written or unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or disability insurance or sick leave plan, formal or informal, shall be applied to

disability due to pregnancy, childbirth or related medical conditions on the same terms and conditions as they are applied to other disabilities.

c. Where the termination of an employee who is temporarily disabled is caused by an employment policy under which insufficient or no leave is available, such a termination violates the Act if it has a disparate impact on employees of one sex and is not justified by business necessity.

d. Any fringe benefit program implemented after October 31, 1978, must comply with the provisions of 29 CFR 1604.10(b) upon implementation.

B. Title IX of the Education Amendments of 1972 – 34 CFR 106

1. Definitions – Title IX – 34 CFR 106.2 and 34 CFR 106.30

a. "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the employer conditioning the provision of an aid, benefit, or service of the employer on an individual's participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the employer's education program or activity; or

(3) "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

b. "Program or activity" and "program" means all of the operations of a local educational agency (as defined in 20 USC 8801), system of vocational education, or other school system.

c. "Title IX" means Title IX of the Education Amendments of 1972, Pub. L. 92-318, as amended by section 3 of Pub. L. 93-568, 88 Stat. 1855, except sections 904 and 906 thereof; 20 USC 1681, 1682, 1683, 1685, 1686.

2. Effect of Employment Opportunities – 34 CFR 106.7

The employer's obligation to comply with 34 CFR 106, Regulation 1552, and this Policy is not obviated or alleviated because employment opportunities in any occupation or profession are or may be more limited for members of one sex than for members of the other sex.

3. Designation of Title IX Coordinator and Notice to Employees – 34 CFR 106.8

   a. The employer must designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under 34 CFR 106, which employee must be referred to as the "Title IX Coordinator."

   b. The employer must notify applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer, of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.

      (1) Any individual may report sex discrimination, including sexual harassment (whether or not the individual reporting is the individual alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the individual's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

      (2) Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

   c. Dissemination of Policy

      (1) Notification of Policy

         (a) The employer must notify applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer, that the employer does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and 34 CFR 106 not to discriminate in such a manner. Such notification must state that the requirement not to discriminate in the education program or activity extends to employment, and that inquiries about the application of Title IX and 34 CFR 106 to such employer may be referred to the employer's Title

IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

(2) Publications

(a) Each employer must prominently display the contact information required to be listed for the Title IX Coordinator and this Policy on its website, if any, and in each handbook or catalog that it makes available to applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer.

(b) The employer must not use or distribute a publication stating that the employer treats applicants for employment or employees differently on the basis of sex except as such treatment is permitted by Title IX or 34 CFR 106.

4. Discrimination on the Basis of Sex and Employment in Education Programs or Activities Prohibited – 34 CFR 106 Subpart E

a. Employment – 34 CFR 106.51

(1) General

(a) No individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection therefor, whether full-time or part-time, under any education program or activity operated by the employer which receives Federal financial assistance.

(b) The employer shall make all employment decisions in any education program or activity operated by such employer in a nondiscriminatory manner and shall not limit, segregate, or classify applicants or employees in any way which could adversely affect any applicant's or employee's employment opportunities or status because of sex.

(c) The employer shall not enter into any contractual or other relationship which directly or indirectly has the effect of subjecting employees or students to discrimination prohibited by 34 CFR 106 Subpart E, including relationships with employment and referral agencies, with labor unions, and with organizations providing or administering fringe benefits to employees of the employer.

(d) The employer shall not grant preferences to applicants for employment on the basis of attendance at any educational institution or entity which admits as students only or predominantly members of one sex, if the giving of such preferences has the effect of discriminating on the basis of sex in violation of 34 CFR 106.

(2) 34 CFR 106 Subpart E applies to:

(a) Recruitment, advertising, and the process of application for employment;

(b) Hiring, upgrading, promotion, consideration for and award of tenure, demotion, transfer, layoff, termination, application of nepotism policies, right of return from layoff, and rehiring;

(c) Rates of pay or any other form of compensation, and changes in compensation;

(d) Job assignments, classifications and structure, including position descriptions, lines of progression, and seniority lists;

(e) The terms of any collective bargaining agreement;

(f) Granting and return from leaves of absence, leave for pregnancy, childbirth, false pregnancy, termination of pregnancy, leave for individuals of either sex to care for children or dependents, or any other leave;

(g) Fringe benefits available by virtue of employment, whether or not administered by the employer;

(h) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, selection for tuition assistance, selection for sabbaticals and leaves of absence to pursue training;

(i) Employer-sponsored activities, including those that are social or recreational; and

(j) Any other term, condition, or privilege of employment.

b. Employment Criteria – 34 CFR 106.52

(1) The employer shall not administer or operate any test or other criterion for any employment opportunity which has a disproportionately adverse effect on individuals on the basis of sex unless:

(a) Use of such test or other criterion is shown to predict validly successful performance in the position in question; and

(b) Alternative tests or criteria for such purpose, which do not have such disproportionately adverse effect, are shown to be unavailable.

c. Recruitment – 34 CFR 106.53

(1) Nondiscriminatory Recruitment and Hiring

The employer shall not discriminate on the basis of sex in the recruitment and hiring of employees. Where the employer has been found to be presently discriminating on the basis of sex in the recruitment or hiring of employees, or has been found to have in the past so discriminated, the employer shall recruit members of the sex so discriminated against so as to overcome the effects of such past or present discrimination.

(2) Recruitment Patterns

The employer shall not recruit primarily or exclusively at entities which furnish as applicants only or predominantly members of one sex if such actions have the effect of discriminating on the basis of sex in violation of 34 CFR 106.53.

d. Compensation – 34 CFR 106.54

(1) The employer shall not make or enforce any policy or practice which, on the basis of sex:

(a) Makes distinctions in rates of pay or other compensation;

(b) Results in the payment of wages to employees of one sex at a rate less than that paid to employees of the opposite sex for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.

e. Job Classification and Structure – 34 CFR 106.55

(1) The employer shall not:

(a) Classify a job as being for males or for females;

(b) Maintain or establish separate lines of progression, seniority lists, career ladders, or tenure systems based on sex; or

(c) Maintain or establish separate lines of progression, seniority systems, career ladders, or tenure systems for similar jobs, position descriptions, or job requirements which classify individuals on the basis of sex, unless sex is a bona-fide occupational qualification for the positions in question as set forth in 34 CFR 106.61.

f. Fringe Benefits – 34 CFR 106.56

(1) For the purpose of 34 CFR 106, "fringe benefits" means: Any medical, hospital, accident, life insurance or retirement benefit, service, policy or plan, any profit-sharing or bonus plan, leave, and any other benefit or service of employment not subject to the provision of 34 CFR 106.54.

(2) The employer shall not:

(a) Discriminate on the basis of sex with regard to making fringe benefits available to employees or make fringe benefits available to spouses, families, or dependents of employees differently upon the basis of the employee's sex;

(b) Administer, operate, offer, or participate in a fringe benefit plan which does not provide either for equal periodic benefits for members of each sex, or for equal contributions to the plan by the employer for members of each sex; or

(c) Administer, operate, offer, or participate in a pension or retirement plan which establishes different optional or compulsory retirement ages based on sex or which otherwise discriminates in benefits on the basis of sex.

g. Marital or Parental Status – 34 CFR 106.57

(1) The employer shall not apply any policy or take any employment action:

(a) Concerning the potential marital, parental, or family status of an employee or applicant for employment which treats individuals differently on the basis of sex; or

(b) Which is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.

(2) The employer shall not discriminate against or exclude from employment any employee or applicant for employment on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

(3) The employer shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom and any temporary disability resulting therefrom as any other temporary disability for all job-related purposes, including commencement, duration and extensions of leave, payment of disability income, accrual of seniority and any other benefit or service, and reinstatement, and under any fringe benefit offered to employees by virtue of employment.

(4) In the case of the employer which does not maintain a leave policy for its employees, or in the case of an employee with insufficient leave or accrued employment time to qualify for leave under such a policy, the employer shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status which the employee held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

h. Effect of State or Local Law or Other Requirements – 34 CFR 106.58

(1) The obligation to comply with 34 CFR 106.58 is not obviated or alleviated by the existence of any State or local law or other requirement which imposes prohibitions or limits upon employment of members of one sex which are not imposed upon members of the other sex.

(2) The employer which provides any compensation, service, or benefit to members of one sex pursuant to a State or local law or other requirement shall provide the same compensation, service, or benefit to members of the other sex.

i. Advertising – 34 CFR 106.59

The employer shall not in any advertising related to employment indicate preference, limitation, specification, or discrimination based on sex unless sex is a bona-fide occupational qualification for the particular job in question.

j. Pre-Employment Inquiries – 34 CFR 106.60

(1) The employer shall not make pre-employment inquiry as to the marital status of an applicant for employment, including whether such applicant is "Miss or Mrs."

(2) The employer may make pre-employment inquiry as to the sex of an applicant for employment, but only if such inquiry is made equally of such applicants of both sexes and if the results of such inquiry are not used in connection with discrimination prohibited by 34 CFR 106.

k. Sex as a Bona-Fide Occupational Qualification – 34 CFR 106.61

The employer may take action otherwise prohibited by 34 CFR 106 Subpart E provided it is shown that sex is a bona-fide occupational qualification for that action, such that consideration of sex with regard to such action is essential to successful operation of the employment function concerned. The employer shall not take action pursuant to 34 CFR 106.61 which is based upon alleged comparative employment characteristics or stereotyped characterizations of one or the other sex, or upon preference based on sex of the employer, employees, students, or other individuals, but nothing contained in 34 CFR 106.61 shall prevent the employer from considering an employee's sex in relation to employment in a locker room or toilet facility used only by members of one sex.

5. Effect of Other Federal Provisions – 34 CFR 106.6(a)

a. The obligations imposed by 34 CFR 106 are independent of, and do not alter, obligations not to discriminate on the basis of sex imposed by Executive Order 11246, as amended; sections 704 and 855 of the Public Health Service Act (42 USC 292d and 298b-2); Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.); the Equal Pay Act (29 USC 206 and 206(d)); and any other Act of Congress or Federal regulation.

b. Nothing in 34 CFR 106 may be read in derogation of any individual's rights under Title VII of the Civil Rights Act of 1964, 42 USC 2000e et seq. or any regulations promulgated thereunder.

C. Grievance Procedures

1. Upon receiving a complaint alleging sexual harassment, the employer shall review the alleged conduct to determine whether to apply the grievance procedure for Title VII or Title IX outlined in Regulation 1552. When making this determination, the Superintendent or designee should consult with the Board Attorney to determine which definition of sexual harassment (Title VII, Title IX, or both), applies to the alleged conduct. If the alleged conduct is addressed by both definitions, the employer shall proceed with the grievance procedure outlined for Title IX in Section B. of Regulation 1552.

    a. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604

        (1) Upon receipt of a complaint of sexual harassment under Title VII, the employer shall follow the grievance procedure outlined in Section A. of Regulation 1552.

    b. Title IX of the Education Amendments of 1972 – 34 CFR 106

        (1) Upon receipt of a complaint of sexual harassment under Title IX, the employer shall follow the grievance procedure outlined in Section B. of Regulation 1552.

        (2) The employer must provide to applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer notice of the employer's Title IX grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the employer will respond.

29 CFR 1604
34 CFR 106

1st Reading: 29 June 2026
Adopted: 27 July 2026

Springfield Public Schools
Policy

P 3362 SEXUAL HARASSMENT (M)

The Board recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of the school district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of the school district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of the school district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 18 March 2019

Abolished: 27

ABOLISH

Springfield Public Schools
Policy

4352 - SEXUAL HARASSMENT (M)

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Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of the school district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of the school district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 18 March 2019
Abolished: 27 July 2026

ABOLISH

Springfield Public Schools
Regulation

R 1552 SEXUAL HARASSMENT – STAFF (M)

The Board of Education will not tolerate sexual harassment of employees by other school employees or third parties. The employer shall investigate and resolve allegations of sexual harassment pursuant to Title VII of the Civil Rights Act of 1964 (29 CFR 1604); Title IX of the of the Education Amendments of 1972 (34 CFR 106); Policy 1552; and this Regulation.

A. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604

1. Sexual Harassment – 29 CFR 1604.11

a. Definition of Sexual Harassment – Title VII

(1) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

(b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

b. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.

c. The employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

d. The employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

(1) The employee may submit a complaint, under 29 CFR 1604 to the Affirmative Action Officer.

(2) Upon receipt of the complaint the employer shall initiate the grievance procedure in accordance with Regulation 1552.

e. Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other individuals who were qualified for but denied that employment opportunity or benefit.

2. Grievance Procedure for Title VII Complaints

The following grievance procedure shall be used for an allegation(s) of sexual harassment:

a. Reporting of Sexual Harassment Conduct

(1) Any individual with any information regarding actual and/or potential sexual harassment of an employee must report the information to the Principal, their immediate supervisor, the Title IX Coordinator, or the Affirmative Action Officer. The employer's Title IX Coordinator and the Affirmative Action Officer may be the same individual.

(2) The employer can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or a telephone call.

(3) The report may be made: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The report may be reported during business or non-business hours.

(4) A report to the Principal or an immediate supervisor will be forwarded to the Superintendent or designee and Affirmative Action Officer within one working day, even if the Principal or immediate supervisor feels sexual harassment conduct was not present.

(5) In the event the report alleges conduct by the Principal or the Affirmative Action Officer, the report shall be submitted to the Superintendent who will designate a school official to assume the Principal's or Affirmative Action Officer's responsibilities.

b. Affirmative Action Officer's Investigation

(1) Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed, and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.

(2) When an employee provides information about possible sexual harassment, the Affirmative Action Officer will initially discuss what actions the employee seeks in response to the sexual harassment.

(3) The investigation may include, but is not limited to, interviews with all individuals with potential knowledge of the alleged conduct, interviews with any employee(s) who may have been sexually harassed in the past by the employee, and any other reasonable methods to determine if sexual harassment conduct existed.

(4) The Affirmative Action Officer may request an employee involved in the investigation to assist in the investigation.

(5) The Affirmative Action Officer will provide a copy of Policy 1552 and this Regulation to all individuals who are interviewed with potential knowledge, upon request, and to any other individual the Affirmative Action Officer feels would be served by a copy of such documents.

(6) Any individual interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.

(7) The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if the conduct could potentially be criminal in nature.

(8) The employer may take interim measures during an investigation of a complaint.

(9) The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

c. Investigation Results

(1) Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the individual(s) providing notice to the employer and the employee(s) who was alleged to be sexually harassed.

(2) The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.

(3) If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.

(4) If the Affirmative Action Officer determines that sexual harassment has occurred, the employer shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.

(5) In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The employer may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the employee that was sexually harassed, dissemination of information, distribution of new policy statements or other steps to

communicate the message that the employer does not tolerate sexual harassment and will be responsive to any employee that reports such conduct.

(6) In some situations, the employer may need to provide other services to the employee that was sexually harassed, if necessary, to address the effects of the sexual harassment on that employee. Depending on the type of sexual harassment found, these additional services may include an independent reassessment of the work performance of the employee that was sexually harassed, counseling, and/or other measures that are appropriate to the situation.

(7) The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the employee who made the complaint, was the subject of the sexual harassment, or against those who provided the information or were witnesses.

(a) The Affirmative Action Officer will inform the employee that was sexually harassed to report any subsequent problems and will make follow-up inquiries to see if there have been any new incidents or retaliation.

(8) All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

d. Affirmative Action Officer's Investigation Appeal Process

(1) Any individual found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any individual who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent.

(a) The Superintendent will make their determination within ten working days of receiving the appeal.

(2) Any individual who is not satisfied with the Superintendent's determination may appeal in writing to the Board.

(a) The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

3. United States Equal Employment Opportunity Commission (EEOC) Case Resolution

   Individuals not satisfied with the resolution of a Title VII allegation of sexual harassment by the employer may request the EEOC to investigate the allegations.

   a. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the employer to the EEOC.

   b. Any individual may report an allegation of sexual harassment to the EEOC at any time. If the EEOC is asked to investigate or otherwise resolve incidents of sexual harassment of employees, the EEOC will consider whether:

      (1) The employer has a policy prohibiting sexual harassment and a grievance procedure;

      (2) The employer has appropriately investigated or otherwise responded to allegations of sexual harassment; and

      (3) The employer has taken immediate and appropriate corrective action responsive to quid pro quo or hostile environment sexual harassment.

B. Title IX of the of the Education Amendments of 1972 – 34 CFR 106

1. Definitions – 34 CFR 106.30

   a. For the purpose of Section B. of this Regulation and in accordance with 34 CFR 106:

      (1) "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

         (a) An employee of the employer conditioning the provision of an aid, benefit, or service of the employer on an employee's participation in unwelcome sexual conduct;

         (b) Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the employer's education program or activity; or

(c) "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

(2) "Complainant" means an employee currently employed by the employer who is alleged to be the victim of conduct that could constitute sexual harassment.

(3) "Decision-maker" (34 CFR 106.45(b)(7)) means an employee(s) who is not the Title IX Coordinator or the employee who conducted the investigation, designated by the Superintendent, to objectively evaluate the relative evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment in accordance with the provisions of 34 CFR 106.

(4) "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the employer investigate the allegation of sexual harassment. The phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the employer) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint.

(5) "Investigator" (34 CFR 106.45(b)(5)) means an employee(s) who may be the Title IX Coordinator and who is not a decision-maker designated by the Superintendent to investigate alleged sexual harassment in accordance with 34 CFR 106. The investigator may be the employer's Affirmative Action Officer only if the Affirmative Action Officer is not the Title IX decision-maker.

(6) "Program or activity" and "program" (34 CFR 106.2(h)(2)(ii)) means all of the operations of a local educational agency (as defined in 20 USC 8801), system of vocational education, or other school system.

(a) "Education program or activity" (34 CFR 106.44(a)) includes locations, events, or circumstances over which the employer exercised substantial control over both the

respondent and the context in which the sexual harassment occurs.

(7) "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

(8) "Title IX Coordinator" (34 CFR 106.8(a)) means an individual designated and approved by the employer to coordinate its efforts to comply with its responsibilities under 34 CFR 106, Policy 1552, and this Regulation. The individual must be referred to as the "Title IX Coordinator" and may also be the investigator but cannot be the decision-maker.

2. Employer's Response to Sexual Harassment – 34 CFR 106.44

a. The employer with actual knowledge of sexual harassment in an education program or activity of the employer against an individual in the United States, must respond promptly in a manner that is not deliberately indifferent.

(1) The employer has "actual knowledge" when an employee receives a complaint of sexual harassment or an employee is aware of behavior that could constitute sexual harassment.

(a) Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator.

(2) The employer is deliberately indifferent only if the employer's response to sexual harassment is clearly unreasonable in light of the known circumstances, pursuant to 34 CFR 106.44(a).

The United States Department of Education Office of Civil Rights may not deem the employer to have satisfied the employer's duty to not be deliberately indifferent under 34 CFR 106 based on the employer's restriction of rights protected under the United States Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.

b. Informal Resolution – 34 CFR 106.45

(1) The employer may not require as a condition of employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the employer may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility, the employer may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the employer:

(a) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided; however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and

(b) Obtains the parties' voluntary, written consent to the informal resolution process.

3. Grievance Process - 34 CFR 106.45

a. The employer will use the grievance process outlined in 34 CFR §106.45 and this Regulation to address formal complaints of sexual harassment.

b. Parents, students, unions and associations, and staff members shall receive notice of the grievance procedures and the Title IX Coordinator's name or title, office, address, email address, and telephone number in accordance with 34 CFR 106.8(a).

c. The employer's grievance process may, but need not, provide for a hearing pursuant to 34 CFR 106.45(b)(6)(ii).

d. The Title IX Coordinator must promptly contact the complainant in accordance with 34 CFR 106.44(a).

e. In response to a formal complaint, the employer will follow a grievance process that complies with 34 CFR 106.45.

(1) Upon receipt of a formal complaint, the Title IX Coordinator shall provide written notice to the parties who are known in accordance with 34 CFR 106.45(b)(2)(i).

(2) The Title IX Coordinator shall provide the investigator with a copy of the formal complaint if the Title IX Coordinator is not the investigator.

(3) The investigator shall investigate the allegations contained in a formal complaint pursuant to 34 CFR 106.45(b).

f. The investigator shall create an investigative report in accordance with the provisions of 34 CFR 106.45(b)(5)(vii).

(1) The investigator will attempt to collect all relevant information and evidence.

(2) While the investigator will have the burden of gathering evidence, it is crucial that the parties present evidence and identify witnesses to the investigator so that they may be considered during the investigation.

(3) While all evidence gathered during the investigative process and obtained through the exchange of written questions will be considered, the decision-maker may in their discretion grant lesser weight to last minute information or evidence introduced through the exchange of written questions that was not previously presented for investigation by the investigator.

(4) To the greatest extent possible, and subject to Title IX, the employer will make reasonable accommodations in an investigation to avoid potential re-traumatization of a complainant.

(5) The investigative report shall be provided to the decision-maker in accordance with the provisions of 34 CFR 106.45(b)(6)(ii).

g. The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility pursuant to 34 CFR 106.45(b)(7).

(1) To reach this determination, the decision-maker will apply

[Select One Option Below

___ the preponderance of the evidence standard,

___ clear and convincing evidence standard,**]**

which shall be the same standard of evidence for formal complaints against students as for formal complaints against employees, including faculty, and apply the same standard of evidence to all formal complaints of sexual harassment pursuant to 34 CFR 106.45(b)(1)(vii).

(2) The decision-maker will facilitate a written question and answer period between the parties.

(a) Each party may submit their written questions for the other party and witnesses to the decision-maker for review.

(b) The questions must be relevant to the case and the decision-maker will determine if the questions submitted are relevant and will then forward the relevant questions to the other party or witnesses for a response.

(c) The decision-maker shall then review all the responses, determine what is relevant or not relevant, and issue a decision as to whether the respondent is responsible for the alleged sexual harassment.

(d) The decision-maker will issue a written determination following the review of evidence. The written determination will include:

(i) Identification of allegations potentially constituting sexual harassment as defined in Policy and Regulation 1552 and 34 CFR 106.30;

(ii) A description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;

(iii) Findings of fact supporting the determination, conclusions regarding the application of this formal grievance process to the facts; and

(iv) A statement of and rationale for the result as to each allegation, including any determination regarding responsibility, any disciplinary sanctions the decision-maker imposed on the respondent that directly relate to the complainant, and whether remedies designed to restore or preserve equal access to the employer's education program or activity will be provided to the complainant; and procedures and permissible bases for the parties to appeal the determination.

(e) The written determination will be provided to the parties simultaneously.

(f) Notwithstanding a temporary delay of the grievance procedure or the limited extension of the grievance procedure time frames with good cause, the written determination shall be provided within sixty calendar days from receipt of the complaint.

(i) The sixty calendar day time frame does not include the appeal process.

4. Appeals – 34 CFR 106.45(b)(8)

a. The employer will offer both parties an appeal from a determination regarding responsibility, and from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein in accordance with 34 CFR 106.45(b)(8)(i).

b. As to all appeals, the employer will comply with the requirements of 34 CFR 106.45(b)(8).

c. The Superintendent shall designate an appeal officer for each appeal filed.

(1) The appeal officer shall not be the same individual as the decision-maker that reached the determination regarding responsibility or

dismissal, the investigator, or the Title IX Coordinator in accordance with 34 CFR 106.45(b)(8)(iii)(B).

