

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: RESEARCH, EVALUATION AND PLANNING (District Goals)**

As required by law, the Chief School Administrator shall annually direct development of district goals and the plan of action to attain them. Objectives shall be developed with community participation and approved by the Board of Education; the plan of action shall be prepared in consultation with teaching staff members. The district's plans shall be discussed at a public meeting before the date required by law.

Further, the Chief School Administrator shall coordinate continual research and evaluation of programs and facilities. The master facilities plan shall be studied and revised periodically to keep it in accord with the changing circumstances of the district.

**School-level Planning**

By September 30 of each year, the Chief School Administrator shall submit to the Board a profile of each school which shall contain statistical information specified by the state Department of Education. This profile shall be part of the annual report and presented at a public meeting prior to September 30th, and made available to the media.

Also by September 30, each principal shall coordinate development and implementation of a two-year school level plan based on school profile data. This plan shall include pupil performance objectives, a review of progress by teaching and administrative staff, and the involvement of parents.

The performance objectives shall be based on pupil performance or behavior standards as defined in the administrative code.

At least once per semester, each principal shall conduct meetings by grade level, department, team or similarly appropriate group to review the school-level plan. The review shall include:

- A. School profile data;
- B. Progress toward achieving performance objectives;
- C. Progress toward achieving content standards and core course proficiencies.

Each principal shall sign a statement of assurance attesting to these activities on the form prescribed by the Commissioner of Education.

The Chief School Administrator shall submit each school's objectives to the County Superintendent for review and approval. The report on the achievement of objectives or progress toward benchmarks for the previous year shall be contained in the September 30th annual report.

**Legal References:**

N.J.S.A. 18A:7A-10 Evaluation of performance of each school  
N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills  
N.J.A.C. 6:8-1.1 Words and terms defined  
N.J.A.C. 6:8-4.3 Quality assurance  
N.J.A.C. 6:8-4.4 School-level planning  
N.J.A.C. 6:8-4.6 Pupil performance skills and competencies  
N.J.A.C. 6:8-4.7 Pupil behavior  
N.J.A.C. 6:8-4.8 Teaching staff and professional development  
N.J.A.C. 6:8-4.9 School resources: finance and facilities  
N.J.A.C. 6:8-4.10 State and Federally mandated programs and services  
N.J.A.C. 6:8-9.1 District educational improvement plans (special needs districts)  
N.J.A.C. 6:22-7.1 Long-range facilities plans

**Cross References:**

1120 Board of Education Meetings  
1220 Ad hoc advisory committees  
2255 Action planning for T & E certification  
3510 Operation and maintenance of plant  
5020 Role of parents/guardians  
6142.2 English as a second language; bilingual/bicultural  
6171.4 Special education  
7110 Long-range facilities planning  
9130 Committees

Adopted: June 30, 1997

Revised: August 20, 2007