

DELRAN TOWNSHIP BOARD OF EDUCATION

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TO: All Staff and Administrators
FROM: Lisa M. Della Vecchia, Ed.D., Interim Superintendent of Schools
DATE: September 1, 2023
RE: **Certificated Staff Reporting Requirements for Arrests**

The Executive County Superintendent of Schools has advised all superintendents to inform all school district certificate holders of the following new requirements.

New Jersey Administrative Code 6A:9B-4.3 requires that:

All certificate holders shall report their arrest or indictment for any crime or offense to their superintendent within 14 calendar days of the arrest or indictment. The report shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders must also report to their superintendents the disposition of any charges within seven calendar days of disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to N.J.A.C. 6A:9B-4.4. School districts shall make these requirements known to all new employees and to all employees on an annual basis.

The new code requires the superintendent to inform all certificate holders of reporting requirements per 6A:9B-4.3 which states:

The chief school administrator of a district shall notify the New Jersey State Board of Examiners when:

- 1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;*
- 2. Nontenured teaching staff members, including substitutes who are accused of criminal offenses or unbecoming conduct resign, retire or are removed from their positions;*
- 3. A certificate holder fails to maintain any license, certificate or authorization that is mandated in order for the holder to serve in a position;*
- 4. He or she becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or*
- 5. He or she has received a report from the Department of Children and Families (DCF) substantiating allegations of abuse or neglect or establishing "concerns" regarding a certificated teaching staff member.*

In the event that the Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the reporting school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

It is certainly my hope that it is not necessary to enact these requirements in Delran Township. However, should a certificate holder find him or herself in such a situation, you must report the situation to me.