

SPRINGFIELD BOARD OF EDUCATION  
Springfield, New Jersey  
REGULAR MEETING DECEMBER 22, 2008

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.

The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Instructional Media Center-First Floor on Monday, December 22, 2008 at 7:00 P.M.

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 April 21, 2008.

1. CALL TO ORDER

The meeting was called to order by Board President, Mr. Anthony Delia

Present: Miss Linda Duke, Mr. Donato Circelli, Mr. Andrew Fekete, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mr. Jeff Strumpf, Mrs. Patricia Venezia, Mr. Anthony Delia

Also

Present: Mr. Michael Davino, Superintendent  
Mrs. Hillary Corburn, Assistant Superintendent  
Mr. Matthew A. Clarke, Business Administrator/Board Secretary  
Mrs. Ellyn Atherton, Director of Human Resources

2. CLOSED SESSION (7:01 -7:31 PM)

Moved by Miss Duke, seconded by Mr. Sablosky, to suspend the rules of the order of business of the Regular Meeting and adjourn to closed conference session for the reasons contained in the following resolution:

RESOLUTION:

“WHEREAS the Board of Education must discuss subjects concerning matters protected by Attorney/Client privilege which are not appropriate subjects to be discussed in a public meeting and which are within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

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RESOLVED that the aforesaid subjects shall be discussed in private session by this Board and the administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist.”

Closed Conference Items

1. Matters protected by Attorney/Client privilege
2. Negotiations

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. RECONVENE

Moved by Miss Duke, seconded by Mrs. Shanes, approval to reconvene the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. PLEDGE OF ALLEGIANCE

5. MINUTES

Moved by Miss Duke and seconded by Mrs. Shanes, to approve the following minutes:

Regular Meeting	- December 8, 2008
Executive Meeting	- December 8, 2008

Yeas: Unanimous by all Members present.

MOTION CARRIED

6. SUPERINTENDENT’S REPORT

Mr. Davino reviewed the following items:

a. Jacqueline Kuczynski was recognized as one of the top 50 student athletes in girls basketball from New Jersey.

b. Athletic recognitions from the fall season for the Mountain Valley Division:

Girls Soccer

Sami Cariani – 1<sup>st</sup> Team

Boys Soccer

Jordan Sach – 1<sup>st</sup> Team

Zack Floyd – 1<sup>st</sup> Team

Archil Matzaberidze – 1<sup>st</sup> Team

Kenny Pereira – 1<sup>st</sup> Team

Cross Country Track

Rachel Murray – 1<sup>st</sup> Team N2 G1 State Sectional Champion

2<sup>nd</sup> Team All State Group 1, 2<sup>nd</sup> team All Union  
County

Football

Rob Yannazzone – 1<sup>st</sup> Team

7. PUBLIC SESSION (7:41 PM)

There were no comments or suggestions from the public at this time.

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8. BILL LIST

Moved by Mr. Sablosky, seconded by Mrs. Shanes, approval of computer checks numbered 020554 through 020808 and wire transfer 800059 in the amount of \$4,349,462.80

Yeas: Mr. Donato Circelli, Miss Linda Duke, Mr. Andrew Fekete, Mr. Jeff Strumpf, Mrs. Patricia Venezia, Mr. Anthony Delia

Abstention: Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes

MOTION CARRIED

9. BOARD SECRETARY REPORT

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve the Board Secretary's Report dated October 31, 2008 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. TREASURER'S REPORT

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve the Treasurer's Report dated October 31, 2008 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. LINE ITEM TRANSFERS

Moved by Mr. Sablosky, seconded by Mrs. Shanes, the approval of the transfer of funds from and to the following line item accounts as designated. (Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. LEGAL CERTIFICATION

Moved by Mr. Sablosky, seconded by Mrs. Shanes, Pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of October 31, 2008 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. COOPERATIVE PURCHASING SYSTEM

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve participation in the Morris Union Jointure Commission Cooperative Purchasing System for the 2008-09 school year. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

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14. PERSONNEL APPOINTMENTS

Moved by Mrs. Shanes, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. PROFESSIONAL DEVELOPMENT TRAVEL

Moved by Mrs. Shanes, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mrs. Shanes, seconded by Mr. Sablosky, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements for the 2008 - 2009 school year. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. PRE SCHOOL EXPANSION

Moved by Mrs. Shanes, seconded by Mr. Sablosky, at the recommendation of the Superintendent, that the Board of Education approve the district Preschool Expansion Five Year Plan.

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. DONATION

Moved by Mrs. Shanes, seconded by Mr. Sablosky approval to accept the following donation to be utilized in the Springfield School District for the purpose of:

<u>Company/Organization</u>	<u>Purpose</u>	<u>Worth (less than \$500/more than \$500)</u>
David Amlen	Donation	More than \$500

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. OVERNIGHT FIELD TRIP

Moved by Mrs. Shanes, seconded by Mr. Sablosky, at the recommendation of the Superintendent, I move the following overnight field trip –

- JSA – Winter Congress, Arlington, VA (February 19 – 22, 2009)

Yeas: Unanimous by all Members present.