(2) Ensure that the appeal officer complies with the standards set forth in 34 CFR 106.45(b)(1)(iii).

d. The employer shall give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

e. The employer shall administer the appeal process, but is not a party and will not advocate for or against any appeal.

f. A party may appeal only on the following grounds and the appeal shall identify the reason(s) why the party is appealing:

(1) There was a procedural error in the hearing process that materially affected the outcome;

(a) Procedural error refers to alleged deviations from employer policy, and not challenges to policies or procedures themselves;

(2) There is new evidence that was not reasonably available at the time of the hearing and that could have affected the outcome;

(3) The decision-maker had a conflict of interest or bias that affected the outcome;

(4) The determination regarding the policy violation was unreasonable based on the evidence before the decision-maker:

(a) Appealing on this basis is available only to a party who participated in the hearing; and

(5) The sanctions were disproportionate to the hearing officer's findings.

(6) The employer may offer an appeal equally to both parties on additional bases.

g. The appeal must be submitted in writing to the Title IX Coordinator within ten calendar days following the issuance of the notice of determination.

h. The appeal must identify the ground(s) for appeal and contain specific arguments supporting each ground for appeal.

i. The Title IX Coordinator shall notify the other party of the appeal, and that other party shall have an opportunity to submit a written statement in response to the appeal, within ten calendar days.

j. The Title IX Coordinator shall inform the parties that they have an opportunity to meet with the appeal officer separately to discuss the proportionality of the sanction.

k. The appeal officer shall decide the appeal considering the evidence presented at the hearing, the investigation file, and the appeal statements of both parties.

l. In disproportionate sanction appeals, input the parties provided during the meeting may also be considered.

m. The appeal officer shall summarize their decision in a written report that will be sent to the complainant and respondent within twenty calendar days of receiving the appeal.

5. Supportive Measures – 34 CFR 106.30

a. "Supportive measures" mean non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed pursuant to 34 CFR 106.30(a).

b. The employer's response must treat complainants and respondents equitably by offering supportive measures as defined in 34 CFR 106.30 to a complainant, and by following a grievance process that complies with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures as defined in 34 CFR 106.30, against a respondent.

c. The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures as defined in 34 CFR 106.30, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

(1) Supportive measures shall be available to the complainant, respondent, and as appropriate, witnesses or other impacted individuals.

d. The Title IX Coordinator shall maintain consistent contact with the parties to ensure that safety, emotional well-being and physical well-being are being addressed.

e. Generally, supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis.

(1) To the extent there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate employer resources to provide continued assistance to the parties.

f. The employer is required to offer supportive measures to the complainant even if the respondent ceased being employed by the employer prior to the filing of a formal complaint.

(1) If the respondent ceases to be employed by the employer after a formal complaint is filed, the employer may dismiss the complaint, but must still offer supportive measures to the complainant pursuant to 34 CFR 106.45(b)(3)(ii).

6. Remedies - 34 CFR 106.45

a. The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR 106.45(b)(7)(iv).

b. Following receipt of the written determination from the decision-maker, the Title IX Coordinator will facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.

(1) Emergency Removal

Nothing in 34 CFR 106 precludes the employer from removing a respondent from the employer's education program or activity on an emergency basis, provided that the employer undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any individual

arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

(2) Administrative Leave

Nothing in 34 CFR 106 Subpart D precludes the employer from placing an employee on administrative leave during the pendency of a grievance process that complies with 34 CFR 106.45. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

c. The Superintendent or designee, after consultation with the Title IX Coordinator, will determine the sanctions imposed and remedies provided, if any.

(1) The imposition of sanctions or provisions of remedies will be revisited by the Title IX Coordinator following the appeal officer's decision, as appropriate.

d. The Title IX Coordinator must provide written notice to the parties simultaneously.

e. The employer must disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the employer's education program or activity.

(1) Remedies and supportive measures that do not impact the respondent should not be disclosed in the written determination; rather the determination should simply state that remedies will be provided to the complainant.

f. It is important to note that conduct that does not meet the criteria under Title IX may violate other Federal or State laws or employer policies regarding employee misconduct or may be inappropriate and require an immediate response in the form of supportive measures and remedies to prevent its recurrence and address its effects.

7. Recordkeeping – 34 CFR 106.45(b)(10)

   a. The employer must maintain for a period of seven years records of:

      (1) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under 34 CFR 106.45(b)(6)(i), any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the employer's education program or activity;

      (2) Any appeal and the result therefrom;

      (3) Any informal resolution and the result therefrom; and

      (4) All materials used to train Title IX Coordinators, investigators, decision-makers, and any individual who facilitates an informal resolution process. The employer must make these training materials publicly available on its website, or if the employer does not maintain a website the employer must make these materials available upon request for inspection by members of the public.

   b. For each response required under 34 CFR 106.44, the employer must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the employer must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the employer's education program or activity. If the employer does not provide a complainant with supportive measures, then the employer must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the employer in the future from providing additional explanations or detailing additional measures taken.

8. Compliance

   The Superintendent or designee shall consult with the Board Attorney to ensure the employer's response to any allegations of sexual harassment and the employer's grievance process are in accordance with 34 CFR 106.44 and 34 CFR 106.45.

9. Training

a. The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45(b)(1)(iii).

(1) The employer must ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in 34 CFR 106.45(b)(6).

(2) The employer also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in 34 CFR 106.45 (b)(5)(vii). Any materials used to train Title IX Coordinators, investigators, decision-makers, and any individual who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

1st Reading: 29 June 2026
Adopted: 27 July 2026

Springfield Public Schools
Regulations

R 3362 - SEXUAL HARASSMENT OF TEACHING STAFF MEMBERS COMPLAINT PROCEDURE

Sexual harassment of school staff members is prohibited by the Board. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.

A. Definitions

1. Gender-based Harassment - Gender-based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.

2. Hostile Environment Sexual Harassment - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.

3. Quid Pro Quo Harassment - When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of harassment of school staff members by other school staff members:

1. Reporting of Sexual Harassment Conduct

    a. Any person with any information regarding actual and/or potential sexual harassment of a staff member must report the information to the school Principal, their immediate supervisor or the Affirmative Action Officer.

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b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.

c. A report to the school Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Principal or immediate supervisor feels sexual harassment conduct was not present.

d. In the event the report alleges conduct by the Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Principal's or Affirmative Action Officer's responsibilities as outlined in Policy No. 3362 and this Regulation.

2. Affirmative Action Officer's Investigation

a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.

b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.

c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.

d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.

e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 3362 to all persons who are interviewed with potential

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knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.

f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.

g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.

h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.

i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

3. Investigation Results

a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.

b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.

c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.

d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.

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e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.

f. In some situations, the school district may need to provide other services to the staff member that was harassed, if necessary, to address the effects of the harassment on that staff member. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed staff member's work performance, counseling and/or other measures that are appropriate to the situation.

g. The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed staff member to report any subsequent problems and will make follow-up inquiries to see if there has been any new incidents or retaliation.

h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

4. Affirmative Action Officer's Investigation Appeal Process

a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any person who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.

b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within

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forty-five calendar days of receiving an appeal from the Superintendent's determination.

C. Office Of Civil Rights (OCR) Case Resolution

Persons not satisfied with the resolution of an allegation of sexual harassment by school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).

2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of school staff members, OCR will consider whether:

    a. The school district has a policy prohibiting sexual harassment and a grievance procedure;

    b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and

    c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.

Issued: 18 March 2019
Abolished: 27 July 2026

ABOLISH

Springfield Public Schools
Regulation

R4352 - SEXUAL HARASSMENT OF SUPPORT STAFF MEMBERS COMPLAINT PROCEDURE

Sexual harassment of school staff members is prohibited by the Board. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.

A. Definitions

1. Gender-based Harassment - Gender-based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.

2. Hostile Environment Sexual Harassment - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.

3. Quid Pro Quo Harassment - When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of harassment of school staff members by other school staff members:

1. Reporting of Sexual Harassment Conduct

    a. Any person with any information regarding actual and/or potential sexual harassment of a staff member must report the information to the school Principal, their immediate supervisor or the Affirmative Action Officer.

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b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.

c. A report to the school Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Principal or immediate supervisor feels sexual harassment conduct was not present.

d. In the event the report alleges conduct by the Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Principal's or Affirmative Action Officer's responsibilities, as outlined in Policy No. 4352 and this Regulation.

2. Affirmative Action Officer's Investigation

a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.

b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.

c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.

d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.

e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 4352 to all persons who are interviewed with potential

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knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.

f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.

g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.

h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.

i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

3. Investigation Results

a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.

b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.

c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.

d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.

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e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.

f. In some situations, the school district may need to provide other services to the staff member that was harassed, if necessary, to address the effects of the harassment on that staff member. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed staff member's work performance, counseling and/or other measures that are appropriate to the situation.

g. The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed staff member to report any subsequent problems and will make follow-up inquiries to see if there has been any new incidents or retaliation.

h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

4. Affirmative Action Officer's Investigation Appeal Process

a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any person who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.

b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within

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forty-five calendar days of receiving an appeal from the Superintendent's determination.

C. Office Of Civil Rights (OCR) Case Resolution

Persons not satisfied with the resolution of an allegation of sexual harassment by school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).

2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of school staff members, OCR will consider whether:

    a. The school district has a policy prohibiting sexual harassment and a grievance procedure;

    b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and

    c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.

Issued: 18 March 2019
Abolished: 27 July 2026

ABOLISH

Springfield School District
2026-2027

In accordance with the New Jersey Administrative Code 6A:16-2.1(b):

Each district board of education shall annually adopt the school district's Nursing Services Plan at a regular meeting and submit it to the county superintendent of education for review and approval.

1. The chief school administrator or his or her designee shall develop the Nursing Services Plan in consultation with the school physician and certified school nurse. 2. The Nursing Services Plan shall include:
   i. A description of the basic nursing services to be provided to all students;
   ii. A summary of the specific medical needs of individual students, if any, and the nursing services required to address those needs;
   iii. A description of how nursing services will be provided in emergency situations;
   iv. Detailed nursing assignments sufficient to provide the services to students in all of its school buildings as outlined in N.J.A.C. 6A:16-2.3(b) through (d); and v. Nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A: 16-2.5.
3. Each district board of education, in its determination of the number of certified school nurses and non-certified nurses needed to perform all of the required services in this subchapter, shall consider the following:
   i. Geographic size including the number and location of school buildings;
   ii. The general and special education enrollment;
   iii. The number of children with medical involvement and extent of nursing services required;
   iv. The requirement that non-certified nurses be assigned to the same school building or school complex as the supervising certified school nurse, to ensure that the certified school nurse can provide required supervision pursuant to N.J.A.C. 6A:16-2.3(b) and (d) and pursuant to N.J.S.A. 18A: 40-3.3.

Nursing Services Plan:
The goals of school nursing are health protection and health promotion. In an ongoing effort to ensure that children remain healthy and ready to learn, the certified school nurse takes on multiple roles within the professional scope of practice.

I. A DESCRIPTION OF THE BASIC NURSING SERVICES TO BE PROVIDED TO ALL STUDENTS:

Nursing Care Provider

School Nurses use the Nursing Process to provide ongoing care for individual students with acute or chronic health concerns through the development of Individualized Health Care Plans and Emergency Plans that require:

- Assessment
- Planning
- Implementing

- Evaluating

Students receiving medications at school and at home are monitored for side effects and/ or responses to treatment.

Emergency medical care is provided for all students and staff as needed by the school nurse and with the assistance of community resources such as the Emergency First Aid Squad, Springfield Police and Fire Department when necessary.

Investigator/Data Collector/Researcher

School Nurses seek information through consultations with parents, the medical home, the school physician, specialists, health agencies, school personnel and staff regarding:

- Health histories
- Health practices
- Environmental concerns
- Safety issues
- Communicable disease patterns
- Current health information

Communicator

School Nurses communicate with and share information with:

- Students
- Parents
- Classroom teachers
- Physicians
- Health care agencies
- Administration
- Custodial & maintenance staff
- Governmental agencies

School Nurses utilize a variety of methods and means to communicate such as:

- Telephone conferences
- Personal letters
- Newsletters
- Flyers
- Bulletin board postings
- E-mail communications
- Website updates
- Personal conferences
- Departmental meetings
- Intervention and Referral Services meetings
- Child Study Team meetings
- Crisis/Safety Committee meetings
- Staff Development presentations
- Virtual meeting format- Zoom

Health Counselor

School Nurses serve as health counselors regarding:

- Health issues and personal concerns for:

- ➢ Students
- ➢ Parents
- ➢ Staff

● Referrals for the child at risk are made as needed to:

- ➢ Private Physicians
- ➢ Administrators
- ➢ Guidance Counselors
- ➢ School Psychologist
- ➢ School Physician
- ➢ Community Health Agencies

Educator

The school nurses provide health education on a one- to- one basis in the Health Office or group presentations for students, families, and staff.
In accordance with New Jersey Administrative code:

- ● Annual Blood Borne Pathogens, Communicable Disease, Asthma, Food Allergies, Diabetes, Seizure training for staff.
- ● Training for epinephrine delegation as needed for students with prescribed epinephrine for anaphylaxis.
- ● Training for Glucagon Delegation or Baqsimi nasal inhalant as needed for diabetic students with medical orders.

Child Advocate

School Nurses work closely with staff and families to help insure that:

● Health needs are identified and accommodations are put into place regarding:

- ➢ Health Services
- ➢ Counseling
- ➢ Community programs/Services
- ➢ Camps

Record Keep/Recorder

School Nurse maintain student health records that include:

- ● Health Office visits
- ● Written communication from parents and health care providers must be incorporated into the student records.
- ● Health Appraisals for Special Ed students and I&RS referrals
- ● Record keeping in accordance with the regulations of the State of New Jersey and legal guidelines
- ● Data must be collected for state agencies regarding
  - ➢ Immunization Compliance
  - ➢ Tuberculosis Screening
  - ➢ Medical waste management
  - ➢ Employee Injuries/Workers Compensation

Emergency Information on both students and staff and make it available in a convenient location.

Health Office Manager

School Nurses manage health services to promote a safe and healthy environment for all children and staff:

- Scheduling mandated screenings for designated grade levels
- Requesting or scheduling physical examinations
- Assisting families as they cope with their children's health problems, which may create barriers to learning,
- Helping students with health needs to manage their health conditions and transition into the school setting
- Completing accident reports and referring safety issues to the appropriate district and school staff
- Prioritizing concerns and advocating for the assignment of health services staff to achieve this goal of a safe and healthy environment
- Ordering health office supplies according to the medical needs of the population and maintaining medical equipment.
- District nurses meet twice a month to share and update information for delivery of nursing services.
- The school nurse monitors special equipment such as the Automatic External Defibrillators, and oxygen tanks.
- Review the Emergency Action Plan with Code Blue Team volunteers.

Infectious Disease Specific Protocols and Procedures for the 2026-2027 Academic School Year

The school nurse works with school administrators to identify policies and processes that address student health (see NASN guidelines for school reopening for specific information). This includes:

- Staying abreast of current best practices as outlined by evidence-based sources,including state/local guidelines and regulations. For example, helping parents/guardians assess students before sending them to school.
- Routine infection control measures.
- As needed, communication with local/state health departments to stay abreast with most current school-based guidance.
- Tracking absences and/or student engagement. Although COVID-19/Influenza/RSV will still impact attendance rates, it is still important to monitor chronic absenteeism as an evidence-based approach for identifying students at risk.
- Stay current on emerging evidence, regarding Infectious transmission of viruses and youth.
- Proactively educate school staff, students, and community regarding Circulating viral flu, Covid -19, Measles (especially as new evidence is learned). Clarify misinformation and myths about viral infections and vaccination of such communicable diseases.

2026-2027 School Year School Nursing Practice Activities

- The mandated CDRSS weekly report is completed by each school nurse or

designee. It documents Influenza like illness as well as COVID 19 like symptoms and potential related cases to the County health department.

- Provide opportunities for students and staff to be up-to-date with recommended immunizations, including the annual influenza flu vaccination.
- Be vigilant of students who have chronic health conditions, such as asthma or other respiratory conditions that may mask symptoms of COVID-19. Provide additional training and planning for meeting individual student needs.
- Conduct routine health screenings utilizing universal precautions as needed.
- Proactively identify students whose families may be at risk due to socio-economic changes and provide information on local resources. This includes access to food, safe housing, transportation, access to health insurance and medical needs. This may also include providing tools and resources to address increased levels of stress/anxiety and possibility of domestic violence and/or abuse.

Contact parents/guardians of students with chronic health conditions to assess the need for nursing services.

Review Health Conditions with staff- Topics to include:

- Hygiene basics – hand washing, when to stay home from school.
- Student health and wellness basics (e.g., chronic health conditions [asthma, diabetes, seizures, sickle cell]; healthy eating; exercise).

Provide support for mental health:

- Referral to school counselor for additional support and community resources.

Review and update district pandemic plans, health office protocols and school health policies.

Support compliance with required and recommended immunizations.

- Educate families on referrals to the local health department to meet requirements for age appropriate vaccines.
- Proactively contact parents to remind them about needed immunizations - or well check ups.

The school nurse is an essential member of any pandemic preparedness planning teams. School nurses are on the front lines of exposure to students who are sick or who are asymptomatic but infectious. As a healthcare professional, school nurses are specialists in public health. The school nurse leads healthcare in schools and practices in a holistic manner to address the needs of students. School nurse leaders should be included in state and local level planning for schools opening. School nurses' practice within the tenets of the Framework for the 21st Century School Nursing Practice TM (NASN, 2016), through the principles of Leadership, Standards of Practice, Quality Improvement, Care Coordination, and Community/Public Health, NJSSNA, NJDOE, NJ State Laws NASN Scope and Practice of School Nurses and CDC.

- The school nurses made adjustments and accommodations to the delivery of care to students at school with respect to management of their acute and or chronic health conditions and support for emotional needs as needed.

II. A SUMMARY OF THE SPECIFIC MEDICAL NEEDS OF INDIVIDUAL STUDENTS, IF ANY, AND THE NURSING SERVICES REQUIRED TO ADDRESS THOSE NEEDS:

Severity Coding

Student enrollment should not be the sole consideration employed in the determination of the assignment of nurses for the school district. The number of students in the special education population and the severity of health concerns need to be considered in the context of the total student enrollment. Nursing services are delivered to students with health concerns based on the developed individual healthcare plan and/or the guidelines for treatment outlined by the family or school physician. Severity coding can be divided into four levels: **Nursing Dependent, Medically Fragile, Medically Complex, and Health Concerns.**

Level 1: Nursing Dependent

Nursing Dependent students require 24 hours/day, frequently one-to-one, skilled nursing care for survival. For example, a student on a ventilator requires continuous nursing assessment and intervention. Without the use of correct medical technology and nursing care, the student will experience irreversible damage or death.

Level 2: Medically Fragile

Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse that include but are not limited to students with:

- Seizure disorders exhibiting frequent seizure activity
- Severe asthma with use of nebulizer or frequent inhaler
- Tracheostomy care with suctioning
- Unstable diabetes or newly diagnosed diabetes
- Diabetes with insulin pumps that require monitoring
- Severe allergies
- Pacemaker

Level 3: Medically Complex

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist and examples include but are limited to students with:

- ADHD and on medication
- Mild to moderate asthma with use of inhalers
- Cancer
- Immune disorders
- Seizure disorders (controlled)
- Unstable metabolic conditions
- Complex mental or emotional disorders

Level 4: Health Concern

In the category of health concerns, the student's physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to:

- Frequent headaches/migraines
- Sensory impairments
- Dietary restrictions
- Eating disorders

- Orthopedic conditions requiring accommodations

The health needs of the students within the district may change at any time with new transfers of the change in the health status of previously enrolled students. This document must be renewed annually and updated as needed. The attached summary of data and description of nursing responsibilities from each school substantiate the need for the district school nurses in respective buildings and support from other staff as indicated.

Edward V. Walton School <u>2026-2027</u>
Nursing Responsibilities:

- The nurse is responsible for all previously noted school nursing roles described on earlier pages. This Pre-K to Grade 4 school of 441 students, includes 39 students in self-contained classes that include a 3-year-old early intervention program for preschool disabled students as well as a multi-age class for grades K- 4. The timely delivery of school health services by the certified school nurse to this unique population of students requires special effort. Self-help skills, motor skills and language skills in this age group are limited and increase the time needed to intervene in medical, social and emotional issues confronting the student.

- New since January 2023 expanded to full day pre k and out of district special ed students returned to EVW in self contained classrooms with support services therein. Also a preschool disabled second section has been added focusing on students with autism as of September 2021.

- Annual school health screenings including height, weight , and blood pressure. Vision, auditory and scoliosis screenings are mandated for all students at specific grade level by the State of New Jersey in the Guidelines for Health Services. Vision screening is recommended for grades Pre-K, K and 2. Color Deficiency screening is mandated for grade 1. This includes referrals in writing by the CSN to all parents with recommendations for medical follow-up as needed, including follow-up and resource referrals for referred students. Auditory Screening is required for 3rd grade and requires a quiet and controlled environment.

- The annual registration process formally begins in January. Approximately 170 students enroll in the Pre-K and Kindergarten classes each year with approximately 20 additional Grade 1 through 4 students enrolling annually. The CSN has an integral role in the process and spends significant time reviewing immunization & medical records for compliance with state mandates, following up with parents who do not supply the required documentation and creating the A-45 (including transcribing/entering all data onto the A-45.) In addition to time spent during the second semester of the school year, the CSN spends approximately 40 hours over the summer assessing compliance with documentation mandates, recording incoming immunization information, sending reminder letters, as well as emailing and phoning parents regarding issues that need to be resolved. The entire process must be completed over the summer in advance of the first day of school.

- Vaccination record keeping is an integral part of the CSN role. Approximately 105 Pre-K students are required to submit evidence of Influenza Vaccination by December 31 in order to comply with NJ State mandate. Continuous monitoring is also required for Kindergarten

Booster Immunizations administered during the Pre-K year. Accurate record keeping and transcribing of vaccination dates onto the A-45 is continuous. Implementation of provisional admittance requests and compliance monitoring is ongoing throughout the year.

- Health summaries completed by the CSN for students referred to the Child Study Team for initial referral or re- evaluation includes approximately 50 students yearly.

- Injury/illness management: Average daily office visits: 40-60. This number does not include (a) multiple head checks when lice has been determined to be present in a student, (b) visits each day by children who have soiled their clothes for various reasons and (c) visits for lost teeth.

- The school nurse is a member of the Intervention and Referral Service Committee, Child Study Team, Safety Committee and the Emergency Response Team. In addition to creation of Individualized Health Care Plans, the nurse consults as needed for 504's and medical issues affecting the student's ability to function in the classroom.

- Administration of medication involves medical assessment for need, observation of outcome and for possible side effects. PRN medications = 35. Daily Medications = 7

- The school nurse has creation and oversight responsibility for policies and procedures relating to state mandates for Food Allergy (epinephrine administration) and Automated External Defibrillators (Janet's Law).

- Field Trips:
- Update/pack supplies for trips (i.e. first aid, medications).
- Obtain information regarding field trips from staff (i.e., where, when, who, food served).
- Arrange for nurse/parent/delegate to attend when necessary; inform substitute nurse attending trip re: student medical needs, coordinate with chaperones re: connecting students with nurse at specific times for medical needs and for medical needs that arise during trip.

- Management of the health issues associated with the before and after-care programs at Walton School occurs during the overlapping school day schedule.

- Additionally as of September 2025 three diagnosed diabetic students with significant time spent daily monitoring, adjusting and correcting for blood sugars, insulin delivery and troubleshooting devices worn by said student. Daily correspondence with the parental guardian via communication book and one student has assistance of 1 to 1 aide in the classroom.

Additional Teaching Responsibilities:

- Mandatory training for staff, volunteer delegates, and emergency responders. Daily hand washing and communicable disease lessons for students.

Edward V. Walton School <u>2026-2027</u>

Grade levels:	Pre K-4
Student Population:	441
General Education Enrollment:	361
Special Education Enrollment:	80
Total staff:	140
Transfer students in:	20
Total staff and student population:	581

Students with medical involvement

Acuity Level	
Level 1 Nursing Dependent	**0**
Edward V. Walton School <u>2026-2027</u>Level 2 Medically Fragile: Total Potential for Anaphylaxis – (allergy to nuts, eggs, milk, sesame and other foods) PIK3CA Seizures-Frequent seizures Type 1 IDDM - insulin dependent Sickle Cell Trait Hearing loss	**39** 34 0 1 3 0 2

Edward V. Walton School **<u>2026-2027</u>Level 3 Medically Complex: Total**	**<u>193</u>**
Asthma (w/without inhalers)	21
Autism Spectrum Disorder &/or Social Emotional concerns	30
ADHD	5
ADHD with medications (given at school)	3
Student with IEPs	105
Students with 504 Plans	18
Charcot Marie Tooth	0
Chronic Hives	4
Thrombocytopenia	0
Leg-Calve- Pethes with Rx	0
Congenital Hydrocephalus with VP shunt	2
Cancer	1
Seizures	4

Edward V. Walton School **<u>2026-2027</u> Level 4 Health Concerns: total**	**<u>185</u>**
Seasonal Allergies	48
Allergies (non-seasonal, non- food) (i.e. medication/insects/environ-mental)	15
Constipation	2
Eczema	2
Gluten Intolerant	2
Headache	2
Heart Murmur	2
Hearing Impaired	3
Eye Impaired	2
Speech Issue	3
Urticaria	100
Spina Bifida	0
Reactive Airway Disease	0
	4

James Caldwell School <u>2026-2027</u>
Nursing Responsibilities:

- The school nurse complies with all previously aforementioned school nursing roles on this document. In addition, there are specific responsibilities in grade Pre-K, Kdg,1-4 school and servicing this specific school population at James Caldwell School.

- The New Jersey Guidelines for Health Services has mandated screenings that include height, weights, and blood pressures for all grade levels with appropriate referrals to healthcare providers and requested follow-up information. Additional mandated screening are as follows:

  Auditory Screening – K-3rd grade
  Vision Screening - Kdg, 2nd, 4th grade

  Auditory and vision screenings are also completed for Child Study Team Health Appraisals, referrals to Intervention and Referral Service Committee, and at the request of parents and teachers who note concerns. Though certain screenings are mandated, the ultimate goal is to complete auditory and vision screenings for all students.

- In addition to the creation of Individualized Health Care Plans, the nurse consults as needed for 504's and medical issues affecting the student's ability to function in the classroom.
- The school nurse administers care to students with acute, chronic health conditions and health emergencies.
- The school nurse assists in monitoring and recording attendance on a daily basis.
  - Collaboration with the office clerk is essential to effectively communicate reported absences and/or tardy arrivals.
  - Parents/guardians are contacted to confirm the absence of students not reported out of school on the absence line or Genesis portal.
  - Maintain an accurate record of absenteeism and students arriving late for the start of school.
  - Alert front office throughout the day if a student is sent home ill.
- The school nurse provides for the physical and emotional safety of the school community by monitoring immunizations, ensuring appropriate exclusion for infectious illnesses, and reporting communicable diseases as required by law.
- The school nurse provides information to family and staff about community health programs and resources in our geographic area.
- The school nurse communicates with students, staff and parental guardians to create a healthy school environment and to teach children good health habits such as hand washing, respiratory hygiene, practice of social distancing, proper nutrition, exercise and making healthy life decisions. Annual review of staff training related to health issues is also provided according to state guidelines.
- Continuous monitoring of mandatory vaccine requirements for Pre-K and K as well as transfer in's. Following up with parents/guardians who do not furnish the required documentation. Update new and required immunizations to be recorded on the A-45.
- The health office is audited by the health department for its annual immunization audit annually.
- The nurse is a member of the Child Study Team, Intervention and Referral Service Committee, Emergency Response Team (Code Blue Team) and Crisis Response Team, and attends

regularly scheduled meetings.

- Emergency medical care is provided for all students and staff as needed with the assistance of community resources such as the Emergency First Aid Squad, Springfield Police and Fire Department when necessary.
- The school nurse works closely with the student support team and school counselor to address a child's social- emotional as well as physical health needs.
- Collaborating with other school professionals, parents/guardians and the student's health care team, as needed, to foster maximal student success.
- The school nurse administers medications and treatments per MD orders.
- Field Trips:
- Obtain information regarding field trips from staff (i.e., where, when, who, food served).
- Arrange for nurse/parent/delegate to attend when necessary; inform substitute nurse attending trip re: student medical needs, coordinate with chaperones re: connecting students with nurse at specific times for medical needs and for medical needs that arise during trip.
- Update/pack supplies for trips (i.e. first aid, medications).
- Illness and injury assessment interventions:Average daily office visits: 25-40/day.
- Administration of medications: PRN medications and Daily Medications. Notify parent/guardian of supply requisition.
- Health and nutrition counseling.
- The school nurse monitors the use of special equipment such as AED's, emergency response equipment, and epinephrine supplies. Compose and submit the next fiscal year budget for all school health office supplies.
- The school nurse trains appropriate staff to become delegates to administer epinephrine and glucagon in the absence of the school nurse.
- Additionally as of September 2026 new diagnosed diabetic students in Kindergarten with significant time spent daily monitoring, adjusting and correcting for blood sugars, insulin delivery and troubleshooting devices worn by said student. Daily correspondence with parental guardian via communication book and 2 ipads with assistance of 1 to 1 aide in classroom.

Additional Teaching Responsibilities:

- Assist with guidance on mandatory training for staff; conduct recruiting and training volunteer designees, and emergency responders. Building a rapport with parental guardians and directing them to outside resources for healthcare.

James Caldwell School 2026-2027

Grade levels:	Pre K, K, 1-4
Student Population:	225
General Education Enrollment:	216
Special Education Enrollment:	9
Students with 504 Accommodations:	11
Students with IEP's:	12

Students with ESL instruction:	10
Total staff:	44
Transfer students: Transfer in district	7
Transfer students: Transfer out of district	4
Total student and staff population:	269

James Caldwell School 2026-2027 **Level 1 Nursing Dependent: Total**	**0**
Level 2 Medically Fragile: Total	**17**
Potential for Anaphylaxis – Food (Epinephrine Orders)	13
Asthma (moderate to severe asthma with prescribed inhaler/ nebulizer)	3
Seizure disorder requiring rescue medication 1	0
IDDM - insulin dependent	1

James Caldwell School **Level 3 Medically Complex: Total**	**106**
ADHD / mood disorder/ meds in school	7
Asthma	28
Autism	2
Behavioral/ Mental Health/Emotional Disorders	9
Generalized anxiety	4
Stable cardiac condition/ known murmur	4
Hemoglobin Kansas (low blood oxygen affinity)	0
Lymes Disease	0
Nonbinary	1
Potential for Anaphylaxis (food)	32
Potential for Anaphylaxis (medicine)	18
Spina Bifida	0
Tourette's Syndrome	0
Encopresis	1
Level 4 Health Concerns: Total	**149**

ADHD/ADD (medication at home):	10
Allergies to medication/foods	31
Amplified Pain Syndrome	0
Asthma (mild, no medication at school currently	10
exacerbations by triggers will increase acuity)	3
Autistic Spectrum	0
Chiari Malformation	1
Cold urticaria epipen in school	3
Dietary restrictions (i.e. lactose or gluten intolerant)	2
Accommodation for student w crutches/boot	3
Eczema	3
Food allergies (epinephrine not ordered)	5
Precocious puberty advanced bone growth	11
Headache/Migraines	19
Hearing Impaired/Vision Impaired (hearing	11
aid/amplification system)	3
Migraines/headache	19
Reactive Airway Disease	3
Seasonal/Environmental allergies	1
Seizures	10
Sickle Cell Trait	1
Stable epistaxis requiring frequent intervention	
Vasovagal syncope	

Thelma Sandmeier Elementary School <u>2026-2027</u>
Nursing Responsibilities:

- The nurse is responsible for all previously noted school nursing roles in the document. In addition, there are specific responsibilities in a grade 3-5 school and for the specific school population.
- The New Jersey Guidelines for Health Services has mandated screenings that include height, weights, and blood pressures for all grade levels with appropriate referrals to healthcare providers and requested follow-up information. Additional mandated screening are as follows:

  Hearing and vision screenings KDG
  Auditory Screening – grade 3
  Vision Screening - grade 4
  Scoliosis Screening- grade 5 (with parental approval)

  Auditory and vision screenings are also completed for Child Study Team Health Appraisals, referrals to Intervention and Referral Service Committee, and at the request of parents and teachers who note concerns. Though certain screenings are mandated, the ultimate goal is to complete auditory and vision screenings for all

students.

- The nurse maintains copies of absentee and late arrival records for the "Call for Safety Program." Nurse assists the main office in location and follow up of absent students.
- The nurse is a member of the Child Study Team, Intervention and Referral Service Committee, and Crisis Response Team, and attends regularly scheduled meetings.

- The school nurse works closely with the school counselor when dealing with students with social/emotional concerns.
- Injury/illness management: Average daily office visits = 30
- Administration of medication includes PRN medications and 2 Daily

Medications.

Additionally as of March 2025 new diagnosed diabetic student in grade 5 with significant time spent daily monitoring, adjusting and correcting for blood sugars, insulin delivery and troubleshooting devices worn by said student. Daily correspondence with parent via communication book and 2 ipads with assistance of 1 to 1 aide in classroom.

- Full time pre-k program introduced this year to JCS.

Additional Teaching Responsibilities:

- According to the district health curriculum, and in coordination with the health teacher, the school nurse offers Growth and Development Unit/Puberty Lesson for grades 4 & 5. Supplemental health and safety information/instruction is offered to students/staff as needed. Community health resources are also utilized that support health curriculum based teaching.

Thelma L. Sandmeier School 2026-2027

Grade levels:	Pre-K -4th
Student Population:	279
General Education Enrollment:	226
Special Education: (total with IEPs) Total with 504 Plans: Self-Contained: (included in special ed. totals)	26 12 5
Recent Homelessness ELL	0 NA
Total staff:	46
Transfer students: Transfer in district Transfer out of district Undetermined	10 6 1
Total student and staff population:	325

Students with medical involvement

Acuity Levels:	
Level 1 Nursing Dependent:	**0**
Level 2 Medically Fragile: Total Type I Diabetes-Insulin Dependent	**8** 1

Thelma L. Sandmeier School 2026-2027 **Level 2 Medically Fragile (continued)** Potential for Anaphylaxis – Food (Epinephrine Orders) Asthma (moderate to severe asthma with prescribed inhaler/ nebulizer)	
Level 3 Medically Complex: Total	**26**
Respiratory Conditions: Asthma (with a prescribed inhaler/nebulizer at school):	8
Neurological Conditions: ADHD with medications (given at home)	14
ADHD with medications (given at school)	1
ADNP Syndrome/Helsmoortel-Van Der Aa	1
1:1 CPR certified supervision required for meals	1
Concussion	1

Level 4 Health Concerns: Total	**233**
Hearing Loss, Unilateral	1
Headache/Migraine (medications prescribed)	5
Potential for Anaphylaxis (medication)	14
Potential for Anaphylaxis (insect bites or latex)	1
Potential for Anaphylaxis (food)	20
Asthma/Reactive Airway Disease	20
Dietary restrictions –gluten not allergies	10
Seasonal	30
Social/Emotional Concerns (meds.and/or counseling)	30
Transgender students	0
Death of a Parent	2
Vaccination Exempt Status	6
Auditory Impaired (hearing aid /amplification system)	2
Chronic skin condition (Eczema, Keratosis Pilaris, Molluscum Contagiosum, Herpes Simplex, Acanthosis Nigricans)	10
Heart Conditions/ASD (stable)	1
Aortic stenosis stable	3
Hypertrophic Cardiomyopathy	4
Annual Cardiac Follow-Up	2
Hydronephrosis	2
GERD	1
Motor Tics	6
Juvenile Arthritis	1
Frequent nosebleeds	1
Chronic Constipation, Encopresis	10
Routine Orthotics (TLSO, ankle/foot orthoses)	2
Joint Supports (Musculoskeletal)	4
Sever's Disease	1
Weight > 95%	26
Sleep Apnea	1
Sickle Cell Trait	1
Significant Classroom Avoidance Behaviors	1
Type 2 DM	1
Down Syndrome	1
Charcot Marie Tooth	1
Lymes Disease	1
Blood Disorders	1
Sickle Cell Trait	1
von Willebrand	1
Thrombocytopenia	1
Thalassemia	

Florence M. Gaudineer Middle School 2026-2027

Nursing Responsibilities:

- The nurse is responsible for all previously noted school nursing roles in the document.
- The nurse maintains copies of absentee and late arrival records for the "Call for Safety Program." The nurse assists the main office in location and follow-up of absent students.
- Determinations regarding school attendance due to illness or injury.
- Continuous monitoring of mandatory vaccine requirements for 6th graders.
- Scoliosis Screening- grade 5 (parent permission required).
- The school nurse works closely with the school counselor when dealing with students with social/emotional concerns.
- State Mandated Health Screenings including: vision, hearing, checking for scoliosis (with parental permission), and height including weight (BMI assessments), and blood pressure measurements.
- The School Nurse assists the School Physician with Athletic Pre-Participation Physical Exams four times during each academic year (suspended indefinitely).
- In addition to maintaining near constant communication with the athletic coordinator and student athletes, the School Nurse frequently corresponds with parents/guardians to facilitate the completion and submission of medical forms and sending out Bollinger school accident forms for injured athletes to ensure that all requirements are met.
- The school nurse is a member of the Intervention and Referral Service Committee, Child Study Team, Safety Committee and the Emergency Response Team.
- The Cardiac or Respiratory Distress Action Plan: AED's deployment and maintenance, CPR trained school nurses, Universal Precautions trained staff, CPR trained coaches/athletic trainers/teacher/staff.
- The school nurse develops nursing health care plans for students with health diagnoses, which require nursing intervention while at school.
- The school nurse oversees the use of special equipment such as FM systems.
- Evaluation of students suspected of being under the influence of alcohol or controlled dangerous substances.
- Injury/illness management: Average daily office visits = 30
- Administration of medication includes PRN medications and 2 Daily

Additional Teaching Responsibilities:

- According to the district health curriculum, and in coordination with the health teacher, the school nurse offers Growth and Development Unit/Puberty Lesson for grade 5. Supplemental health and safety information/instruction is offered to students/staff as needed. Community health resources are also utilized that support health curriculum based teaching.

Florence M. Gaudineer Middle School 2026-2027

Grade levels:	**5-7**

Student Population:	476
General Education Enrollment:	469
Special Education Enrollment:	7
Students with 504 Accommodations:	30
Students with IEP's:	77
Total staff:	72
Transfer students: Transfer in district	24
Transfer students: Transfer out of district	23
Total student and staff population:	548

Students with medical involvement:

Acuity Levels:	
Level 1 Nursing Dependent: Total	0
Level 2 Medically Fragile: Total Type I Diabetes-Insulin Dependent Potential for Anaphylaxis – Food (Epinephrine Orders) Asthma (moderate to severe asthma with prescribed inhaler/ nebulizer) Seizure	34 1 16 13 4
Level 3 Medically Complex: Total Potential for Anaphylaxis (food) Potential for Anaphylaxis (medicine) Acute Lymphoblastic Leukemia (remission) Langerhans Cell Histiocytosis (remission) Cancer (remission) Bee Sting Vasovagal Syncope Fainting Heart murmur Heart Disease Kidney Disease IBS	90 62 14 0 0 1 7 1 1 1 1 1 1

Florence M. Gaudineer Middle School	
Level 4 Health Concerns: Total	223
ADHD/ADD (medication at home):	37
Acid Reflux	2
Allergies to medication/foods	76
Anxiety	15
Auditory Processing Disorder	1
Charcot-Marie Tooth Disorder	1
Chiari Malformation	0
Color Deficiency	3
Depression	4
Dietary Restrictions – not allergies	5
Eczema	6
Growth Hormone Deficiency	2
Headache/Migraines	11 vision 3 hearing
Hearing Impaired/Vision Impaired (hearing aid/amplification system)	22
History of Asthma	4
History of Seizures	1
Hypothyroidism	1
Juvenile Rheumatoid Arthritis	0
Kawasaki Disease	4
Lactose Intolerant	4
Gluten Free	0
Landau-Kleffner Syndrome	0
Mesenteric Adenitis	1
Osgood Schlatter disease	15
Psoriasis	1
Reactive Airway Disease	
Scoliosis	4
Seasonal/Environmental allergies	0
Seizures	0
Sickle Cell Trait	
Stable epistaxis requiring frequent intervention	0
Tic Disorder	0
Ulcerative Colitis	
Von Willebrand Disease	
(last updated 4/13/26 2:30pm)	

Jonathan Dayton High School grades 9-12 & 8th Grade Academy 2026-2027

Nursing Responsibilities:

- The nurse is responsible for all previously noted school nursing roles on pages in the

document. In addition, there are specific responsibilities in a grade 8-12 school and for the specific school population.

- The nurse is a member of the Child Study Team, Intervention and Referral Service Committee, Principal's Advisory Committee, the Alliance Committee, and attends regularly scheduled meetings.
- Standing order for PRN generic Tylenol, Advil, Tums. Total ~600 parents signed off to approve these OTC medications to be given to their students.
- Nurse as needed with the athletic trainer processes physical exams and sports forms 3 times per school year – coordinating student data on a shared Google document for over 850 athletes per year. Following NJISSA protocols.
- In addition to maintaining near constant communication with the athletic trainer and student athletes, the School Nurse frequently corresponds with parents/guardians to facilitate the completion and submission of medical forms and sending out Bollinger school accident forms for injured athletes to ensure that all requirements are met.
- The School Nurse works closely with guidance counselors and SAC in support of students' health issues and social/emotional needs.
- Evaluation of student's suspected of being under the influence of alcohol or controlled dangerous substances. Nursing assessment of said student deemed unstable will initiate 911 call and activate emergency response to Springfield first aid squad.
- Field Trips
  - Obtain information regarding field trips from staff (i.e., where, when, who, food served).
- Arrange for nurse/delegate to attend when necessary; inform substitute nurse attending trip re: student medical needs, coordinate with chaperones re: connecting students with nurse at specific times for medical needs and for medical needs that arise during trip. ○ Contact parent/guardian to coordinate medication/medical issues.
- Update/pack supplies for trip (i.e. first aid, medications).

- The New Jersey Guidelines for Health Services has mandated screenings that include height, weights, and blood pressures for all grade levels with appropriate referrals to healthcare providers and requested follow-up information. Additional mandated screening are as follows:

  Auditory Screening – grade 11
  Vision Screening - grade 8 and 10
  Scoliosis Screening- grade 9 and 11

(The goal is to screen all students in all categories of screening procedures)

Additional Teaching Responsibilities:

- Conduct mandatory training for staff; recruiting and training volunteer designees, and emergency responders. Building a rapport with parents/ guardians and directing them to outside resources for healthcare.

Jonathan Dayton High School 2026-2027

Grade levels:	8-12
Student Population:	785

General Education Enrollment:	596
Special Education Enrollment: IEP Student w/ 504s	122 with an active IEP 67
Total staff:	93
Transfer students:	60 in / 74 out
Total student and staff population:	878

Jonathan Dayton High <u>2026-2027</u> - Students with medical involvement:

Acuity Levels:	
Level 1 Nursing Dependent: Total	**0**
Level 2 Medically Fragile: **Total** Amplified Pain Syndrome Bicuspid aortic valve/ aortic stenosis/tricuspid atresia Bleeding disorder/Von Wilenbrand Brain Tumor post surgery/ Cancer/leukemia/ in remission Celiac disease /IBD, ulcerative colitis Charcot Marie Tooth disease EpiPen– potential for anaphylaxis Epilepsy/ hx of seizures w meds Hypoglycemia/ Type 2 diabetic IDDM POTS syndrome Pacemaker/ AV Block Tachycardia/SVT Wolf Parkinson White syndrome	**<u>64</u>** 1 3 1 1 4 1 36 6 3 4 1 1 1 1

Jonathan Dayton High <u>2026-2027</u>	

Level 3 Medically Complex: Total	**46**
Asthma – with prescribed inhalers	38
Bee sting allergy	6
Retinopathy of prematurity	1
Spina Bifida	1
Level 4 Health Concerns: Total	**239 not including prn meds**
Prescribed PRN meds at school generic Tylenol, Advil, Tums per school Dr. standing order.	~657
ADD/ADHD/ OCD	18
Anemia	2
Anxiety/ depression	9 reported by parent
Auditory processing disorder	2
Autism Spectrum Disorders	3
Chronic pain	1
Cold induced hives	1
Concussion at school – need for accommodations	10
Eating disorders by Hx	1
Ectopic kidney	1
Frequent severe epistaxis	10
Food allergies noted by parent	40
Growth Hormone deficiency	1
Hashimoto's hypothyroid	1
Hearing concerns/hearing devices	2
H.S. Sports Team injuries requiring f/u mngmt	30
Hearing concerns/ hearing devices	3
Juvenile arthritis	1
Lyme Disease	1
Migraine /frequent headaches	3
Osgood Schlitter	5
Post ChiariMalformation Syndrome	1
Precardial catch syndrome	1
Tourettes/Tics disorders	1
Seasonal allergies	95
Sickle cell trait	1
Scoliosis under Tx	2
Unilateral renal hypoplasia	1
ACL surgical repair	1

III. A DESCRIPTION OF HOW NURSING SERVICES WILL BE PROVIDED IN EMERGENCY SITUATIONS:

Emergency medical care is provided for all students and staff as needed by the school nurse and with the assistance of community resources such as the Emergency First Aid Squad, Springfield Police and Fire Department when necessary. Specific services may include:

- ➢ Administration of Emergency Medications such as Epinephrine / Glucagon and Narcan
- ➢ Care of any pupil who becomes injured or ill while at school or during participation in school sponsored functions
- ➢ Notification of parents or legal guardians of any pupil determined to be in need of immediate medical care
- ➢ Use of 911 emergency system when needed
- ➢ Use of Cardiopulmonary Resuscitation
- ➢ Use of Automated External Defibrillator (AED) and oxygen support
- ➢ Arrangement of transportation for any pupil determined to be in immediate need of care
- ➢ The school nurse has creation and oversight responsibility procedures relating to state mandates for Food Allergy (epinephrine administration), Glucagon administration, and Automated External Defibrillators (Janet's Law). Narcan nasal spray for the victim of overdose.

IV. DETAILED NURSING ASSIGNMENTS SUFFICIENT TO PROVIDE THE SERVICES TO STUDENTS IN ALL OF ITS SCHOOL BUILDING

The Springfield Public Schools District has five (5) school buildings. The previously noted description of student/staff population, grade levels, student health acuity levels, and nursing responsibilities from each school substantiate the need for the district school nurses in respective buildings and support from other staff as indicated. A certified school nurse is assigned to each school. The schools include Edward V, Walton School (EVW), James Caldwell School (JC), Thelma L. Sandmeier School (TLS), Florence M. Gaudineer School (FMG), and Jonathan Dayton High School (JDHS).