MOTION CARRIED

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**20. BOARD MEMBER PROFESSIONAL DEVELOPMENT TRAVEL**

Moved by Mrs. Shanes, seconded by Mrs. Venezia, at the recommendation of the Superintendent, approval of the attached Board member travel for Professional Development. (Attachment D1ad)

Yeas: Mr. Donato Circelli, Miss Linda Duke, Mr. Andrew Fekete, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mr. Jeff Strumpf, Mrs. Patricia Venezia

Abstention: Mr. Anthony Delia

**MOTION CARRIED**

**21. BOARD MEMBER PROFESSIONAL DEVELOPMENT TRAVEL**

Moved by Mrs. Shanes, seconded by Mrs. Venezia, at the recommendation of the Superintendent, approval of the attached Board member travel for Professional Development. (Attachment D1js)

Yeas: Mr. Donato Circelli, Miss Linda Duke, Mr. Andrew Fekete, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mr. Anthony Delia

Abstention: Mr. Jeff Strumpf

**MOTION CARRIED**

**22. POLICY 2<sup>nd</sup> READING**

Moved by Miss Duke, seconded by Mrs. Shanes, to approve the second and final reading of the following policies (Attachment F):

- |                |  |
|----------------|--|
| Policy #1311.1 | - Political Activities                                 |
| Policy #1313   | - Gifts to School Personnel                            |
| Policy #4000   | - Concepts and Roles in Personnel                      |
| Policy #4141   | - Personnel/Certificated Staff Salary Adjustments      |
| Policy #5141.6 | - Adolescent Suicide Awareness and Prevention Programs |
| Policy #5201   | - Harassment, Intimidation, Bullying and Hazing        |
| Policy #7422   | - School Integrated Pest Management Plan               |
| Policy #9122   | - Vice President                                       |
| Policy #9130   | - Committee of the Whole                               |

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**23. 2<sup>nd</sup> PUBLIC SESSION (7:51PM)**

There were no comments or suggestions from the public at this time.

**24. NEW BUSINESS**

- a. The Board extended warm wishes for a Happy and Healthy Holiday Season to all.
- b. The football dinner award program recognition was enjoyed by all. Many thanks to Coach Joe Goerge and the staff for a great season. The Board was very complementary of all our student athletes.
- c. The Board discussed a request for a Board member liaison to the Township recreation committee. After a lengthy discussion, the Board came to the conclusion that a sitting Board member placed on the committee may not be in the Board's best interest and could present a problem to the individual attending.

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- d. Minutes of the School Government Committee meeting included a draft of the 2009/2010 school calendar. Please send Miss Duke comments/suggestions so that the calendar can be approved during an upcoming BOE meeting.
  - e. The 2<sup>nd</sup> Leadership Committee (PLP) meeting discussed “How to bring Secondary Education into the 21<sup>st</sup> Century”. Springfield’s programs such as Activity Period and 1 to 1 laptop initiative were highlighted during the meeting.
  - f. Buildings & Grounds Committee requested a meeting on January 12, 2009 prior to the next BOE meeting.
25. The Board recognized the following member of the public who made comments applauding the current educational direction of the district:  
Dwayne Williams
26. ADJOURNMENT (8:30 PM)  
Moved by Miss Duke, seconded by Mrs. Venezia, to adjourn the meeting at 8:30 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Next Regular January 12, 2009 at 7:30 PM in the IMC at JDHS.

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Matthew A. Clarke  
Business Administrator/Board Secretary

SPRINGFIELD BOARD OF EDUCATION  
LINE ITEM TRANSFERS  
OCTOBER 2008

ATTACHMENT ( A )

<b>From Account</b>	<b>To Account</b>	<b>Amount</b>
11-000-240-600-82-14 OFF SUPL JDHS	11-000-222-600-04-14 SOFTWARE JDHS	\$8,000.00
11-190-100-610-82-14 TEACH SUPL JDHS	11-000-222-600-03-14 SOFTWARE JDHS	\$3,000.00
11-190-100-610-82-14 TEACH SUPL JDHS	11-000-222-600-81-14 SUPL MEDIA JDHS	\$2,000.00
11-000-240-600-82-14 OFF SUPL JDHS	11-000-222-600-01-14 LIB BKS JDHS	\$2,000.00
11-000-270-518-96-03 CONTR SERV SP ESC	11-000-270-517-96-03 CONTR SERV REG ESC	\$45,000.00
11-000-222-105-99-10 SAL ED MED	11-000-222-100-00-10 SAL LIB	\$141,656.00
11-000-262-420-93-15 REP MAINT TECH	11-000-222-600-93-15 INST SOFT TECH	\$13,000.00
11-190-100-640-80-04 TEXBK CUR	11-000-213-300-70-11 SP ED THERAPY	\$38,000.00
11-000-291-241-97-03 PENSION LIABIL	11-000-213-300-70-11 SP ED THERAPY	\$102,000.00
11-000-270-519-96-03 AID IN LIEU	11-000-270-515-96-03 PUPL TRANS SP JOINT	\$40,000.00