A part-time aide is recommended for the EVW health office due to the high volume of students seen in the health office. The needs of the early childhood school population including toileting, incontinence, injuries, medications, invasive medical treatments and the limited ability for self care at this age necessitates the need for a part time health office assistant to safely execute the nursing responsibilities outlined in this plan. This role has not been approved for 2024-2025

Substitute school nurses and board approved agency nurses are utilized as needed by the district school nurses for class trips, and may be utilized during completion of medical forms associated with sports physicals.

V. NURSING SERVICES AND ADDITIONAL MEDICAL SERVICES PROVIDED TO NONPUBLIC SCHOOLS:

At the present time, the district nurses are not assigned to nonpublic schools in the township. The Union County Educational Services Commission oversees nonpublic school health services.

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Springfield Public Schools

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Office of Curriculum, Instruction & Assessment

- **ALL HIGHLIGHTED CURRICULA & MAPS for 2021 & 2022 MUST BE REVISED DURING THE 2026-2027 SCHOOL YEAR.**
- **PLEASE NOTE BOTH *CURRICULUM AND MAPS* MUST BE REVISED AND SUBMITTED.**
- **SEE DISTRICT CURRICULUM COMMITTEE GOALS FOR ADDITIONAL STATE MANDATES.**

Business Education

COURSE	CURRICULUM	MAPS	NOTES	STATUS
Accounting I (H0501)	2025	2025		Board Approved
Accounting II (H	2025	2025		Board Approved
Business Law (H0529)	2025	2025		Board Approved
Business Management (H0509)	2025	2025		Board Approved
Entrepreneurship (H0536)	2022	2022		Board Approved
Personal Finance (H0515)	2022	2022		Board Approved
Sports & Entertainment Marketing (H0550)	2022	2022		Board Approved
Springfield Leadership (H0093)	2025	2025		Board Approved

Career & Technology Education

Intro. To Technical Theatre (H0080)	2025	2025		Board Approved
Intro to Lighting & Sound (H7080)	2025	2025		Board Approved
Tomorrow's Teachers (H0095)	2024	NA		Board Approved

Collegiate Academy

Senior Seminar (H0012)	2024	2024		Board Approved
AP Art History (H0123)	2021	2021		Board Approved
AP Seminar (H0013)	2025	2025		Board Approval

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Culinary Arts

American Regional Cuisine (H0625)	**2022**	**2021**		**Board Approved**
Bake Shop I (H0613)	**2025**	**2025**		**Board Approved**
Bake Shop II (H0623)	**2025**	**2025**		**Board Approved**
Classic French & Italian Cuisine (H0630)	**2022**	**2021**		**Board Approved**
Foundations of Restaurant Mgmt. & Culinary Arts I (H0668)	**2022**	**2021**		**Board Approved**
Foundations of Restaurant Mgmt. & Culinary Arts II (H0669)	**2022**	**2021**		**Board Approved**
Foundations of Restaurant Mgmt. & Culinary Arts III (H0673)	**2022**	**2021**		**Board Approved**
Foundations of Restaurant Mgmt. & Culinary Arts IV (H0674)	**2022**	**2021**		**Board Approved**
International Cuisine (H0635)	**2022**	**2022**		**Board Approved**

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English

Accelerated ELA Grade 7 (M7034)	**2024**	**2024**		**Board Approved**
Accelerated ELA Grade 8 (M8034)	**2024**	**2024**		**Board Approved**
English Language Arts – K	**2024**	**2024**		**Board Approved**
English Language Arts Gr. 1	**2024**	**2024**		**Board Approved**
English Language Arts Gr. 2	**2024**	**2024**		**Board Approved**
English Language Arts Gr. 3	**2024**	**2024**		**Board Approved**
English Language Arts Gr. 4	**2024**	**2024**		**Board Approved**
English Language Arts Gr. 5	**2024**	**2024**		**Board Approved**
English Language Arts Lab Gr. 6-8	**2025**	**2025**		**Board Approved**
Communication Arts Gr. 6 (M9223)	**2024**	**2024**		**Board Approved**
Communication Arts Gr. 7 (M9225)	**2024**	**2024**		**Board Approved**
Communication Arts Gr. 8 (M9227)	**2024**	**2024**		**Board Approved**
AP English 3 Language & Composition (0054)	**2024**	**2024**		**Board Approved**
AP English 4 Literature & Composition (H0031)	**2024**	**2024**		**Board Approved**
Creative Writing/Poetry (H0056)	**2024**	**2024**		**Board Approved**
Creative Writing - Middle School (M1678)	**2024**	**2024**		**Board Approved**
Drama I (H0060)	**2024**	**2024**		**Board Approved**
Drama I Intro to Theater/Playwriting - Middle School (M0760)	**2024**	**2024**		**Board Approved**
Drama II Intro to Acting/Performance-Middle School (M0761)	**2024**	**2024**		**Board Approved**
English I (H0036)	**2024**	**2024**		**Board Approved**
English, I Honors (H0038)	**2024**	**2024**		**Board Approved**
English II (H0044)	**2024**	**2024**		**Board Approved**
English II Honors (H0043)	**2024**	**2024**		**Board Approved**
English III (H0053)	**2024**	**2024**		**Board Approved**
English IV (H0031)	**2024**	**2024**		**Board Approved**
English Strategies (H0055)	**2025**	**2025**		**Board Approved**
Film as Literature (H0064)	**2024**	**2024**		**Board Approved**
Journalism (H0067)	**2024**	**2024**		**Board Approved**

Journalism - Middle School Grade 7 (M7035)	2024	2024		Board Approved
Journalism - Yearbook (H0076)	2024	2024		Board Approved
Multimedia Storytelling (H0640)	2025	2025		Board Approved
Study Skills (M9660)	2022	2022		Board Approved

Social Studies

20th Century & Beyond (H0161)	2022	2022		Board Approved
African American Studies(H0175)	2022	2022		Board Approved
Amistad	2026	N/A		Board Approved
AP Gov. & Politics (H0113)	2022	2022		Board Approved
AP European History (H0121)	2022	2022		Board Approved
AP Macroeconomics (H0164)	2022	2022		Board Approved
AP Psychology (H0146)	2026	2026		Board Approved
AP US History (H0120)	2022	2022		Board Approved
Asian American Pacific Islander Gr K-8	2026	NA		Board Approved
Asian American Pacific Islander Gr 9-12	2026	NA		Board Approved
Contemporary Global Studies (H1041)	2022	2022		Board Approved
Diversity Studies (H0159)	2022	2022		Board Approved
History of Pop Culture (H0177)	2025	2025		Board Approved
Holocaust & Genocide (H0148)	2022	2022		Board Approved
Holocaust Kindergarten	2023	N/A		Board Approved
Holocaust Grade 1	2023	N/A		Board Approved
Holocaust Grade 2	2023	N/A		Board Approved
Holocaust Grade 3	2023	N/A		Board Approved
Holocaust Grade 4	2023	N/A		Board Approved
Holocaust Grade 5	2023	N/A		Board Approved
Holocaust Grade 6	2023	N/A		Board Approved
Holocaust Grade 7	2023	N/A		Board Approved
Holocaust Grade 8	2023	N/A		Board Approved

Intro. To Criminal Justice (H0167)	2022	2022		Board Approved
Intro. To Economics (H0165)	2023	2023		Board Approved
Intro to Mysteries of History (M6045)	2025	2025		Board Approved
LGBTQIA+ Gr 6-8	2026	N/A		Board Approved
LGBTQIA+ Gr 9-12	2026	N/A		Board Approved
Mock Trial (M0678)	2022	2022		Board Approved
Model UN (M8045)	2022	2022		Board Approved
Music & Modern History (H0168)	2022	2022		Board Approved
Mysteries of History (M7045)	2022	2022		Board Approved
Mysteries of History II (M8046)	2023	2023		Board Approved
Project Citizen (M7046)	2022	2022		Board Approved
Psychology (H0147)	2023	2023		Board Approved
Social Studies Grade K	2022	2022		Board Approved
Social Studies Grade 1	2022	2022		Board Approved
Social Studies Grade 2	2022	2022		Board Approved
Social Studies Grade 3	2022	2022		Board Approved
Social Studies Grade 4	2022	2022		Board Approved
Social Studies Grade 5	2022	2022		Board Approved
Social Studies Grade 6	2025	2025		Board Approved
Social Studies Grade 7	2025	2025		Board Approved
Social Studies Grade 8	2025	2025		Board Approved
Sociology (0139)	2022	2022		Board Approved
US History to 1900 (0107)	2022	2022		Board Approved
US History to 1900 Honors (0106)	2022	2022		Board Approved
World History (H0127)	2022	2022		Board Approved
World History Honors (H0126)	2022	2022		Board Approved

World Language

French Grade 8	2022	2022		
French 1 (H0229)	2024	2024		Board Approved
French 2 (H0231)	2024	2024		Board Approved
French 3 (H0233)	2024	2024		Board Approved
French 4 (H0236)	2024	2024		Board Approved
AP French Language & Culture (H0238)	2022	2026		Board Approved

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AP French Literature & Culture (H0239)	**Currently**	**Not Running**	**Currently Not Running**	
Spanish Grade 6	**2024**	**2026**		**Board Approved**
Spanish Grade 7	**2024**	**2026**		**Board Approved**
Spanish Grade 8	**2024**	**2024**		**Board Approved**
Spanish 1 (H0202)	**2024**	**2024**		**Board Approved**
Spanish 2 (H0204)	**2024**	**2024**		**Board Approved**
Spanish 3 (H0207)	**2024**	**2024**		**Board Approved**
Spanish 4 (H0212)	**2024**	**2024**		**Board Approved**
AP Spanish Language & Culture (H0214)	**2026**	**2026**		**Board Approved**
AP Spanish Literature & Culture (H0215)	**2026**	**2026**		**Board Approved**

Math

Accelerated Math Gr 6 (M6015)	**2025**	**2025**		**Board Approved**
Algebra I (H0308)	**2024**	**2024**		**Board Approved**
Algebra II (H0315)	**2024**	**2024**		**Board Approved**
Algebra II Honors (H033)	**2024**	**2024**		**Board Approved**
AP Business w/ Personal Finance (H0516)		**2026**		
AP Calculus BC (H0321)	**2025**	**2025**		**Board Approved**
AP Precalculus (H0350)	**2024**	**2024**		**Board Approved**
AP Statistics (H0341)	**2025**	**2025**		**Board Approved**
Calculus (H0325)	**2022**	**2022**		**Board Approved**
Discrete Math (H0307)	**2022**	**2022**		**Board Approved**
Essentials of Trigonometry and Statistics	**2024**	**2024**		**Board Approved**
Financial Algebra (H0370)	**2024**	**2024**		**Board Approved**
Financial Literacy - Gr 6-8	**2025**	**N/A**		**Board Approved**
Geometry (H0311)	**2024**	**2024**		**Board Approved**
Geometry Honors (H0312)	**2024**	**2024**		**Board Approved**
Math Lab (M9212)	**2025**	**2025**		**Board Approved**
Math – Kindergarten	**2024**	**2024**		**Board Approved**
Math Grade 1	**2024**	**2024**		**Board Approved**
Math Grade 2	**2024**	**2024**		**Board Approved**
Math Grade 3	**2024**	**2024**		**Board Approved**
Math Grade 4	**2024**	**2024**		**Board Approved**
Math Grade 5	**2024**	**2024**		**Board Approved**
Math Grade 6	**2024**	**2024**		**Board Approved**

Math Grade 8	2024	2024		Board Approved
Math Strategies (H0335)	2025	2025		Board Approved
Multivariable Calculus	2024	2024		Board Approved
Pre-Algebra Grade 7	2024	2024		Board Approved
Pre-Calculus (H0351)	2024	2024		Board Approved
Pre-Calculus Honors (H0352)	2022	2022		Board Approved
Statistical Concepts & Methods	2024	2024		Board Approved

Science

AP Biology (H0459)	2026	2026		Board Approved
AP Chemistry (H0461)	2026	2026		Board Approved
AP Cybersecurity (H0347)				
AP Environmental Science	2025	2025		Board Approved
AP Physics I (H0463)	2026	2026		Board Approved
AP Physics C: Mechanics (H0764)	2024	2024		Board Approved
Biology (H0460)	2026	2026		Board Approved
Biology Honors (H0442)	2026	2026		Board Approved
Chemistry (H0462)	2026	2026		Board Approved
Chemistry Honors (H0445)	2026	2026		Board Approved
Conceptual Physics (H0467)	2026	2026		Board Approved
Environ. Science (H0424)	2026	2026		Board Approved
Forensics (H0444)	2026	2026		Board Approved
Forensics (M0670))	2022	2022		Board Approved
Human Anatomy & Physiology (H0401)	2026	2026		Board Approved
Medical Detectives (M0675)	2023	2023		Board Approved
Oceanography (H0419)	2026	2026		Board Approved
Physics (H0465)	2026	2026		Board Approved
Science Kindergarten	2026	2026		Board Approved
Science Grade 1	2026	2026		Board Approved
Science Grade 2	2026	2026		Board Approved
Science Grade 6	2026	2026		Board Approved
Science Grade 7	2026	2026		Board Approved
Science Grade 8	2026	2026		Board Approved

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Health

Health Kindergarten	**2022**	**2022**		**Board Approved**
Health Grade 1	**2022**	**2022**		**Board Approved**
Health Grade 2	**2022**	**2022**		**Board Approved**
Health Grade 3	**2022**	**2022**		**Board Approved**
Health Grade 4	**2022**	**2022**		**Board Approved**
Health Grade 5	**2022**	**2022**		**Board Approved**
Health Grade 6	**2022**	**2022**		**Board Approved**
Health Grade 7	**2022**	**2022**		**Board Approved**
Health Grade 8	**2022**	**2022**		**Board Approved**
Health Grade 9	**2022**	**2022**		**Board Approved**
Health Grade 10	**2022**	**2022**		**Board Approved**
Health Grade 11	**2022**	**2022**		**Board Approved**
Health Grade 12	**2022**	**2022**		**Board Approved**

Physical Education

PE Kindergarten	**2022**	**2022**		**Board Approved**
PE Grade 1	**2022**	**2022**		**Board Approved**
PE Grade 2	**2022**	**2022**		**Board Approved**
PE Grade 3	**2022**	**2022**		**Board Approved**
PE Grade 4	**2022**	**2022**		**Board Approved**
PE Grade 5	**2022**	**2022**		**Board Approved**
PE Grade 6	**2022**	**2022**		**Board Approved**
PE Grade 7	**2022**	**2022**		**Board Approved**
PE Grade 8	**2022**	**2022**		**Board Approved**
PE Grade 9 – 12	**2022**	**2022**		**Board Approved**

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Visual & Performing Arts

Dance				
Advanced Dance (H0755)	**2021**	**2021**		**Board Approved**
Dance Gr. K-5	**2021**	**2021**		**Board Approved**
Dance I (H0751)	**2025**	**2025**		**Board Approved**
Dance II (H0752)	**2025**	**2025**		**Board Approved**
Dance Fitness: Yoga (H0757)	**2025**	**2024**		**Board Approved**
Intro to Dance (H0750)	**2025**	**2025**		**Board Approved**
Intro to Dance II (M0751)	**2023**	**2023**		**Board Approved**
Music				
21st Century Musician Grade 8	**2025**	**2024**		**Board Approved**
AP Music Theory (H0711)	**2021**	**2021**		**Board Approved**
Beginning String Ensemble (H0712)	**2025**	**2025**		**Board Approved**
Concert Band Grades 6-8	**2025**	**2025**		**Board Approved**
Choir Grade 6-8	**2025**	**2025**		**Board Approved**
Chorale Grades 9-12 (H0708)	**2022**	**2021**		**Board Approved**
Concert Band Gr.9-12 (H0704)	**2022**	**2021**		**Board Approved**
Music Kindergarten	**2021**	**2021**		**Board Approved**
Music Grade 1	**2025**	**2025**		**Board Approved**
Music Grade 2	**2025**	**2025**		**Board Approved**
Instrumental Grade 4	**2025**	**2025**		**Board Approved**
Instrumental Grade 5	**2025**	**2025**		**Board Approved**
Jazz Ensemble (M8219)	**2023**	**2023**		**Board Approved**
Music Grade 6 (Theater 101)	**2025**	**2025**		**Board Approved**
Music Grade 7 (Keyboards)	**2021**	**2021**		**Board Approved**
Music Production Lab I (H0714)	**2025**	**2025**		**Board Approved**
Music Production Lab II (H0715)	**2025**	**2025**		**Board Approved**
String Ensemble Grades 6-8	**2022**	**2021**		**Board Approved**
Vocal/General Music Grade 3	**2021**	**2021**		**Board Approved**

Vocal/General Music Grade 4	**2025**	**2025**		**Board Approved**
Vocal/General Music Grade 5	**2025**	**2025**		**Board Approved**
Visual Art				
Animation (H0641)	**2025**	**2025**		**Board Approved**
AP Art and Design	**2022**	**2021**		**Board Approved**
Advanced TV Production (0099)	**2025**	**2025**		**Board Approved**
Advanced Ceramics & 3DForms (H0722)	**2025**	**2025**		**Board Approved**
Art Kindergarten	**2025**	**2025**		**Board Approved**
Art Grade 1	**2022**	**2022**		**Board Approved**
Art Grade 2	**2022**	**2022**		**Board Approved**
Art Grade 3	**2025**	**2025**		**Board Approved**
Art Grade 4	**2025**	**2025**		**Board Approved**
Art Grade 5	**2021**	**2021**		**Board Approved**
Art Grade 6	**2025**	**2025**		**Board Approved**
Gifted & Talented through Art K-5	**2025**	**2025**		**Board Approved**
Grade 6 – 3D Art	**2025**	**2025**		**Board Approved**
Art Grade 7 (Ceramics)	**2025**	**2025**		**Board Approved**
Art Grade 7 - ArtLab MakerSpace	**2025**	**2025**		**Board Approved**
Art Grade 8	**2022**	**2021**		**Board Approved**
Art Grade 8 - 21st Century Artist	**2022**	**2022**		**Board Approved**
Digital Photography (H0639)	**2025**	**2025**		**Board Approved**
Drawing & Painting (H0723)	**2025**	**2025**		**Board Approved**
Foundations in Crafts (H0721)	**2025**	**2025**		**Board Approved**
Foundations in Studio Art (H0720)	**2025**	**2025**		**Board Approved**
Intro to Graphic Design (H0638)	**2025**	**2025**		**Board Approved**
Intro to TV (H0098)	**2025**	**2025**		**Board Approved**
Open Studio-Expanded Media (H0727, H0729)	**2021**	**2021**		**Board Approved**
Photography I (H0790)	**2021**	**2021**		**Board Approved**
Portfolio Studio Art (H0726)	**2021**	**2021**		**Board Approved**

Radio Programming & Production (H0737)	2021	2021		Board Approved
T.A.P. Talented Art Program	2023	2023		Board Approved
TV Production Practicum(H7099)	2021	2021		Board Approved
Woodworking (H7700)	2022	2022		Board Approved

STEM Courses

Advanced Computer Science Data Structures: Java (H0345)	2022	2022		Board Approved
AP Computer Science A Java (H0346)	2024	2024		Board Approved
AP Computer Science Principles (H0361)	2022	2022		Board Approved
App Creators Grade 7 PLTW	2022	2022		Board Approved
Automation and Robotics Grade 8 PLTW	2026	2026		Board Approved
Computer Science Grade K	2022	2022		Board Approved
Computer Science Grade 1	2022	2022		Board Approved
Computer Science Grade 2	2022	2022		Board Approved
Computer Science for Innovators and Makers Grade 6 PLTW	2022	2022		Board Approved
Grade 3 PLTW Launch	2024	2024		Board Approved
Grade 4 PLTW Launch	2022	2022		Board Approved
Grade 5 PLTW Launch	2022	2022		Board Approved
Grade 6 PLTW Energy and the Environment	2024	2024		Board Approved
Intro to Cybersecurity	2024	2024		Board Approved
Intro to Engineering Design PLTW (H0490)	2026	2026		Board Approved
Intro to Java (H0353)	2022	2022		Board Approved
Multivariable Calculus (H0380)	2024	2024		Board Approved
Principles of Engineering PLTW (H0485)	2026	2026		Board Approved

Springfield Public Schools

Erica Scudero, Assistant Superintendent
Office of Curriculum, Instruction & Assessment

District-Wide Programs

Interventionist (K-8)	**2025**	**NA**		**Board Approved**
ESL (PreK-12)	**2024**	**2024**		**Board Approved**
Gifted and Talented	**2025**	**NA**		**Board Approved**
School Counseling Services	**2025**	**NA**		**NA**
PreK Curriculum	**2025**	**NA**		**Board Approved**

Starting date 6/30/2026 Ending date 7/27/2026

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
059965	06/30/26		L752	ABBY LEVENSON		1,765.50
059966	06/30/26		I952	ADAM BIENENFELD		1,765.50
059967	06/30/26		U022	ADAM SHEPS		1,765.50
059968	06/30/26		AIGA	AID GALIJATOVIC		588.50
059969	06/30/26		Y210	ALEXANDER DAITCH		588.50
059970	06/30/26		A064	ALEXANDRA LUBEL		588.50
059971	06/30/26		ALVI	ALIDIS VICENTE		588.50
059972	06/30/26		Q691	AMELIA NUNEZ		588.50
059973	06/30/26		E130	AMY LANE		1,177.00
059974	06/30/26		ANMA	ANDREA MANSFIELD		1,177.00
059975	06/30/26		Y989	ANNETTE MANSO		1,177.00
059976	06/30/26		ARRE	ARIANNA REICH		2,354.00
059977	06/30/26		F777	ARIEL JACOBS		1,177.00
059978	06/30/26		Y497	ARIELLA BLOOM		1,765.50
059979	06/30/26		J791	ASHER MONCHAR		1,177.00
059980	06/30/26		Q915	AVI SHTEINGART		1,177.00
059981	06/30/26		J522	AVIVA BRESLER		1,177.00
059982	06/30/26		H444	BELINDA SPENCE		588.50
059983	06/30/26		R793	BENJAMIN ASPIR		588.50
059984	06/30/26		I163	BENJAMIN BEER		1,177.00
059985	06/30/26		H822	BETH PORTNOY		1,765.50
059986	06/30/26		BIXU	BINGXIN XU		588.50
059987	06/30/26		C393	BRIAN SOSA		588.50
059988	06/30/26		D055	BRITTANY KATZOURIN-GURELL		1,177.00
059989	06/30/26		BRCZ	BROOKE CZARKA		2,942.50
059990	06/30/26		H035	CARA RICHARDSON		588.50
059991	06/30/26		X248	CAROLINE SANGEKAR		588.50
059992	06/30/26		K284	CARRIE SOLOMON		588.50
059993	06/30/26		CASC	CASEY SCHWARZ		1,177.00
059994	06/30/26		X449	CESAR SERPA		379.26
059995	06/30/26		H634	CHAIM HERSH		1,177.00
059996	06/30/26		T733	CHARLES MAYS JR.		588.50
059997	06/30/26		C982	CRAIG WEINSTEIN		1,765.50
059998	06/30/26		S509	DAINA RAYMOND		588.50
059999	06/30/26		Z895	DAMIEN CAILLAULT		588.50
060000	06/30/26		DAKU	DANA KUBER		1,177.00
060001	06/30/26		X942	DANIEL GELB		588.50
060002	06/30/26		J629	DANIEL SALEMAN		1,177.00
060003	06/30/26		A530	DANIELLA HOFFER		1,177.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
060004	06/30/26		S327	DANIELLA WITTENBERG		2,354.00
060005	06/30/26		L827	DANIELLE BLANK		1,177.00
060006	06/30/26		A805	DANIELLE PEPPER		1,177.00
060007	06/30/26		R955	DAVID FRIED		1,177.00
060008	06/30/26		Q583	DAVID WEITZ		588.50
060009	06/30/26		DAUR	DAWN URBACH		588.50
060010	06/30/26		C574	DEANA CONLON		588.50
060011	06/30/26		E331	DEANE BURNS		1,177.00
060012	06/30/26		DDMO	DIANA DIAZ-MONTOYA		1,177.00
060013	06/30/26		R855	DIANA HARRIS		588.50
060014	06/30/26		M965	DOMINIC SIUTA		588.50
060015	06/30/26		ELGI	ELAINE GIN		588.50
060016	06/30/26		E421	ELIE BOCHNER		1,765.50
060017	06/30/26		ELLU	ELIZABETH LUCIO		1,765.50
060018	06/30/26		D575	ELLIOT BAZIAN		1,177.00
060019	06/30/26		C706	ERICA GREENE		588.50
060020	06/30/26		ERTA	ERINY TADROS		588.50
060021	06/30/26		EYBU	EYTAN BURSTEIN		1,177.00
060022	06/30/26		L426	EZRA MARKOVIC		1,765.50
060023	06/30/26		R698	GABRIEL NADEL		1,177.00
060024	06/30/26		Y950	GABRIELLA LARKIN		1,765.50
060025	06/30/26		Y595	GERARD ORLANDO		588.50
060026	06/30/26		GIST	GINA STOPIELO		1,177.00
060027	06/30/26		A780	GLEN MCCLOSKEY		588.50
060028	06/30/26		V348	HARSH BAGLA		588.50
060029	06/30/26		A928	HILANA SMITH		588.50
060030	06/30/26		HOMU	HOLLY MUNSHINE		588.50
060031	06/30/26		C304	HOSEIN YEH		1,177.00
060032	06/30/26		E090	HOWARD WIZENFELD		1,765.50
060033	06/30/26		K312	ILANIT OHAYON		1,765.50
060034	06/30/26		INBA	INGRID BATTISTA		588.50
060035	06/30/26		C442	IRENE AGIVAIRE		1,177.00
060036	06/30/26		I530	JAMIE OSTROW		588.50
060037	06/30/26		B885	JAMILA BRUTUS		588.50
060038	06/30/26		U473	JEANETTE KARP		1,765.50
060039	06/30/26		JEBA	JENNIFER BARBATO		588.50
060040	06/30/26		W829	JENNIFER CAHN		588.50
060041	06/30/26		S497	JENNIFER RODRIGUEZ		588.50
060042	06/30/26		JEER	JEREMY EREZ		2,354.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
060043	06/30/26		JEDE	JESSICA DELVALLE		1,177.00
060044	06/30/26		JESQ	JESSICA SQUIRES		588.50
060045	06/30/26		Q860	JODI ROSENBERG		1,177.00
060046	06/30/26		Y737	JOELMA DA SILVA		588.50
060047	06/30/26		S563	JOSEPH SEPTON		1,765.50
060048	06/30/26		J735	JOSHUA MOESCH		2,354.00
060049	06/30/26		V314	JOSHUA PIANKO		1,765.50
060050	06/30/26		W237	KARLA GILMAN		588.50
060051	06/30/26		KAGO	KATERINE GONZALEZ		588.50
060052	06/30/26		KABR	KATIE BRUNO		1,177.00
060053	06/30/26		KECH	KENDAL CHANANIE		1,177.00
060054	06/30/26		K244	KIMBERLY CONNOLLY		1,275.12
060055	06/30/26		N743	KIMBERLY FLORIO		588.50
060056	06/30/26		KODA	KOFI DANSO		1,177.00
060057	06/30/26		B232	KYLIE LEVY		588.50
060058	06/30/26		L930	LAURA GAMAREKIAN		588.50
060059	06/30/26		LEMA	LEA MARCUS		588.50
060060	06/30/26		LIRE	LINDA REIG		588.50
060061	06/30/26		V939	LISA ASHRAF		1,177.00
060062	06/30/26		W968	LISA DORIN		1,177.00
060063	06/30/26		B213	LISETTE P SCANLON		470.82
060064	06/30/26		C220	LORI NUSBAUM		1,177.00
060065	06/30/26		LYST	LYNN STEBBING		1,177.00
060066	06/30/26		V862	MANISH GUPTA		588.50
060067	06/30/26		P364	MARC WEISSBERG		588.50
060068	06/30/26		MAMA	MARGARET MANNING		1,177.00
060069	06/30/26		A451	MARIA VASSALLO		588.50
060070	06/30/26		MARO	MAY ROCHA		588.50
060071	06/30/26		MESC	MEREDITH SCHNUR		588.50
060072	06/30/26		G687	MICAELLA DAVIS-PHINN		1,177.00
060073	06/30/26		MIGR	MICHAEL A GRAZIANO		588.50
060074	06/30/26		U895	MICHAEL HANNA		588.50
060075	06/30/26		MIJA	MICHELLE JACOBS		1,177.00
060076	06/30/26		H955	MICHELLE MILOS		588.50
060077	06/30/26		MIMO	MICHELLE MOALLEN		1,177.00
060078	06/30/26		J531	MICHELLE ROSEN		1,177.00
060079	06/30/26		M358	MIRIAM MOSKOVITS		588.50
060080	06/30/26		V556	MIRYAN SMILOW		2,942.50
060081	06/30/26		L228	MORIS SABAG		588.50

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
060082	06/30/26		NEAU	NECHAME AVTZON		2,354.00
060083	06/30/26		E716	NICOLE BARTFELD		588.50
060084	06/30/26		NODE	NOA DENNING		1,177.00
060085	06/30/26		S225	NOAM ZEFFREN		1,177.00
060086	06/30/26		Q044	NORY MONTANARI		588.50
060087	06/30/26		PAFG	PAMELA FRANKLIN-GREENWAY		588.50
060088	06/30/26		X415	PATRICIA HADDAD		379.26
060089	06/30/26		C366	PAUL KIESCHKE		588.50
060090	06/30/26		W376	PAULA MELO		1,177.00
060091	06/30/26		X096	PETER UZZOLINO		1,177.00
060092	06/30/26		Z133	POLIENA GONZALEZ		588.50
060093	06/30/26		A527	PRIYANKA RATH		588.50
060094	06/30/26		U756	RACHEL REICHMAN		1,177.00
060095	06/30/26		U596	REBECCA HUTTEL		1,177.00
060096	06/30/26		S210	REBECCA TANIOS		1,177.00
060097	06/30/26		RIKO	RICHARD KOT		588.50
060098	06/30/26		ROBA	ROBERT BARBANELL		588.50
060099	06/30/26		F211	ROSE BROMBERG		1,177.00
060100	06/30/26		N249	ROSE KELLY		588.50
060101	06/30/26		Q720	SAMUEL BABICH		2,354.00
060102	06/30/26		SAZO	SANDRA ZOTTI		588.50
060103	06/30/26		B801	SCARLETT PINKHAM		1,177.00
060104	06/30/26		SHKO	SHARON KONIGSBERG		1,765.50
060105	06/30/26		Y307	SHARYN ALBAN		588.50
060106	06/30/26		SHAL	SHAZIA ALI		588.50
060107	06/30/26		F021	SHIRLEY GANTZ		1,177.00
060108	06/30/26		T579	SIMCHA COHEN		588.50
060109	06/30/26		L635	SIVYA ROCKOFF		1,765.50
060110	06/30/26		M197	STANLEY BRUNSON		1,177.00
060111	06/30/26		STRO	STEVEN ROTOLO		588.50
060112	06/30/26		U259	SUMAN MADHUSUDAN		588.50
060113	06/30/26		Z047	SUSAN MADSEN		1,177.00
060114	06/30/26		O788	SUSANNAH BERK		1,177.00
060115	06/30/26		L849	TIFFANY RODRIGUEZ		1,177.00
060116	06/30/26		TOBA	TOBY BAVLI		588.50
060117	06/30/26		F057	TOVA APPLESON		1,765.50
060118	06/30/26		M562	TRIANTAFYLLOS ALEXIOU		1,177.00
060119	06/30/26		N130	TZIPORAH WARSHAW		1,765.50
060120	06/30/26		U950	VIKTORIYA PRAKASH		1,177.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
060121	06/30/26		D064	WENDY RABBENOU		1,177.00
060122	06/30/26		Q215	WILLIAM ROTH		588.50
060123	06/30/26		O830	YITZCHAK DAVID		588.50
060124	07/17/26		JCPL	JERSEY CENTRAL POWER & LIGHT		15,195.01
060125	07/17/26		0256	P S E + G CO		36.02
060126	07/27/26		AMEI	A.M.E. INC.		5,390.00
060127	07/27/26		APIN	APPLE INC.		20,515.00
060128	07/27/26		ATSF	ATLANTIC SECURITY & FIRE, INC.		6,026.88
060129	07/27/26		ATTO	ATLANTIC TOMORROWS OFFICE		417.78
060130	07/27/26		ATRA	ATRA JANITORIAL SUPPLY CO., LLC		1,497.42
060131	07/27/26		BANC	BANCROFT		49,558.75
060132	07/27/26		BESE	BELAIR SERVICES LLC		16,563.22
060133	07/27/26		BECH	BEST CHOICE HOME CARE LLC		1,265.09
060134	07/27/26		BLUS	Bluum USA INC		5,675.00
060135	07/27/26		BRPO	BRAINPOP		12,960.00
060136	07/27/26		BRG	BRG CORPORATION		164,475.00
060137	07/27/26		BRAR	BROOKE ARTHUR		2,135.42
060138	07/27/26		1279	BUY WISE AUTO PARTS		113.22
060139	07/27/26		PHHC	CARE OPTIONS FOR KIDS		24,639.25
060140	07/27/26		CECH	CELEBRATE THE CHILDREN SCHOOL		10,050.00
060141	07/27/26		CHAS	CHASAN LAMPARELLO MALLON & CAPPUZZO, P		14,927.50
060142	07/27/26		CHIL	CHILDREN 'S SPECIALIZED HOSPITAL		2,924.68
060143	07/27/26		GREY	CLIMB GLOBAL SOLUTIONS, INC.		10,892.40
060144	07/27/26		COSO	COLUMN SOFTWARE PBC		182.38
060145	07/27/26		CSI	COMPUTER SOLUTIONS, INC.		18,444.00
060146	07/27/26		CACS	CRESTHAVEN ACADEMY CHARTER SCHOOL		1,168.00
060147	07/27/26		CYMA	CYNTHIA MARRAPODI		485.00
060148	07/27/26		DANL	DANTE LONGHI BALLOON SCHOOL LLC		810.00
060149	07/27/26		0514	DAVID RENNIE		800.00
060150	07/27/26		DAUR	DAWN URBACH		3,532.09
060151	07/27/26		DCS	DCS LLC		450.00
060152	07/27/26		DELT	DELTA T GROUP		1,359.00
060153	07/27/26		DIRO	DIFFERENT ROADS TO LEARNING INC.		293.68
060154	07/27/26		DIEN	DIRECT ENERGY MARKETING INC		32,388.30
060155	07/27/26		DOFO	DOWNES FOREST PRODUCTS LLC		1,258.40
060156	07/27/26		0082	EASTERN ACOUSTICS CO		262.50
060157	07/27/26		EKYU	EASTERN KENTUCKY UNIVERSITY		799.00
060158	07/27/26		EDUI	EI US,LLC		921.04
060159	07/27/26		ENCO	ENVIROVISION CONSULTANTS INC		2,861.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
060160	07/27/26		EREM	ERIKA EMERY		1,500.00
060161	07/27/26		0411	FEDERAL FIRE PROTECTION, INC.		2,135.00
060162	07/27/26		FUSA	FIELDTURF USA, INC		240,189.22
060163	07/27/26		FAST	FIRE AND SECURITY TECHNOLOGIES		2,544.00
060164	07/27/26		FLCA	FLEETCARD, INC.		2,297.40
060165	07/27/26		0393	FLINN SCIENTIFIC INC.		802.90
060166	07/27/26		FOLL	FOLLETT CONTENT SOLUTIONS, LLC		3,036.89
060167	07/27/26		FOSS	FOLLETT SOFTWARE, LLC		6,400.85
060168	07/27/26		FEAM	FOUNDATION FOR EDUCATIONAL ADMIN		250.00
060169	07/27/26		FRTE	FRONTLINE TECHNOLOGIES GROUP LLC.		18,327.74
060170	07/27/26		GATE	GATEWAY EDUCATION HOLDINGS LLC		3,410.00
060171	07/27/26		GEED	GENESIS EDUCATIONAL SERVICES INC		51,550.00
060172	07/27/26		READ	ILENE MUND		1,950.00
060173	07/27/26		INHO	INFOBASE HOLDINGS INC.		2,854.76
060174	07/27/26		INLI	IN-LINE AIR CONDITIONING CO INC.		6,936.74
060175	07/27/26		INRE	INTERNATIONAL READING ASSOCIATION		44.00
060176	07/27/26		JATA	JAIME TAYLOR		779.00
060177	07/27/26		JOST	JOSTENS, INC		19.70
060178	07/27/26		JW P	JW PEPPER		50.00
060179	07/27/26		LAAS	Lan Associates, Engineering, Planning, Architectu		3,412.00
060180	07/27/26		M950	LISA CAPODICE		31.40
060181	07/27/26		LRES	LITERACY RESOURCES, LLC		5,362.56
060182	07/27/26		MAHO	MAPLEWOOD HOBBY INC		478.88
060183	07/27/26		MIWE	MICHAEL T. WELTER		1,600.00
060184	07/27/26		MISC	MIDLAND SCHOOL		5,775.00
060185	07/27/26		MUJC	MORRIS UNION JOINTURE COMMISSION		46,312.64
060186	07/27/26		NBSS	NATIONAL BENEFIT SERVICES, LLC		69.30
060187	07/27/26		NEWB	NEW BEGINNINGS		2,633.84
060188	07/27/26		NPBE	NEW PROVIDENCE BOARD OF EDUCATION		839.55
060189	07/27/26		NERO	NEW ROAD SCHOOLS OF NJ INC		12,923.40
060190	07/27/26		NIAN	NICHOLAS IANNACONE		15.00
060191	07/27/26		NJSS	NJ ASSOCIATION OF SCHOOL ADMINISTRATORS		2,672.00
060192	07/27/26		0377	NJ DIVISION OF MOTOR VEHICLES		191.50
060193	07/27/26		NJSB	NJ SCHOOL BOARDS ASSOCIATION		21,670.10
060194	07/27/26		0229	NJ-AMERICAN WATER CO		4,731.61
060195	07/27/26		0226	NJASA		7,478.00
060196	07/27/26		NJFE	NJPSA		5,580.00
060197	07/27/26		NJSI	NJSIAA		3,850.00
060198	07/27/26		JSPR	NJSPRA - NEW JERSEY SCHOOL PUBLIC RELATI		375.00

Starting date 6/30/2026 Ending date 7/27/2026

Chk#		Date	Rec date	Code	Vendor name	Check Comment	Check amount
060199		07/27/26		NOOT	NoodleTools Inc.		562.00
060200		07/27/26		E204	NORTH STAR ACADEMY CHARTER SCHOOLS OF		1,985.00
060201		07/27/26		OCAB	O.C.A. BENEFIT SERVICES, LLC		57.15
060202		07/27/26		0708	OTC DIRECT INC.		67.29
060203		07/27/26		PGCH	P G CHAMBERS SCHOOL		2,986.20
060204		07/27/26		PANO	PANORAMIC WINDOW & DOOR SYSTEMS, INC		34,275.00
060205		07/27/26		PLAS	PLAQUES & SUCH		704.00
060206		07/27/26		PBSC	POSITIVE BEHAVIOR SUPPORTS CORPORATION		14,365.00
060207		07/27/26		POPL	POWER PLACE INC.		44,838.85
060208		07/27/26		PRLE	PROJECT LEAD THE WAY INC.		7,000.00
060209		07/27/26		PUHO	PURESAN HOLDINGS LLC		558.76
060210		07/27/26		RONM	ROSA NEVES-MARQUES		410.00
060211		07/27/26		SPSK	SCHENCK PRICE SMITH & KING, LLP		3,667.00
060212		07/27/26		0402	SCHOOL SPECIALTY LLC.		2,649.27
060213		07/27/26		SDII	SDI INNOVATIONS INC.		576.18
060214		07/27/26		SHII	SHI INTERNATIONAL CORP		9,153.23
060215		07/27/26		SIPR	SILVERGATE PREPARATORY SCHOOL LLC		110.00
060216		07/27/26		SOCE	SOMERSET COUNTY EDUCATIONAL SERVICES C		19,856.82
060217		07/27/26		SPEC	SPECTRUM 360, A NJ NONPROFIT CORPORATION		10,609.92
060218		07/27/26		FOO	SPRINGFIELD BD OF EDUCATION FOOD SERVICE		112.70
060219		07/27/26		STEN	Stank Environment LLC		515.00
060220	V	07/27/26	07/27/26		00.0 $ Multi Stub Void	#060221 Stub	
060221		07/27/26		STCC	STAPLES INC.		5,892.31
060222		07/27/26		SHCA	STARLIGHT HOME CARE AGENCY LLC		3,148.75
060223		07/27/26		UNPA	STATE OF NEW JERSEY		415.00
060224		07/27/26		STRA	STRAUSS ESMAY ASSOCIATES, LLP		5,015.00
060225		07/27/26		0539	SUMMIT INDUSTRIAL HARDWARE, INC.		625.89
060226		07/27/26		0296	SUMMIT SPEECH SCHOOL		675.00
060227		07/27/26		SUGW	SUSSAN, GREENWALD & WESLER		15,642.00
060228		07/27/26		TMOB	T MOBILE USA INC		919.73
060229		07/27/26		TCMI	TEACHER CREATED MATERIALS, INC.		1,385.79
060230		07/27/26		TACS	TEAM ACADEMY CHARTER SCHOOL		1,168.00
060231		07/27/26		0596	THE CENTER SCHOOL		2,907.00
060232		07/27/26		THPH	THE PHYSICS CLASSROOM, LLC		280.00
060233		07/27/26		0117	THE PROPHET CORPORATION		264.10
060234		07/27/26		TSFP	TRI STATE FOLDING PARTITIONS INC.		9,500.00
060235		07/27/26		N542	TRIANGLE COMMUNICATIONS, LLC.		2,230.00
060236		07/27/26		UCEC	UN CTY EDUCATIONAL SERVICES COMMISSION		17,502.20
060237		07/27/26		UCAT	UNION COUNTY CONFERENCE		4,105.00

Starting date 6/30/2026 Ending date 7/27/2026

Chk#		Date	Rec date	Code	Vendor name	Check Comment	Check amount
060238		07/27/26		UCES	UNION COUNTY EDUCATIONAL SERVICES COMM		16,550.80
060239		07/27/26		UCGO	UNION COUNTY GOLF		108.00
060240		07/27/26		UCCL	UNION COUNTY INTERSCHOLASTIC ATHLETIC CC		600.00
060241	V	07/27/26	07/27/26		00.0 $ Multi Stub Void	#060242 Stub	
060242		07/27/26		E450	UNIVEST CAPITAL, INC.		8,314.00
060243		07/27/26		VASP	VANTAGESPORTZ, LLC		400.00
060244		07/27/26		0331	VILLAGE SUPER MARKET,INC		50.51
060245		07/27/26		VIST	VISTAS EDUCATION PARTNERS INC.		3,880.00
060246		07/27/26		VICS	VISUAL COMPUTER SOLUTIONS		783.84
060247		07/27/26		WBMA	W B MASON CO INC		360.83
060248		07/27/26		WGRA	W.W. GRAINGER, INC.		742.75
060249		07/27/26		WASA	WASAK INC.		2,019.00
060250		07/27/26		TDPI	WAVEX LLC		148.15
060251		07/27/26		WIDO	WILLIAM DORING		296.24
060252		07/27/26		WIMA	WILLIAM J MARVIN		913.00
060253		07/27/26		WOSE	WOODS SERVICES INC.		8,284.38
060254		07/27/26		XTEL	XTEL COMMUNICATIONS INC.		7,480.18
060255		07/27/26		YABL	YABLA INC.		2,147.00
060256		07/27/26		YESH	YESHIVAT SHALSHELET INC.		500.00
060257		07/27/26		3PLE	3P LEARNING INC,		2,466.80
060258		07/27/26		ALLI	ALLIED FILTER CO		14,371.00
060259		07/27/26		ARTH	ARTHUR J. GALLAGHER RISK MANAGEMENT SEI		550,957.92
060260		07/27/26		BESE	BELAIR SERVICES LLC		2,829.14
060261		07/27/26		COMC	COMCAST HOLDINGS CORPORATION		186.90
060262		07/27/26		ECL	ECLC OF NEW JERSEY		15,131.40
060263		07/27/26		EMCO	ELEVATOR MAINTENANCE CORP		291.00
060264		07/27/26		FICH	FIRST CHILDREN LEARNING SERVICES LLC		2,242.50
060265		07/27/26		FLCA	FLEETCARD, INC.		2,440.08
060266		07/27/26		BLCR	HORIZON BLUE CROSS BLUE SHIELD OF NJ		1,467,858.69
060267		07/27/26		INLI	IN-LINE AIR CONDITIONING CO INC.		473.72
060268		07/27/26		JCPL	JERSEY CENTRAL POWER & LIGHT		81.00
060269		07/27/26		NJGC	NEW JERSEY ASSOCIATION FOR GIFTED CHILDR		50.00
060270		07/27/26		NMHS	NEWMARK HIGH SCHOOL		6,929.88
060271		07/27/26		NICO	NICKERSON NY, LLC		14,400.00
060272		07/27/26		0256	P S E + G CO		2,121.15
060273		07/27/26		MMAU	ROWE CERTIFIED SERVICE LLC		1,516.00
060274		07/27/26		STTL	STATE OF NEW JERSEY		756.00
060275		07/27/26		STAT	STATIONS CAB		3,219.00
900001	V	07/16/26	07/16/26	0035	SPRINGFIELD BOARD OF EDUCATION		

Starting date 6/30/2026 Ending date 7/27/2026

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
A63392	06/30/26		0035	SPRINGFIELD BOARD OF EDUCATION	Agency	116.08
A63556	07/23/26		0035	SPRINGFIELD BOARD OF EDUCATION		29,927.03
A63557	07/23/26		DEDE	DELTA DENTAL OF NJ INC.	AM1007043	23.20
A63558	07/23/26		DEDE	DELTA DENTAL OF NJ INC.	AM1006923	1,299.20
G63196	06/30/26	06/30/26	DEDE	DELTA DENTAL OF NJ INC.	CW2120625	59.00
G63197	06/30/26	06/30/26	DEDE	DELTA DENTAL OF NJ INC.	CW2120683	1,900.00
G63198	07/15/26		0292	STATE OF NEW JERSEY	JULY 2026	501.09
G63199	06/30/26	06/30/26	0035	SPRINGFIELD BOARD OF EDUCATION	B/AC,CC RENT 2025.26	136,000.00
G63202	06/30/26	06/30/26	0035	SPRINGFIELD BOARD OF EDUCATION		14,194.85
G63203	06/30/26	06/30/26	0035	SPRINGFIELD BOARD OF EDUCATION	6/30/26 ADD'L CORRECTION	1,215.38
G63368	07/08/26	07/08/26	DEDE	DELTA DENTAL OF NJ INC.	General Acct	3,254.70
G63370	06/30/26	07/02/26	EMTR	EMPOWER TRUST COMPANY, LLC	DCRP 6/30/26	2,409.87
G63386	07/16/26		DEDE	DELTA DENTAL OF NJ INC.	CW2127246	8,268.20
G63387 V	07/16/26	07/16/26	0035	SPRINGFIELD BOARD OF EDUCATION	3RD QTR 2026 PENALTY	
G63389	07/16/26		0035	SPRINGFIELD BOARD OF EDUCATION	3RD QTR 2026 PENALTY	1,955.50
G63393	06/30/26		0035	SPRINGFIELD BOARD OF EDUCATION		451.37
P63201	06/30/26	07/30/26	PAY	Payroll		249,876.08
P63374	07/14/26		PAY	Payroll		321,556.31
P63375	07/14/26		0035	SPRINGFIELD BOARD OF EDUCATION		23,994.45
P63555	07/23/26		PAY	Payroll		401,789.95

Fund Totals

10	GENERAL CURRENT EXPENSE	$21,142.40
11	GENERAL CURRENT EXPENSE	$3,800,342.38
12	CAPITAL OUTLAY	$53,241.16
20	SPECIAL REVENUE	$111,830.39
30	CAPITAL PROJECTS FUNDS	$468,271.38
50	ENTERPRISE FUND	$177,253.72
60	ENTERPRISE FUND	$2,040.80
	Total for all checks listed	$4,634,122.23

Prepared and submitted by: _____ _____
Board Secretary Date

Budget Transfer **Attachment (A)**

Account Number	Account Description	To	From
11-000-240-600-82-09	OTHER EXP OFFICE SUPL EVW	1,946.78	
11-000-261-100-94-10	MAINTENANCE SALARIES	3,350.51	
11-000-261-100-94-10	MAINTENANCE SALARIES		3,237.16
11-000-261-199-00-10	UNUSED VAC PAYOUT - CUST/MAINT	5,438.65	
11-000-261-420-00-07	MAINTENANCE SERVICES	99,957.00	
11-000-261-420-00-07	MAINTENANCE SERVICES		11,794.02
11-000-261-420-00-08	MAINTENANCE SERVICES	2,568.42	
11-000-261-420-00-09	MAINTENANCE SERVICES		2,387.53
11-000-261-420-00-14	MAINTENANCE SERVICES	53,085.98	
11-000-261-610-94-05	BUILDING SUPPLIES	12,441.21	
11-000-262-100-95-10	OPER PLANT SERV SAL	9,467.70	
11-000-262-100-95-10	OPER PLANT SERV SAL		4,685.99
11-000-262-420-00-03	CLEANING REPAIR MAINTENANCE		10,297.25
11-000-262-420-70-11	REPAIR/MAINT SPECIAL SERVICES		4,855.50
11-000-262-420-93-15	REPAIR/MAINT CONTRACTS TECH		4,383.08
11-000-262-420-94-05	CONTRACTED SERVICES GROUNDS		931.02
11-000-262-580-00-05	Travel		450.00
11-000-262-610-93-05	UNIFORMS AND SHOES		3,631.92
11-000-262-610-94-05	CUSTODIAL&GROUNDS SUPPLIES	9,560.90	
11-000-262-610-95-05	SUPPLIES/VEHICLES		2,500.00
11-000-262-621-95-05	NATURAL GAS		19,889.43
11-000-262-800-95-05	DUES AND LICENSES		910.00
11-000-263-300-94-05	MAINTENANCE OF GROUNDS		3,500.00
11-000-270-161-96-10	SPECIAL EDUCATION PUPIL TRANS	740.44	
11-000-270-420-96-03	PUPIL TRANS MAINT/REPAIR	11,906.83	
11-000-270-512-96-03	CONT SERVICES OTHER TO/FROM		11,682.24
11-000-270-515-96-03	PUPIL TRANS.SPEC.ED.JOINT AGRE	528.24	
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		15,132.64
11-000-270-600-96-03	TRANS.FUEL/OIL,TIRES,REP.PARTS	7,854.86	
11-000-291-270-97-03	HEALTH INSURANCE		173,669.10
11-000-291-299-00-10	UNUSED SICK PAYMENT - RETIREES	48,463.00	
11-130-100-101-00-06	SALARIES GRADES 6-8		54,306.46
11-140-100-101-00-10	SALARIES TEACHER 9-12		21,625.89
11-140-100-101-02-14	Class Coverage- JDHS		9,358.80
11-190-100-610-00-14	INSTRUCTIONAL SUPPLIES	97,904.58	
11-190-100-610-27-07	PROJECT LEAD THE WAY SUPP TLS		5,600.00
11-190-100-610-27-09	PROJECT LEAD THE WAY SUPP EVW		4,909.99
11-190-100-640-00-14	TEXTBOOKS		2,103.44
11-204-100-610-00-09	LLD SUPPLIES	131.94	
11-213-100-610-00-09	SUPPLIES RES ROOM EVW	142.53	
11-213-100-610-53-11	SUPPLIES RESOURCE ROOM		142.53
11-401-100-100-45-06	SALARIES STUDENT ACT CLUB F	274.44	
11-401-100-100-45-14	SALARIES STUDENT ACTIVITY JDHS		274.44
11-402-100-100-46-06	ATHLETIC SALARIES FMG		0.71
11-402-100-199-00-00	Unused Vacation Payment	17,312.04	
11-402-100-500-46-06	ATHLETIC PURCH.SERV.FMG		1,749.00
11-402-100-500-46-14	ATHLETICS PURCH.SERV.JDHS		1,613.19
11-402-100-610-46-06	ATHLETIC SUPPLIES FMG		1,006.19
11-402-100-610-46-14	SUPPLIES ATHLETICS JDHS	14,530.12	
11-402-100-890-46-14	OTHER EXPENSES ATHLETICS JDHS		26,060.10
11-402-100-890-46-14	OTHER EXPENSES ATHLETICS JDHS	10,906.00	

11-403-100-100-40-10	STUDENT WORKERS	426.44	
11-421-100-101-00-07	BEFORE/AFTER PROG TLS		5,324.55
11-421-100-101-00-08	BEFORE/AFTER PROGRAM JC		500.00
11-421-100-101-00-14	BEFORE/ AFTER PROG JDHS		426.44
20-218-100-106-00-00	PRESCHOOL AIDES		2,594.31
20-218-100-600-00-00	INSTRUCTIONAL SUPPLIES	2,594.31	
20-218-200-104-00-00	PROFESSIONAL STAFF	1.00	
20-218-200-105-00-00	PEA Secretary		1.00

Account Code	Account Number	To	From
11-000-213-100-01-10	SALARIES SUBSTITUTE NURSES		2,034.65
11-000-213-300-00-11	Nursing/ Medical Services		279.86
11-000-213-600-72-14	HEALTH SERVICE SUPPLIES JDHS	279.86	
11-000-213-616-00-00	SUPPLIES- MENSTRUAL PRODUCTS	2,034.65	
11-000-223-500-80-12	PD PURCHASED SERVICES		9,051.42
11-000-223-600-80-12	SUPPLIES STAFF TRAINING	9,051.42	
11-000-230-331-01-01	PROFESSIONAL SERVICES LEGAL	46,764.00	
11-000-230-334-01-01	CONSTRUCTION PROF FEES		618.62
11-000-230-340-01-01	CONTRACTED SERVICES RTK		4,485.00
11-000-230-340-93-15	PURCH TECH SERV COMPUTERS		7,605.00
11-000-230-530-95-05	UTILITIES TELEPHONE		10,628.33
11-000-230-580-09-12	WORKSHOPS/TRAVEL		751.70
11-000-230-590-03-01	BOARD MEMBERS MISC		2,268.92
11-000-230-590-97-03	INSURANCE		971.00
11-000-230-590-97-14	ADMINISTRATOR PURCH.SERV.JDHS		633.00
11-000-230-895-02-01	MISC EXP DUES NJSBA		1,661.08
11-000-240-103-00-07	PRINCIPAL SALARY		3,432.27
11-000-240-103-00-08	PRINCIPAL SALARY		2,000.00
11-000-240-103-00-09	PRINCIPAL SALARY		3,000.00
11-000-240-580-82-06	TRAVEL FMG		500.00
11-000-240-600-82-06	OTHER EXP OFF SUPP FMG		1,000.00
11-000-240-600-82-09	OTHER EXP OFFICE SUPL EVW		5,000.00
11-000-251-592-06-03	TRAVEL BUSINESS OFFICE		2,800.00
11-000-251-600-05-03	SUPPLIES CENTRAL SERV	15,956.77	
11-000-251-890-07-03	DUES/FEES BUSINESS OFF		425.00
11-000-252-340-00-01	Tech Technical Services		15,325.85
11-000-252-580-93-15	Travel	385.00	
11-000-261-100-94-10	MAINTENANCE SALARIES		13,700.00
11-000-261-420-00-06	MAINTENANCE SERVICES	1,744.20	
11-000-261-420-00-07	MAINTENANCE SERVICES	37,000.00	
11-000-261-420-00-08	MAINTENANCE SERVICES	3,094.56	
11-000-261-420-00-09	MAINTENANCE SERVICES	11,537.57	
11-000-261-420-00-14	MAINTENANCE SERVICES	226,669.72	
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES		15,117.71
11-000-262-100-95-10	OPER PLANT SERV SAL		19,182.29
11-000-262-300-95-05	PURCHASED PROF SERV.		43,332.42
11-000-262-520-97-03	INSURANCE PROPERTY,LIABILITY		17,213.00
11-000-262-610-94-05	CUSTODIAL&GROUNDS SUPPLIES	3,000.00	
11-000-262-626-95-05	VEHICLE FUEL		6,000.00
11-000-263-610-84-05	SUPPLIES GROUNDS		5,000.00
11-000-270-160-96-10	SALARIES FOR PUPIL TRANS		2,000.00
11-000-270-161-96-10	SPECIAL EDUCATION PUPIL TRANS	2,000.00	
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		166,387.92
11-000-270-600-96-03	TRANS.FUEL/OIL,TIRES,REP.PARTS	2,887.29	
11-120-100-101-00-08	SALARIES TEACHERS JCS		4,727.01
11-120-100-101-01-06	SUBSTITUTES - ELEMENTARY	3,107.35	
11-120-100-101-02-09	Class Coverage EVW	683.23	
11-120-100-101-03-09	Missed Prep- EVW	936.43	
11-140-100-101-01-10	SUBSTITUTES 9-12		48,000.00
11-150-100-320-63-11	HOME INSTRUCTION PURCH.PROF.ED	48,000.00	
11-190-100-320-00-14	EDUCATIONAL SERVICES JDHS		2,051.25

11-190-100-320-01-08	SUB SERVICES		9,655.00
11-190-100-500-00-08	PURCHASED SERVICES JC		5,952.99
11-190-100-500-00-09	INSTRUCTIONAL PURCH SERV EVW		12,493.78
11-190-100-500-00-14	INSTRUCTIONAL PURCH SERV JDHS		14,433.31
11-190-100-590-37-04	OTHER EXP DUES G+T		21.00
11-190-100-610-00-06	INSTRUCTIONAL SUPPLIES	5,204.86	
11-190-100-610-00-08	INSTRUCTIONAL SUPPLIES	3,655.56	
11-190-100-610-00-09	INSTRUCTIONAL SUPPLIES	47,684.43	
11-190-100-610-27-09	PROJECT LEAD THE WAY SUPP EVW		2,796.64
11-190-100-610-27-14	PROJECT LEAD THE WAY SUPP JDHS		9,140.88
20-218-100-101-00-00	PRESCHOOL TEACHERS		25,549.82
20-218-100-106-00-00	PRESCHOOL AIDES		1,301.54
20-218-100-600-00-00	INSTRUCTIONAL SUPPLIES	26,851.36	
20-218-200-102-00-00	PEA Supervisor		8,624.88
20-218-200-103-00-00	PROGRAM DIRECTORS	22,336.90	
20-218-200-104-00-00	PROFESSIONAL STAFF	1,979.00	
20-218-200-104-00-00	PROFESSIONAL STAFF		1.24
20-218-200-105-00-00	PEA Secretary	1,641.00	
20-218-200-105-00-00	PEA Secretary		0.78
20-218-200-110-00-00	OTHER SALARIES	14,805.00	
20-218-200-173-00-00	CPIS		5,854.00
20-218-200-200-00-00	BENEFITS		12,750.00
20-218-200-329-00-00	EDUCATIONAL SERVICES		9,441.00
20-218-200-330-00-00	PROF PURCHASED SERVICES		4,090.00
20-218-200-420-00-00	MAINTENANCE		5,772.29
20-218-200-600-00-00	NONINSTRUCTIONAL SUPPLIES	5,772.29	

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Assets and Resources

Assets:			
101	Cash in bank		$10,611,615.15
102-106	Cash Equivalents		$0.00
108	Impact Aid Reserve (General)		$0.00
109	Impact Aid Reserve (Capital)		$0.00
111	Investments		$0.00
112	Unamortized Premums on Investments		$0.00
113	Unamortized Discounts on Investments		$0.00
114	Interest Receivable on Investments		$0.00
115	Accrued Interest on Investments		$0.00
116	Capital Reserve Account		$13,322,844.72
117	Maintenance Reserve Account		$2,500,000.00
118	Emergency Reserve Account		$250,000.00
121	Tax levy Receivable		$0.00
	Accounts Receivable:		
132	Interfund	$818,023.36	
141	Intergovernmental - State	$694,788.14	
142	Intergovernmental - Federal	$0.00	
143	Intergovernmental - Other	$0.00	
153, 154	Other (net of estimated uncollectable of $_____)	$0.00	$1,512,811.50
	Loans Receivable:		
131	Interfund	$0.00	
151, 152	Other (Net of estimated uncollectable of $_____)	$0.00	$0.00
161	Bond Proceeds Receivable		$0.00
171	Inventories for Consumption		$0.00
172	Inventories for Resale		$0.00
181	Prepaid Expenses		$0.00
191	Deposits		$0.00
192	Deferred Expenditures		$0.00
199, xxx	Other Current Assets		$0.00
Resources:			
301	Estimated Revenues	$49,411,898.00	
302	Less Revenues	($49,913,993.04)	($502,095.04)
Total assets and resources			**$27,695,176.33**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	$0.00
402	Interfund Accounts Payable	$0.00
411	Intergovernmental Accounts Payable - State	$0.00
412	Intergovernmental Accounts Payable - Federal	$0.00
413	Intergovernmental Accounts Payable - Other	$0.00
421	Accounts Payable	$479,703.12
422	Judgments Payable	$0.00
431	Contracts Payable	$0.00
451	Loans Payable	$0.00
471	Payroll Deductions and Withholdings	$0.00
481	Deferred Revenues	$0.00
580	Unemployment Trust Fund Liability	$0.00
499, xxx	Other Current Liabilities	$0.00
Total liabilities		**$479,703.12**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Fund Balance:					
	Appropriated:				
753,754	Reserve for Encumbrances			$5,406,908.27	
	Reserved Fund Balance:				
761	Capital Reserve Account - July 1		$13,322,844.72		
604	Add: Increase in Capital Reserve		$0.00		
307	Less: Bud. w/d Cap. Reserve Eligible Costs		$0.00		
309	Less: Bud. w/d Cap. Reserve Excess Costs		$0.00		
317	Less: Bud. w/d cap. Reserve Debt Service		$0.00	$13,322,844.72	
762	Reserve for Adult Education			$0.00	
763	Sale/Leaseback Reserve Account - July 1		$0.00		
605	Add: Increase in Sale/Leaseback Reserve		$0.00		
308	Less: Bud w/d Sale/Leaseback Reserve		$0.00	$0.00	
764	Maintenance Reserve Account - July 1		$2,500,000.00		
606	Add: Increase in Maintenance Reserve		$0.00		
310	Less: Bud. w/d from Maintenance Reserve		$0.00	$2,500,000.00	
765	Tuition Reserve Account - July 1		$0.00		
311	Less: Bud. w/d from Tuition Reserve		$0.00	$0.00	
766	Reserve for Cur. Exp. Emergencies - July 1		$250,000.00		
607	Add: Increase in Cur. Exp. Emer. Reserve		$0.00		
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve		$0.00	$250,000.00	
755	Reserve for Bus Advertising - July 1		$0.00		
610	Add: Increase in Bus Advertising Reserve		$0.00		
315	Less: Bud. w/d from Bus Advertising Reserve		$0.00	$0.00	
756	Federal Impact Aid (General) - July 1		$0.00		
611	Add: Increase in Federal Impact Aid (General)		$0.00		
318	Less: Bud. w/d from Federal Impact Aid (Gen.)		$0.00	$0.00	
757	Federal Impact Aid (Capital) - July 1		$0.00		
612	Add: Increase in Federal Impact Aid (Capital)		$0.00		
319	Less: Bud. w/d from Federal Impact Aid (Cap.)		$0.00	$0.00	
769	Unemployment Fund - July 1		$0.00		
	Add: Increase in Unemployment Fund		$0.00		
678	Less: Bud. w/d from Unemployment Fund		$0.00	$0.00	
750-752,76x	Other reserves			$0.00	
601	Appropriations		$54,395,263.92		
602	Less: Expenditures	($45,447,228.97)			
	Less: Encumbrances	($5,406,908.27)	($50,854,137.24)	$3,541,126.68	
	Total appropriated			$25,020,879.67	
	Unappropriated:				
770	Fund balance, July 1			$5,244,494.54	
771	Designated fund balance			$0.00	
303	Budgeted fund balance			($3,049,901.00)	
	Total fund balance				**$27,215,473.21**
	Total liabilities and fund equity				**$27,695,176.33**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Recapitulation of Budgeted Fund Balance:

	Budgeted	Actual	Variance
Appropriations	$54,395,263.92	$50,854,137.24	$3,541,126.68
Revenues	($49,411,898.00)	($49,913,993.04)	$502,095.04
Subtotal	$4,983,365.92	$940,144.20	$4,043,221.72
Change in Capital Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$4,983,365.92	$940,144.20	$4,043,221.72
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$4,983,365.92	$940,144.20	$4,043,221.72
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$4,983,365.92	$940,144.20	$4,043,221.72
Change in Emergency Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$4,983,365.92	$940,144.20	$4,043,221.72
Change in Tuition Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$4,983,365.92	$940,144.20	$4,043,221.72
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$4,983,365.92	$940,144.20	$4,043,221.72
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$4,983,365.92	$940,144.20	$4,043,221.72
Change in Federal Impact Aid (Capitall):			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$4,983,365.92	$940,144.20	$4,043,221.72
Less: Adjustment for prior year	($1,933,464.92)	($1,933,464.92)	$0.00
Budgeted fund balance	$3,049,901.00	($993,320.72)	$4,043,221.72

Prepared and submitted by : _____ 6/30/26
Board Secretary Date

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources		44,974,016	0	44,974,016	45,439,178		(465,162)
00520	SUBTOTAL – Revenues from State Sources		4,433,270	0	4,433,270	4,439,202		(5,932)
00570	SUBTOTAL – Revenues from Federal Sources		4,612	0	4,612	35,613		(31,001)
		Total	49,411,898	0	49,411,898	49,913,993		(502,095)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION		12,348,066	171,023	12,519,089	11,462,743	971,158	85,188
10300	Total Special Education - Instruction		4,124,356	57,289	4,181,645	3,685,226	359,859	136,560
11160	Total Basic Skills/Remedial – Instruct.		390,903	0	390,903	379,480	10,778	644
12160	Total Bilingual Education – Instruction		170,259	404	170,663	135,651	34,997	15
17100	Total School-Sponsored Co/Extra Curricul		220,985	(0)	220,985	176,393	4,170	40,421
17600	Total School-Sponsored Athletics – Instr		845,727	29,365	875,092	703,980	160,241	10,871
19620	Total Before/After School Programs		40,000	(18,771)	21,229	2,631	868	17,730
20620	Total Summer School		35,000	0	35,000	5,858	29,142	0
21620	Total Instructional Alternative Educatio		8,000	857	8,857	5,366	479	3,013
25100	Total Other Instructional Programs - Ins		0	426	426	426	0	0
27100	Total Community Services Programs/Operat		98,000	0	98,000	70,990	27,010	0
29180	Total Undistributed Expenditures - Instr		5,810,273	(239,018)	5,571,255	4,390,320	188,450	992,484
29680	Total Undistributed Expenditures – Atten		17,000	3,000	20,000	6,979	9,521	3,500
30620	Total Undistributed Expenditures – Healt		661,362	180,434	841,796	709,618	55,923	76,254
40580	Total Undistributed Expend – Speech, OT,		1,268,762	0	1,268,762	1,021,985	182,250	64,528
41080	Total Undist. Expend. – Other Supp. Serv		489,650	31,000	520,650	420,496	98,086	2,068
41660	Total Undist. Expend. – Guidance		1,065,268	22,425	1,087,693	1,051,311	34,226	2,156
42200	Total Undist. Expend. – Child Study Team		1,063,174	53,752	1,116,926	979,658	98,054	39,214
43200	Total Undist. Expend. – Improvement of I		559,334	745	560,079	468,879	64,486	26,714
43620	Total Undist. Expend. – Edu. Media Serv.		378,864	21,780	400,644	256,435	142,935	1,274
44180	Total Undist. Expend. – Instructional St		261,466	(8,191)	253,275	182,630	10,204	60,441
45300	Support Serv. - General Admin		763,230	188,563	951,793	666,261	268,903	16,629
46160	Support Serv. - School Admin		1,456,010	(2,487)	1,453,523	1,334,174	105,927	13,422
47200	Total Undist. Expend. – Central Services		483,120	10,690	493,810	436,928	56,581	302
47620	Total Undist. Expend. – Admin. Info. Tec		398,840	28,625	427,465	424,644	385	2,436
51120	Total Undist. Expend. – Oper. & Maint. O		5,446,977	1,167,197	6,614,174	4,793,868	1,688,940	131,366
52480	Total Undist. Expend. – Student Transpor		2,747,728	(41,335)	2,706,393	2,157,720	232,417	316,257
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE		9,506,774	(125,206)	9,381,568	7,737,189	220,312	1,424,066
75880	TOTAL EQUIPMENT		311,000	88,554	399,554	384,931	6,152	8,471
76260	Total Facilities Acquisition and Constru		897,595	237,679	1,135,274	768,595	344,454	22,226
76320	Capital Reserve – Transfer to Capital Pr		500,000	0	500,000	500,000	0	0
84000	Transfer of Funds to Charter Schools		94,076	74,665	168,741	145,077	0	23,664
		Total	52,461,799	1,933,465	54,395,264	45,466,443	5,406,908	3,521,913

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy	44,611,874	0	44,611,874	44,611,874		0
00140	10-1310	Tuition from Individuals	0	0	0	36,759		(36,759)
00170	10-1340	Tuition from Other Sources	0	0	0	36,904		(36,904)
00180	10-1350	Tuition from Summer School	15,000	0	15,000	2,880	Under	12,120
00240	10-1410	Transportation Fees from Individuals	0	0	0	2,900		(2,900)
00250	10-14[2-4]0	Transportation Fees from Other LEAs	0	0	0	165,664		(165,664)
00260	10-1910	Rents and Royalties	85,000	0	85,000	205,636		(120,636)
00300	10-1___	Unrestricted Miscellaneous Revenues	262,142	0	262,142	376,562		(114,420)
00410	10-3116	School Choice Aid	579,136	0	579,136	579,136		0
00420	10-3121	Categorical Transportation Aid	703,820	0	703,820	703,820		0
00430	10-3131	Extraordinary Aid	200,000	0	200,000	200,000		0
00440	10-3132	Categorical Special Education Aid	2,594,829	0	2,594,829	2,594,829		0
00470	10-3177	Categorical Security Aid	355,485	0	355,485	355,485		0
00500	10-3___	Other State Aids	0	0	0	5,932		(5,932)
00540	10-4200	Medicaid Reimbursement	4,612	0	4,612	35,613		(31,001)
		Total	49,411,898	0	49,411,898	49,913,993		(502,095)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02060	11-105-100-936	Local Contribution – Transfer to Special	98,670	0	98,670	98,670	0	0
02080	11-110-___-101	Kindergarten – Salaries of Teachers	608,029	(19,000)	589,029	589,029	0	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers	4,147,955	27,934	4,175,889	3,823,036	321,821	31,032
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers	2,585,174	(68,517)	2,516,657	2,378,232	118,970	19,454
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers	4,112,550	(148,985)	3,963,565	3,815,072	143,741	4,752
02160	11-140-100-101	Salaries of Teachers	25,000	28,588	53,588	1,386	52,202	0
02500	11-150-100-101	Salaries of Teachers	20,000	0	20,000	3,843	16,157	0
02540	11-150-100-320	Purchased Professional – Educational Ser	60,000	68,000	128,000	81,407	33,045	13,548
03020	11-190-1__-320	Purchased Professional – Educational Ser	3,000	(1,706)	1,294	1,294	0	0
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series	108,697	(32,814)	75,883	63,704	5,470	6,709
03080	11-190-1__-610	General Supplies	490,456	349,177	839,633	551,091	279,751	8,791
03100	11-190-1__-640	Textbooks	86,300	(31,654)	54,646	54,646	0	0
03120	11-190-1__-8__	Other Objects	2,235	0	2,235	1,333	0	902
04500	11-204-100-101	Salaries of Teachers	342,153	23,307	365,460	365,460	0	0
04520	11-204-100-106	Other Salaries for Instruction	272,260	44,572	316,832	261,779	42,268	12,785
04600	11-204-100-610	General Supplies	5,800	991	6,791	5,527	605	659
07000	11-213-100-101	Salaries of Teachers	2,097,613	0	2,097,613	1,968,819	128,794	0
07020	11-213-100-106	Other Salaries for Instruction	182,222	44,686	226,908	126,246	30,186	70,477
07100	11-213-100-610	General Supplies	9,550	97	9,647	3,113	201	6,333
07500	11-214-100-101	Salaries of Teachers	361,088	(24,117)	336,971	325,816	11,155	0
07520	11-214-100-106	Other Salaries for Instruction	402,952	(37,329)	365,623	255,823	105,858	3,942
07540	11-214-100-320	Purchased Professional-Educational Servi	60,000	2,782	62,782	58,500	0	4,282
07600	11-214-100-610	General Supplies	20,000	0	20,000	14,924	4,307	769
08060	11-215-100-340	Purchased Technical Services	8,800	0	8,800	3,700	0	5,100

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
08500	11-216-100-101	Salaries of Teachers	168,544	0	168,544	162,719	5,825	0
08520	11-216-100-106	Other Salaries for Instruction	165,644	0	165,644	131,132	28,371	6,141
08540	11-216-100-320	Purchased Professional-Educational Servi	25,000	0	25,000	0	0	25,000
08600	11-216-100-6__	General Supplies	2,730	120	2,850	1,280	497	1,073
10100	11-222-100-610	General Supplies	0	2,180	2,180	388	1,792	0
11000	11-230-100-101	Salaries of Teachers	389,903	0	389,903	379,125	10,778	0
11100	11-230-100-610	General Supplies	1,000	0	1,000	356	0	644
12000	11-240-100-101	Salaries of Teachers	167,859	(385)	167,474	132,477	34,997	0
12100	11-240-100-610	General Supplies	2,400	789	3,189	3,175	0	15
17000	11-401-100-1__	Salaries	220,984	(0)	220,984	176,393	4,170	40,420
17040	11-401-100-6__	Supplies and Materials	1	0	1	0	0	1
17500	11-402-100-1__	Salaries	613,567	(1)	613,566	540,136	73,431	0
17505	11-402-100-199	Unused Vac Pay to Term/Retired Staff	0	17,312	17,312	17,312	0	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	100,660	(3,362)	97,298	71,033	15,394	10,871
17540	11-402-100-6__	Supplies and Materials	83,500	29,540	113,040	47,103	65,937	0
17560	11-402-100-8__	Other Objects	48,000	(14,124)	33,876	28,396	5,480	0
19000	11-421-100-101	Salaries of Teachers	40,000	(18,771)	21,229	2,631	868	17,730
20500	11-422-200-1__	Salaries	35,000	0	35,000	5,858	29,142	0
21120	11-423-100-610	General Supplies	8,000	857	8,857	5,366	479	3,013
25000	11-4__-100-1__	Salaries	0	426	426	426	0	0
27000	11-800-330-1__	Salaries	98,000	0	98,000	70,990	27,010	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	532,914	143,002	675,916	635,294	602	40,020
29040	11-000-100-563	Tuition to County Voc. School District-R	624,000	68,350	692,350	684,550	0	7,800
29060	11-000-100-564	Tuition to County Voc. School District-S	24,000	0	24,000	16,000	0	8,000
29100	11-000-100-566	Tuition to Priv. School for the Disabled	4,435,496	(444,370)	3,991,126	2,958,116	187,848	845,162
29120	11-000-100-567	Tuition to Priv. Sch. Disabled & Other L	193,863	(6,000)	187,863	96,360	0	91,503
29500	11-000-211-1__	Salaries	15,000	3,000	18,000	6,333	8,667	3,000
29620	11-000-211-[4-5]	Other Purchased Services (400-500-series	2,000	0	2,000	646	854	500
30500	11-000-213-1__	Salaries	423,318	(67,035)	356,283	301,181	21,490	33,612
30540	11-000-213-3__	Purchased Professional and Technical Ser	224,200	242,228	466,428	394,917	28,984	42,527
30580	11-000-213-6__	Supplies and Materials	13,844	5,240	19,084	13,519	5,450	115
40500	11-000-216-1__	Salaries	714,762	0	714,762	623,969	90,793	0
40520	11-000-216-320	Purchased Professional – Educational Ser	550,000	0	550,000	395,373	90,842	63,785
40540	11-000-216-6__	Supplies and Materials	4,000	0	4,000	2,642	614	743
41000	11-000-217-1__	Salaries	489,650	31,000	520,650	420,496	98,086	2,068
41500	11-000-218-104	Salaries of Other Professional Staff	970,463	21,915	992,378	959,457	32,030	891
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	90,675	0	90,675	88,940	1,735	0
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	330	0	330	0	0	330
41620	11-000-218-6__	Supplies and Materials	3,800	510	4,310	2,915	460	936
42000	11-000-219-104	Salaries of Other Professional Staff	852,724	29,026	881,750	783,979	72,018	25,753
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	93,050	8,907	101,957	84,300	17,656	0

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
42060	11-000-219-320	Purchased Professional – Educational Ser	64,000	(5,000)	59,000	43,185	6,190	9,625
42080	11-000-219-390	Other Purchased Professional & Technical	23,000	15,500	38,500	38,119	0	381
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	400	5,278	5,678	3,595	0	2,083
42160	11-000-219-6__	Supplies and Materials	15,000	319	15,319	12,563	2,189	567
42180	11-000-219-8__	Other Objects	15,000	(278)	14,722	13,917	0	805
43000	11-000-221-102	Salaries of Supervisor of Instruction	198,034	0	198,034	169,486	28,548	0
43020	11-000-221-104	Salaries of Other Professional Staff	294,657	0	294,657	262,889	17,563	14,205
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	35,500	0	35,500	17,125	18,375	0
43140	11-000-221-[4-5]	Other Purch. Services (400-500 series)	31,143	745	31,888	19,379	0	12,509
43500	11-000-222-1__	Salaries	159,753	0	159,753	82,147	77,606	0
43520	11-000-222-177	Salaries of Technology Coordinators	58,000	0	58,000	42,690	15,310	0
43540	11-000-222-3__	Purchased Professional and Technical Ser	75,000	(56,333)	18,667	18,667	0	0
43580	11-000-222-6__	Supplies and Materials	86,111	78,113	164,224	112,932	50,019	1,274
44040	11-000-223-105	Salaries of Secretarial & Clerical Assis	126,563	1,174	127,737	127,737	0	0
44080	11-000-223-320	Purchased Professional – Educational Ser	41,500	(5,441)	36,059	27,088	0	8,971
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	85,903	(9,926)	75,977	24,632	0	51,345
44140	11-000-223-6__	Supplies and Materials	6,000	6,001	12,001	1,797	10,204	0
44160	11-000-223-8__	Other Objects	1,500	0	1,500	1,375	0	125
45000	11-000-230-1__	Salaries	325,844	(20,000)	305,844	304,491	134	1,219
45040	11-000-230-331	Legal Services	115,000	73,093	188,093	161,665	20,391	6,038
45060	11-000-230-332	Audit Fees	22,001	32,907	54,908	19,500	35,000	408
45080	11-000-230-334	Architectural/Engineering Services	20,000	233,815	253,815	46,900	206,915	0
45100	11-000-230-339	Other Purchased Professional Services	55,000	(44,500)	10,500	7,300	2,100	1,100
45120	11-000-230-340	Purchased Technical Services	26,200	(12,090)	14,110	13,680	0	430
45140	11-000-230-530	Communications/Telephone	75,200	(52,321)	22,879	20,553	498	1,828
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	76,985	(18,495)	58,490	54,292	935	3,263
45200	11-000-230-610	General Supplies	27,000	(2,186)	24,814	19,541	2,931	2,342
45280	11-000-230-895	BOE Membership Dues and Fees	20,000	(1,661)	18,339	18,339	0	0
46000	11-000-240-103	Salaries of Principals/Assistant Princip	1,012,588	(11,056)	1,001,532	912,215	88,517	800
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	364,332	2,623	366,955	355,587	11,367	1
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	12,205	(500)	11,705	5,859	48	5,798
46120	11-000-240-6__	Supplies and Materials	60,400	6,445	66,845	56,157	5,994	4,694
46140	11-000-240-8__	Other Objects	6,485	0	6,485	4,357	0	2,128
47000	11-000-251-1__	Salaries	465,120	(2,496)	462,624	421,423	41,201	0
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	3,500	(2,800)	700	399	0	301
47100	11-000-251-6__	Supplies and Materials	10,000	16,411	26,411	11,031	15,380	0
47180	11-000-251-890	Other Objects	4,500	(425)	4,075	4,075	0	0
47500	11-000-252-1__	Salaries	398,840	0	398,840	396,404	0	2,436
47505	11-000-252-199	Unused Vac Pay to Term/Retired Staff	0	2,496	2,496	2,496	0	0
47540	11-000-252-340	Purchased Technical Services	0	25,000	25,000	25,000	0	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	0	1,129	1,129	744	385	0

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
48500	11-000-261-1__	Salaries	468,174	(93,587)	374,587	374,587	0	0
48505	11-000-261-199	Unused Vac Pay to Term/Retired Staff	0	5,439	5,439	5,439	0	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	1,198,035	1,507,751	2,705,786	1,126,569	1,579,217	0
48540	11-000-261-610	General Supplies	85,000	(15,251)	69,749	61,784	7,964	1
49000	11-000-262-1__	Salaries	1,260,865	(115,901)	1,144,964	1,136,241	8,723	0
49020	11-000-262-107	Salaries of Non-Instructional Aides	127,000	(50,000)	77,000	47,199	29,801	0
49040	11-000-262-3__	Purchased Professional and Technical Ser	45,000	(9,049)	35,951	22,618	13,333	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	471,318	(155,061)	316,257	288,920	14,880	12,457
49100	11-000-262-444	Lease Purchase Pymts – Energy Savings Im	154,323	0	154,323	154,323	0	0
49120	11-000-262-490	Other Purchased Property Services	55,000	9,000	64,000	54,361	9,639	0
49140	11-000-262-520	Insurance	451,882	(17,963)	433,919	433,919	0	0
49160	11-000-262-590	Miscellaneous Purchased Services	0	300	300	300	0	0
49180	11-000-262-610	General Supplies	133,500	(17,867)	115,633	95,199	20,118	317
49200	11-000-262-621	Energy (Natural Gas)	405,000	75,111	480,111	394,880	0	85,231
49220	11-000-262-622	Energy (Electricity)	411,000	65,026	476,026	454,329	0	21,697
49260	11-000-262-626	Energy (Gasoline)	19,500	(5,795)	13,705	10,329	0	3,376
49280	11-000-262-8__	Other Objects	9,400	(1,430)	7,970	5,460	0	2,510
50000	11-000-263-1__	Salaries	118,480	0	118,480	113,479	5,001	0
50020	11-000-263-3__	Purchased Professional and Technical Ser	3,500	(3,500)	0	0	0	0
50060	11-000-263-610	General Supplies	25,000	(10,026)	14,974	13,148	264	1,561
51020	11-000-266-3__	Purchased Professional and Technical Ser	5,000	0	5,000	784	0	4,216
52000	11-000-270-107	Salaries of Non-Instructional Aides	151,802	0	151,802	141,001	10,801	0
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	182,016	(11,057)	170,959	113,995	46,835	10,130
52040	11-000-270-161	Sal. For Pupil Trans (Bet Home & Sch) –	284,052	42,699	326,751	326,751	0	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	110,000	(20,072)	89,928	21,338	68,590	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	95,000	11,907	106,907	106,907	0	0
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	350,000	(5,000)	345,000	329,698	5,000	10,302
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	0	15,000	15,000	0	10,000	5,000
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	90,000	(10,788)	79,212	27,768	787	50,656
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors	66,430	0	66,430	3,746	14,982	47,702
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	485,000	153,956	638,956	638,956	0	0
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	825,000	(232,415)	592,585	339,906	74,632	178,047
52400	11-000-270-593	Misc. Purchased Services - Transportatio	32,928	0	32,928	24,303	0	8,625
52420	11-000-270-610	General Supplies	70,000	11,904	81,904	75,653	775	5,476
52460	11-000-270-8__	Other objects	5,500	2,533	8,033	7,699	15	319
71020	11-000-291-220	Social Security Contributions	580,000	0	580,000	515,685	17,120	47,195
71060	11-000-291-241	Other Retirement Contributions - PERS	717,624	0	717,624	573,749	0	143,875
71120	11-000-291-249	Other Retirement Contributions - Regular	49,486	0	49,486	32,643	0	16,843
71140	11-000-291-250	Unemployment Compensation	88,000	0	88,000	88,000	0	0
71160	11-000-291-260	Workmen's Compensation	218,715	0	218,715	182,977	0	35,738
71180	11-000-291-270	Health Benefits	7,371,106	(186,689)	7,184,417	5,948,337	96,129	1,139,951

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 10 GENERAL CURRENT EXPENSE

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
71200	11-000-291-280	Tuition Reimbursement	48,500	0	48,500	18,380	0	30,120
71220	11-000-291-290	Other Employee Benefits	433,343	13,020	446,363	328,957	107,063	10,343
71227	11-000-291-299	Unused Sick Pay to Term/Retired Staff	0	48,463	48,463	48,463	0	0
73040	12-120-100-73_	Grades 1-5	45,000	(29,651)	15,349	6,878	0	8,471
73060	12-130-100-73_	Grades 6-8	25,000	(22,020)	2,980	2,980	0	0
73080	12-140-100-73_	Grades 9-12	45,000	(33,330)	11,670	11,670	0	0
74160	12-214-100-73_	Autism	0	4,891	4,891	4,891	0	0
75700	12-000-261-73_	Undist. Expend. –Required Maint. For Sch	0	107,117	107,117	107,117	0	0
75720	12-000-262-73_	Undist. Expend. – Custodial Services	0	6,152	6,152	0	6,152	0
75820	12-000-270-734	School Buses - Special	196,000	55,394	251,394	251,394	0	0
76040	12-000-400-334	Architectural/Engineering Services	154,000	(29,771)	124,229	81,579	26,184	16,466
76060	12-000-400-390	Other Purchased Prof. and Tech. Services	0	269	269	269	0	0
76080	12-000-400-450	Construction Services	303,000	220,233	523,233	204,963	318,270	0
76180	12-000-400-780	Infrastructure	105,000	46,948	151,948	151,948	0	0
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi	57,595	0	57,595	51,836	0	5,760
76240	12-000-400-932	Capital Outlay – Transfer to Capital Pro	278,000	0	278,000	278,000	0	0
76320	12-000-400-931	Capital Reserve – Transfer to Capital Pr	500,000	0	500,000	500,000	0	0
84000	10-000-100-56_	Transfer of Funds to Charter Schools	94,076	74,665	168,741	145,077	0	23,664
		Total	52,461,799	1,933,465	54,395,264	45,466,443	5,406,908	3,521,913

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 20 SPECIAL REVENUE

Assets and Resources

Assets:			
101	Cash in bank		($173,903.09)
102-106	Cash Equivalents		$0.00
108	Impact Aid Reserve (General)		$0.00
109	Impact Aid Reserve (Capital)		$0.00
111	Investments		$0.00
112	Unamortized Premums on Investments		$0.00
113	Unamortized Discounts on Investments		$0.00
114	Interest Receivable on Investments		$0.00
115	Accrued Interest on Investments		$0.00
116	Capital Reserve Account		$0.00
117	Maintenance Reserve Account		$0.00
118	Emergency Reserve Account		$0.00
121	Tax levy Receivable		$0.00
	Accounts Receivable:		
132	Interfund	$0.00	
141	Intergovernmental - State	$333,363.00	
142	Intergovernmental - Federal	($212,359.00)	
143	Intergovernmental - Other	$546.26	
153, 154	Other (net of estimated uncollectable of $_____)	$0.00	$121,550.26
	Loans Receivable:		
131	Interfund	$0.00	
151, 152	Other (Net of estimated uncollectable of $_____)	$0.00	$0.00
161	Bond Proceeds Receivable		$0.00
171	Inventories for Consumption		$0.00
172	Inventories for Resale		$0.00
181	Prepaid Expenses		$0.00
191	Deposits		$0.00
192	Deferred Expenditures		$0.00
199, xxx	Other Current Assets		$0.00
Resources:			
301	Estimated Revenues	$3,338,526.00	
302	Less Revenues	($3,175,730.40)	$162,795.60
Total assets and resources			**$110,442.77**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 20 SPECIAL REVENUE

Liabilities and Fund Equity

Liabilities:		
101	Cash Overdraft	($173,903.09)
401	Interfund Loans Payable	$0.00
402	Interfund Accounts Payable	$0.00
411	Intergovernmental Accounts Payable - State	$1.00
412	Intergovernmental Accounts Payable - Federal	$0.00
413	Intergovernmental Accounts Payable - Other	$0.00
421	Accounts Payable	($75,538.71)
422	Judgments Payable	$0.00
431	Contracts Payable	$0.00
451	Loans Payable	$0.00
471	Payroll Deductions and Withholdings	$0.00
481	Deferred Revenues	$236,592.91
580	Unemployment Trust Fund Liability	$0.00
499, xxx	Other Current Liabilities	$0.00
Total liabilities		**$161,055.20**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 20 SPECIAL REVENUE

Fund Balance:					
	Appropriated:				
753,754	Reserve for Encumbrances			$54,205.57	
	Reserved Fund Balance:				
761	Capital Reserve Account - July 1		$0.00		
604	Add: Increase in Capital Reserve		$0.00		
307	Less: Bud. w/d Cap. Reserve Eligible Costs		$0.00		
309	Less: Bud. w/d Cap. Reserve Excess Costs		$0.00		
317	Less: Bud. w/d cap. Reserve Debt Service		$0.00	$0.00	
762	Reserve for Adult Education			$0.00	
763	Sale/Leaseback Reserve Account - July 1		$0.00		
605	Add: Increase in Sale/Leaseback Reserve		$0.00		
308	Less: Bud w/d Sale/Leaseback Reserve		$0.00	$0.00	
764	Maintenance Reserve Account - July 1		$0.00		
606	Add: Increase in Maintenance Reserve		$0.00		
310	Less: Bud. w/d from Maintenance Reserve		$0.00	$0.00	
765	Tuition Reserve Account - July 1		$0.00		
311	Less: Bud. w/d from Tuition Reserve		$0.00	$0.00	
766	Reserve for Cur. Exp. Emergencies - July 1		$0.00		
607	Add: Increase in Cur. Exp. Emer. Reserve		$0.00		
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve		$0.00	$0.00	
755	Reserve for Bus Advertising - July 1		$0.00		
610	Add: Increase in Bus Advertising Reserve		$0.00		
315	Less: Bud. w/d from Bus Advertising Reserve		$0.00	$0.00	
756	Federal Impact Aid (General) - July 1		$0.00		
611	Add: Increase in Federal Impact Aid (General)		$0.00		
318	Less: Bud. w/d from Federal Impact Aid (Gen.)		$0.00	$0.00	
757	Federal Impact Aid (Capital) - July 1		$0.00		
612	Add: Increase in Federal Impact Aid (Capital)		$0.00		
319	Less: Bud. w/d from Federal Impact Aid (Cap.)		$0.00	$0.00	
769	Unemployment Fund - July 1		$0.00		
	Add: Increase in Unemployment Fund		$0.00		
678	Less: Bud. w/d from Unemployment Fund		$0.00	$0.00	
750-752,76x	Other reserves			$0.00	
601	Appropriations		$3,749,154.85		
602	Less: Expenditures	($3,476,992.52)			
	Less: Encumbrances	($54,205.57)	($3,531,198.09)	$217,956.76	
	Total appropriated			$272,162.33	
	Unappropriated:				
770	Fund balance, July 1			$0.00	
771	Designated fund balance			$0.00	
303	Budgeted fund balance			($322,774.76)	
	Total fund balance				($50,612.43)
	Total liabilities and fund equity				$110,442.77

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 20 SPECIAL REVENUE

Recapitulation of Budgeted Fund Balance:

	Budgeted	Actual	Variance
Appropriations	$3,749,154.85	$3,531,198.09	$217,956.76
Revenues	($3,338,526.00)	($3,175,730.40)	($162,795.60)
Subtotal	$410,628.85	$355,467.69	$55,161.16
Change in Capital Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$410,628.85	$355,467.69	$55,161.16
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$410,628.85	$355,467.69	$55,161.16
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$410,628.85	$355,467.69	$55,161.16
Change in Emergency Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$410,628.85	$355,467.69	$55,161.16
Change in Tuition Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$410,628.85	$355,467.69	$55,161.16
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$410,628.85	$355,467.69	$55,161.16
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$410,628.85	$355,467.69	$55,161.16
Change in Federal Impact Aid (Capitall):			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$410,628.85	$355,467.69	$55,161.16
Less: Adjustment for prior year	($87,854.09)	($87,854.09)	$0.00
Budgeted fund balance	$322,774.76	$267,613.60	$55,161.16

Prepared and submitted by : _____ Board Secretary

6/30/26
Date

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 20 SPECIAL REVENUE

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources		50,000	0	50,000	3,022	Under	46,978
00770	Total Revenues from State Sources		2,716,252	0	2,716,252	2,484,760	Under	231,492
00830	Total Revenues from Federal Sources		473,604	0	473,604	589,278		(115,674)
0083A	Other		98,670	0	98,670	98,670		0
		Total	3,338,526	0	3,338,526	3,175,730		162,796

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	Local Projects		0	2,522	2,522	0	2,522	0
84200	Student Activity Fund		50,000	0	50,000	0	0	50,000
85120	Total Instruction		1,419,619	64,390	1,484,009	1,412,672	42,266	29,071
86380	Total Support Services		1,380,303	23,464	1,403,767	1,390,332	7,825	5,610
87040	Total Facilities Acquisition and Constru		15,000	0	15,000	15,000	0	0
88000	Nonpublic Textbooks		0	723	723	723	0	0
88060	Nonpublic Nursing Services		0	1,893	1,893	1,893	0	0
88080	Nonpublic Technology Initiative		0	516	516	516	0	0
88090	Nonpublic Security Aid Program		0	2,665	2,665	2,665	0	0
88140	Other		0	10,580	10,580	5,689	53	4,838
88740	Total Federal Projects		473,604	303,876	777,480	647,503	1,539	128,438
		Total	3,338,526	410,629	3,749,155	3,476,993	54,206	217,957

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 20 SPECIAL REVENUE

Revenues:

			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737	20-1760	Student Activity Fund Revenue	50,000	0	50,000	0	Under	50,000
00740	20-1___	Other Revenue from Local Sources	0	0	0	3,022		(3,022)
00755	20-3218	Preschool Education Aid – Prior Year Car	166,498	0	166,498	0	Under	166,498
00761	20-3257	SDA Emergent Needs & Capital Maint.	2,549,754	0	2,549,754	2,478,963	Under	70,791
00765	20-32__	Other Restricted Entitlements	0	0	0	5,797		(5,797)
00775	20-441[1-6]	Title I	69,859	0	69,859	48,514	Under	21,345
00780	20-445[1-5]	Title II	27,309	0	27,309	37,826		(10,517)
00785	20-449[1-4]	Title III	9,098	0	9,098	9,595		(497)
00790	20-447[1-4]	Title IV	7,000	0	7,000	6,900	Under	100
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)	360,338	0	360,338	480,696		(120,358)
00825	20-4___	Other	0	0	0	5,747		(5,747)
00836	20-5200	Transfers from Operating Budget – Presch	98,670	0	98,670	98,670		0
		Total	3,338,526	0	3,338,526	3,175,730		162,796

Expenditures:

			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84100	20-___-___-___	Local Projects	0	2,522	2,522	0	2,522	0
84200	20-475-___-___	Student Activity Fund	50,000	0	50,000	0	0	50,000
85000	20-218-100-101	Salaries of Teachers	972,791	(17,270)	955,521	948,161	6,772	589
85020	20-218-100-106	Other Salaries for Instruction	334,186	(36,870)	297,316	268,836	0	28,480
85080	20-218-100-6__	General Supplies	112,642	118,530	231,172	195,675	35,494	3
86000	20-218-200-102	Salaries of Supervisors of Instruction	148,000	(5,945)	142,055	142,055	0	0
86020	20-218-200-103	Salaries of Program Directors	108,957	30,915	139,872	139,872	0	0
86040	20-218-200-104	Salaries of Other Professional Staff	44,500	4,967	49,467	49,467	0	0
86060	20-218-200-105	Salaries of Secr. And Clerical Assistant	44,250	9,398	53,648	53,648	0	0
86080	20-218-200-110	Other Salaries	89,368	14,805	104,173	103,673	500	0
86100	20-218-200-173	Salaries of Community Parent Involvement	39,824	1,178	41,002	41,001	1	0
86120	20-218-200-176	Salaries of Master Teachers	127,221	(5,573)	121,648	121,648	0	0
86140	20-218-200-200	Personnel Services – Employee Benefits	736,183	(12,750)	723,433	718,551	0	4,882
86200	20-218-200-329	Purchased Professional – Educational Ser	15,000	(9,441)	5,559	5,559	0	0
86220	20-218-200-330	Other Purchased Professional Services	8,000	(4,090)	3,910	3,910	0	0
86240	20-218-200-420	Cleaning, Repair & Maintenance Services	7,500	(6,772)	728	0	0	728
86320	20-218-200-580	Travel	1,500	2,650	4,150	4,150	0	0
86340	20-218-200-6__	Supplies and Materials	10,000	4,122	14,122	6,798	7,324	0
87000	20-218-400-731	Instructional Equipment	15,000	0	15,000	15,000	0	0
88000	20-501-___-___	Nonpublic Textbooks	0	723	723	723	0	0
88060	20-509-___-___	Nonpublic Nursing Services	0	1,893	1,893	1,893	0	0
88080	20-510-___-___	Nonpublic Technology Initiative	0	516	516	516	0	0
88090	20-511-___-___	Nonpublic Security Aid Program	0	2,665	2,665	2,665	0	0
88140	20-___-___-___	Other	0	10,580	10,580	5,689	53	4,838
88500	20-___-___-___	Title I	97,168	93,419	190,587	134,334	799	55,454
88520	20-___-___-___	Title II	0	5,294	5,294	3,224	0	2,070
88540	20-___-___-___	Title III	9,098	17,962	27,060	18,911	740	7,410

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 20 SPECIAL REVENUE

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88560	20-___-___-___ Title IV	7,000	907	7,907	6,459	0	1,448
88620	20-___-___-___ I.D.E.A. Part B (Handicapped)	360,338	184,742	545,080	483,150	0	61,930
88700	20-___-___-___ Other	0	1,552	1,552	1,426	0	126
	Total	3,338,526	410,629	3,749,155	3,476,993	54,206	217,957

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:			
101	Cash in bank		$2,452,962.86
102-106	Cash Equivalents		$9,419,818.63
108	Impact Aid Reserve (General)		$0.00
109	Impact Aid Reserve (Capital)		$0.00
111	Investments		$0.00
112	Unamortized Premums on Investments		$0.00
113	Unamortized Discounts on Investments		$0.00
114	Interest Receivable on Investments		$2,534,357.23
115	Accrued Interest on Investments		$0.00
116	Capital Reserve Account		$0.00
117	Maintenance Reserve Account		$0.00
118	Emergency Reserve Account		$0.00
121	Tax levy Receivable		$0.00
	Accounts Receivable:		
132	Interfund	$0.00	
141	Intergovernmental - State	$856,720.00	
142	Intergovernmental - Federal	$0.00	
143	Intergovernmental - Other	$0.00	
153, 154	Other (net of estimated uncollectable of $_____)	$0.00	$856,720.00
	Loans Receivable:		
131	Interfund	$0.00	
151, 152	Other (Net of estimated uncollectable of $_____)	$0.00	$0.00
161	Bond Proceeds Receivable		$0.00
171	Inventories for Consumption		$0.00
172	Inventories for Resale		$0.00
181	Prepaid Expenses		$0.00
191	Deposits		$0.00
192	Deferred Expenditures		$0.00
199, xxx	Other Current Assets		$0.00
Resources:			
301	Estimated Revenues	$0.00	
302	Less Revenues	($2,282,939.70)	($2,282,939.70)
Total assets and resources			**$12,980,919.02**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 30 CAPITAL PROJECTS FUNDS

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	$0.00
402	Interfund Accounts Payable	$810,940.36
411	Intergovernmental Accounts Payable - State	$0.00
412	Intergovernmental Accounts Payable - Federal	$0.00
413	Intergovernmental Accounts Payable - Other	$0.00
421	Accounts Payable	$224,412.50
422	Judgments Payable	$0.00
431	Contracts Payable	$0.00
451	Loans Payable	$0.00
471	Payroll Deductions and Withholdings	$0.00
481	Deferred Revenues	$0.00
580	Unemployment Trust Fund Liability	$0.00
499, xxx	Other Current Liabilities	$0.00
Total liabilities		**$1,035,352.86**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:					
	Appropriated:				
753,754	Reserve for Encumbrances			$8,322,196.80	
	Reserved Fund Balance:				
761	Capital Reserve Account - July 1		$0.00		
604	Add: Increase in Capital Reserve		$0.00		
307	Less: Bud. w/d Cap. Reserve Eligible Costs		$0.00		
309	Less: Bud. w/d Cap. Reserve Excess Costs		$0.00		
317	Less: Bud. w/d cap. Reserve Debt Service		$0.00	$0.00	
762	Reserve for Adult Education			$0.00	
763	Sale/Leaseback Reserve Account - July 1		$0.00		
605	Add: Increase in Sale/Leaseback Reserve		$0.00		
308	Less: Bud w/d Sale/Leaseback Reserve		$0.00	$0.00	
764	Maintenance Reserve Account - July 1		$0.00		
606	Add: Increase in Maintenance Reserve		$0.00		
310	Less: Bud. w/d from Maintenance Reserve		$0.00	$0.00	
765	Tuition Reserve Account - July 1		$0.00		
311	Less: Bud. w/d from Tuition Reserve		$0.00	$0.00	
766	Reserve for Cur. Exp. Emergencies - July 1		$0.00		
607	Add: Increase in Cur. Exp. Emer. Reserve		$0.00		
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve		$0.00	$0.00	
755	Reserve for Bus Advertising - July 1		$0.00		
610	Add: Increase in Bus Advertising Reserve		$0.00		
315	Less: Bud. w/d from Bus Advertising Reserve		$0.00	$0.00	
756	Federal Impact Aid (General) - July 1		$0.00		
611	Add: Increase in Federal Impact Aid (General)		$0.00		
318	Less: Bud. w/d from Federal Impact Aid (Gen.)		$0.00	$0.00	
757	Federal Impact Aid (Capital) - July 1		$0.00		
612	Add: Increase in Federal Impact Aid (Capital)		$0.00		
319	Less: Bud. w/d from Federal Impact Aid (Cap.)		$0.00	$0.00	
769	Unemployment Fund - July 1		$0.00		
	Add: Increase in Unemployment Fund		$0.00		
678	Less: Bud. w/d from Unemployment Fund		$0.00	$0.00	
750-752,76x	Other reserves			$1,075,211.42	
601	Appropriations		$20,581,201.79		
602	Less: Expenditures	($7,991,138.65)			
	Less: Encumbrances	($8,322,196.80)	($16,313,335.45)	$4,267,866.34	
	Total appropriated			$13,665,274.56	
	Unappropriated:				
770	Fund balance, July 1			$9,964,725.29	
771	Designated fund balance			$0.00	
303	Budgeted fund balance			($11,684,433.69)	
	Total fund balance				**$11,945,566.16**
	Total liabilities and fund equity				**$12,980,919.02**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	Budgeted	Actual	Variance
Appropriations	$20,581,201.79	$16,313,335.45	$4,267,866.34
Revenues	$0.00	($2,282,939.70)	$2,282,939.70
Subtotal	$20,581,201.79	$14,030,395.75	$6,550,806.04
Change in Capital Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$20,581,201.79	$14,030,395.75	$6,550,806.04
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$20,581,201.79	$14,030,395.75	$6,550,806.04
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$20,581,201.79	$14,030,395.75	$6,550,806.04
Change in Emergency Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$20,581,201.79	$14,030,395.75	$6,550,806.04
Change in Tuition Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$20,581,201.79	$14,030,395.75	$6,550,806.04
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$20,581,201.79	$14,030,395.75	$6,550,806.04
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$20,581,201.79	$14,030,395.75	$6,550,806.04
Change in Federal Impact Aid (Capitall):			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$20,581,201.79	$14,030,395.75	$6,550,806.04
Less: Adjustment for prior year	($8,896,768.10)	($8,896,768.10)	$0.00
Budgeted fund balance	$11,684,433.69	$5,133,627.65	$6,550,806.04

Prepared and submitted by : _____ Board Secretary

6/24/26
Date

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 30 CAPITAL PROJECTS FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0098A	Other		0	0	0	277,997		(277,997)
		Total	0	0	0	277,997		(277,997)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS		0	20,581,202	20,581,202	7,991,139	8,322,197	4,267,866
		Total	0	20,581,202	20,581,202	7,991,139	8,322,197	4,267,866

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 30 CAPITAL PROJECTS FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00950	30-1510	Earnings on Investments	0	0	0	(3)	Under	3
00970	30-5200	Transfers from Other Funds	0	0	0	278,000		(278,000)
		Total	0	0	0	277,997		(277,997)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89000	30-___-___-73_	Capital Project Equipment	0	33,511	33,511	26,427	7,085	0
89020	30-000-4__-1__	Salaries	0	39,521	39,521	39,521	0	0
89060	30-000-4__-39_	Other Purchased Prof. and Tech Services	0	4,474,276	4,474,276	544,920	168,711	3,760,645
89080	30-000-4__-45_	Construction Services	0	16,033,893	16,033,893	7,380,271	8,146,401	507,221
		Total	0	20,581,202	20,581,202	7,991,139	8,322,197	4,267,866

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		$2.23
102-106	Cash Equivalents		$0.00
108	Impact Aid Reserve (General)		$0.00
109	Impact Aid Reserve (Capital)		$0.00
111	Investments		$0.00
112	Unamortized Premums on Investments		$0.00
113	Unamortized Discounts on Investments		$0.00
114	Interest Receivable on Investments		$0.00
115	Accrued Interest on Investments		$0.00
116	Capital Reserve Account		$0.00
117	Maintenance Reserve Account		$0.00
118	Emergency Reserve Account		$0.00
121	Tax levy Receivable		$0.00
	Accounts Receivable:		
132	Interfund	$0.00	
141	Intergovernmental - State	$0.00	
142	Intergovernmental - Federal	$0.00	
143	Intergovernmental - Other	$0.00	
153, 154	Other (net of estimated uncollectable of $_____)	$0.00	$0.00
	Loans Receivable:		
131	Interfund	$0.00	
151, 152	Other (Net of estimated uncollectable of $_____)	$0.00	$0.00
161	Bond Proceeds Receivable		$0.00
171	Inventories for Consumption		$0.00
172	Inventories for Resale		$0.00
181	Prepaid Expenses		$0.00
191	Deposits		$0.00
192	Deferred Expenditures		$0.00
199, xxx	Other Current Assets		$0.00
Resources:			
301	Estimated Revenues	$2,260,582.00	
302	Less Revenues	($2,260,582.00)	$0.00
Total assets and resources			**$2.23**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 40 DEBT SERVICE FUNDS

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	$0.00
402	Interfund Accounts Payable	$0.00
411	Intergovernmental Accounts Payable - State	$0.00
412	Intergovernmental Accounts Payable - Federal	$0.00
413	Intergovernmental Accounts Payable - Other	$0.00
421	Accounts Payable	$0.00
422	Judgments Payable	$0.00
431	Contracts Payable	$0.00
451	Loans Payable	$0.00
471	Payroll Deductions and Withholdings	$0.00
481	Deferred Revenues	$0.00
580	Unemployment Trust Fund Liability	$0.00
499, xxx	Other Current Liabilities	$0.00
Total liabilities		**$0.00**

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:					
	Appropriated:				
753,754	Reserve for Encumbrances			$0.00	
	Reserved Fund Balance:				
761	Capital Reserve Account - July 1		$0.00		
604	Add: Increase in Capital Reserve		$0.00		
307	Less: Bud. w/d Cap. Reserve Eligible Costs		$0.00		
309	Less: Bud. w/d Cap. Reserve Excess Costs		$0.00		
317	Less: Bud. w/d cap. Reserve Debt Service		$0.00	$0.00	
762	Reserve for Adult Education			$0.00	
763	Sale/Leaseback Reserve Account - July 1		$0.00		
605	Add: Increase in Sale/Leaseback Reserve		$0.00		
308	Less: Bud w/d Sale/Leaseback Reserve		$0.00	$0.00	
764	Maintenance Reserve Account - July 1		$0.00		
606	Add: Increase in Maintenance Reserve		$0.00		
310	Less: Bud. w/d from Maintenance Reserve		$0.00	$0.00	
765	Tuition Reserve Account - July 1		$0.00		
311	Less: Bud. w/d from Tuition Reserve		$0.00	$0.00	
766	Reserve for Cur. Exp. Emergencies - July 1		$0.00		
607	Add: Increase in Cur. Exp. Emer. Reserve		$0.00		
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve		$0.00	$0.00	
755	Reserve for Bus Advertising - July 1		$0.00		
610	Add: Increase in Bus Advertising Reserve		$0.00		
315	Less: Bud. w/d from Bus Advertising Reserve		$0.00	$0.00	
756	Federal Impact Aid (General) - July 1		$0.00		
611	Add: Increase in Federal Impact Aid (General)		$0.00		
318	Less: Bud. w/d from Federal Impact Aid (Gen.)		$0.00	$0.00	
757	Federal Impact Aid (Capital) - July 1		$0.00		
612	Add: Increase in Federal Impact Aid (Capital)		$0.00		
319	Less: Bud. w/d from Federal Impact Aid (Cap.)		$0.00	$0.00	
769	Unemployment Fund - July 1		$0.00		
	Add: Increase in Unemployment Fund		$0.00		
678	Less: Bud. w/d from Unemployment Fund		$0.00	$0.00	
750-752,76x	Other reserves			$0.00	
601	Appropriations		$2,260,582.00		
602	Less: Expenditures	($2,260,581.26)			
	Less: Encumbrances	$0.00	($2,260,581.26)	$0.74	
	Total appropriated			$0.74	
	Unappropriated:				
770	Fund balance, July 1			$1.49	
771	Designated fund balance			$0.00	
303	Budgeted fund balance			$0.00	
	Total fund balance				$2.23
	Total liabilities and fund equity				$2.23

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	Budgeted	Actual	Variance
Appropriations	$2,260,582.00	$2,260,581.26	$0.74
Revenues	($2,260,582.00)	($2,260,582.00)	$0.00
Subtotal	$0.00	($0.74)	$0.74
Change in Capital Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$0.00	($0.74)	$0.74
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$0.00	($0.74)	$0.74
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$0.00	($0.74)	$0.74
Change in Emergency Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$0.00	($0.74)	$0.74
Change in Tuition Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$0.00	($0.74)	$0.74
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$0.00	($0.74)	$0.74
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$0.00	($0.74)	$0.74
Change in Federal Impact Aid (Capitall):			
Plus - Increase in reserve	$0.00	$0.00	$0.00
Less - Withdrawal from reserve	$0.00	$0.00	$0.00
Subtotal	$0.00	($0.74)	$0.74
Less: Adjustment for prior year	$0.00	$0.00	$0.00
Budgeted fund balance	$0.00	($0.74)	$0.74

Prepared and submitted by : _____ 4/30/26
Board Secretary Date

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 40 DEBT SERVICE FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources		1,496,894	0	1,496,894	1,496,894		0
0093A	Other		763,688	0	763,688	763,688		0
		Total	2,260,582	0	2,260,582	2,260,582		0

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service		2,260,582	0	2,260,582	2,260,581	0	1
		Total	2,260,582	0	2,260,582	2,260,581	0	1

Starting date 7/1/2025 Ending date 6/30/2026 Fund: 40 DEBT SERVICE FUNDS

Revenues:

			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	1,496,894	0	1,496,894	1,496,894		0
00890	40-3160	Debt Service Aid Type II	763,688	0	763,688	763,688		0
		Total	2,260,582	0	2,260,582	2,260,582		0

Expenditures:

			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	1,065,582	0	1,065,582	1,065,581	0	1
89620	40-701-510-910	Redemption of Principal	1,195,000	0	1,195,000	1,195,000	0	0
		Total	2,260,582	0	2,260,582	2,260,581	0	1

TREASURER'S REPORT
TO THE BOARD OF EDUCATION
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
FOR THE MONTH ENDING: 6/30/2026

FD NO.	GL #	FUNDS	Bank	Bank #		BEGINNING CASH BALANCE PER SEC REPORT	PY PERIOD ADJUSTMENT	MONTHLY CASH RECEIPTS	MONTHLY CASH DEBITS GL ADJ	MONTHLY CASH DISBURSE	MONTHLY CASH CREDITS GL ADJ	ENDING CASH BALANCE PER SEC REPORT
10	10-101	GENERAL FUND	INV	15-99-0046-5	a	10,479,626.70	941,796.63	4,040,019.21	132,054.22	(5,027,440.61)		10,566,056.15
10	10-101	GENERAL FD cash mgmt	St of NJ	117-29661-171	b	19,967.46		59.39				20,026.85
10	10-101	GENERAL FD Bldg Fd	INV	15-99-0060-4	c	25,532.15						25,532.15
		Subtotal General Fund				10,525,126.31	941,796.63	4,040,078.60	132,054.22	(5,027,440.61)		**10,611,615.15**
10	10-116	GEN FUND cap reserve	INV	15-99-0046-5	a	13,085,654.72	237,190.00					13,322,844.72
10	10-117	MAINTENANCE reserve	INV	15-99-0046-5	a	2,500,000.00						2,500,000.00
10	10-118	EMERGENCY reserve	INV	15-99-0046-5	a	250,000.00						250,000.00
10		**Total General Fd**				26,360,781.03	1,178,986.63	4,040,078.60	132,054.22	(5,027,440.61)	0.00	**26,684,459.87**
20	20-101	Special Revenue Fund	INV	15-99-0046-5	a	1,319,729.38	(941,796.64)	20,736.00		(572,571.83)		(173,903.09)
30	30-101	Building Fund	INV	15-99-0046-5	a	2,871,962.18			761,036.26	(1,180,048.59)		2,452,949.85
30	30-101	Building Fund	INV	15-99-0060-4	c	13.44				(0.43)		13.01
		Subtotal Building Fund				2,871,975.62	0.00	0.00	761,036.26	(1,180,049.02)	0.00	**2,452,962.86**
30	102-106	Building Fund	St of NJ	334-00-60928060		10,418,044.89					(998,226.26)	9,419,818.63
	30-114	Building Fund	INT	334-00-6092806	c	2,492,784.10			41,573.13			2,534,357.23
		Total Capital Projects Fd				15,782,804.61	0.00	0.00	802,609.39	(1,180,049.02)	(998,226.26)	**14,407,138.72**
40	40-101	Debt Service Fund	INV	15-99-0046-5	a	(124,738.93)		124,741.16				2.23
50	50-101	Enterprise Fund Before/After	INV	15-99-0047-3	d	1,663,367.04		92,599.11		(228,294.99)		1,527,671.16
60	60-101	Enterprise Fund-Food Svs	INV	15-99-0061-2		198,984.01		73,654.85		(205,014.77)		67,624.09
6X		*TRUST AND AGENCY FUNDS:*										
		Payroll	INV	15-99-0057-2		0.00		2,733,450.76		(2,733,450.76)		0.00
		Payroll Agency	INV	15-99-0062-0		475,019.26		1,420,913.24		(1,827,695.47)		68,237.03
		For Bank Reconciliation Purposes Only:										
		Total Operating Ac		15-99-0046-5	a	**30,382,234.05**	237,189.99	4,185,496.37	893,090.48	(6,780,061.03)	-	**28,917,949.86**
		Total NJ Cash Mgmt Fd		117-29661-171	b	**19,967.46**	-	59.39	-	-	-	**20,026.85**
		Total Building Fund Investors		15-99-0060-4	c	25,545.59	-	0.00	0.00	(0.43)	0.00	**25,545.16**
		Enterprise Fund Investors Savings		15-99-0047-3	d	**1,663,367.04**	-	92,599.11	0.00	(228,294.99)	0.00	**1,527,671.16**
		Enterprise Fund-Food Svs		15-99-0061-2		**198,984.01**	-	73,654.85	0.00	(205,014.77)	0.00	**67,624.09**
		Payroll		15-99-0057-2		-	-	2,733,450.76	-	(2,733,450.76)	-	-
		Payroll Agency		15-99-0062-0		**475,019.26**	-	1,420,913.24	-	(1,827,695.47)	-	**68,237.03**
		Control Totals				**32,765,117.41**	237,189.99	8,506,173.72	893,090.48	(11,774,517.45)	0.00	**30,627,054.15**

Prepared and Submitted By:

7/27/26

Treasurer of School Monies — Date

Dawn M. Zic