SPRINGFIELD BOARD OF EDUCATION  
LINE ITEM TRANSFERS  
OCTOBER 2008

ATTACHMENT (A)

11-000-291-260-97-03 WRK COMP	11-000-270-515-96-03 PUPL TRANS SP JOINT	\$45,000.00
11-000-100-566-98-11 TUIT PRIV HAND	11-000-100-562-98-11 TUIT SP OTHER	\$52,000.00



**COOPERATIVE PRICING SYSTEM AGREEMENT**

Identification Code 90-MUJCCPS

This agreement made and entered into this 22 day of December, 2008, by and between the Morris-Union Jointure Commission, having principal offices at 340 Central Avenue New Providence, Union County, New Jersey 07974 (hereinafter referred to as the "Commission" or "Lead Agency"), and the Board of Education of Springfield in the county of Union, having principal offices at 139 Mountain Ave., Springfield, New Jersey NJ (hereinafter sometimes referred to as a "registered member" or "registered members") for the purpose of participating in a Cooperative Pricing System.

**WITNESSETH**

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes two or more boards of education to form a cooperative pricing system, pursuant to which one board, as lead agency, advertises for and receives bids for prices for all participants in the system for the provision of goods or services; and

**WHEREAS**, the parties desire to participate in such a cooperative pricing system and to enter into an agreement for its administration in order to achieve economies in the provision of goods or services;

**NOW, THEREFORE, IN CONSIDERATION** of the promises and covenants set forth herein, it is agreed as follows:

1. The Commission shall apply to the Division of Local Government Services (hereinafter the "Division") for approval and registration of a proposed cooperative pricing system in which the Commission shall serve as lead agency. The registered member shall become a participant in the system.
2. The provision or performance of goods or services to be priced cooperatively shall be school buses and other vehicles used for pupil transportation purposes (hereinafter referred to as "buses").
3. Upon approval of the system's registration and annually thereafter during the term of this Agreement, the Commission shall advertise for and receive bids for the provision of buses. The advertisement shall be a single advertisement on behalf of the Commission and all registered members of the system. The manner of advertisement shall conform to the requirements of the Public School Contracts Law, N.J.S.A. 18A:18A-1.1, *et seq.*

4. At least 30 days before advertising for bids, the Commission shall notify the registered members in writing of the number and type of buses for which competitive prices will be solicited to meet the Commission's needs. Within fifteen days of the date of the Commission's notice, each registered member shall notify the Commission, in writing, of the estimated number of buses, by type, to be purchased by the member until the next annual solicitation of prices and the addresses for their delivery.

5. The registered member may request a review copy of the bid specifications.

6. The Commission shall draft the specifications in accordance with the requirements of N.J.S.A. 18A:18A-15 and shall include therein the following information:

a. notice that the Commission is acting as a lead agency in a cooperative pricing system pursuant to N.J.S.A. 40A:11-11(5),

b. the defined quantities and type of buses to be ordered by the Commission,

c. a list of the registered members who submitted estimates and their delivery addresses,

d. the estimated aggregate number and type of buses to be ordered by those registered members,

e. a provision stating to the effect that no contract shall be awarded by a registered member for a price that exceeds any other price available to that member or for a purchase in deviation from the specifications, or the bid prices offered by the bidder to the Commission,

f. a provision stating to the effect that the bidder will be required to extend to the registered members who have submitted estimates the bid prices offered by the bidder to the Commission,

g. a provision stating to the effect that registered members who have submitted estimates will place their orders by separate contract with the bidder, subject to the overall terms of the master contract awarded by the Commission and that no additional service or delivery charges will be allowed except as permitted in the specification, and

h. a provision whereby the bidder acknowledges and agrees that neither the Commission nor any registered member shall be responsible or liable for payment of any items ordered or received by another participant in the system and that each participant shall be responsible only for its own purchases, and

i. a provision stating that with the written approval of the lead agency and the successful bidder, the bid prices may be extended to registered members who have not submitted estimates

prior to the advertisement for bids.

7. In order to obtain maximum cost savings, the parties agree that estimates submitted by the system's participants shall be considered firm and binding and may not thereafter be withdrawn.

8. The Commission shall review and, on behalf of all registered members and participants in the system, reject all or certain of the bids, or make an award to the lowest responsible bidder. An award shall result in the Commission, after certifying the availability of funds for the Commission's own needs, entering into a master contract, providing for the following:

a. the quantities and types of buses ordered for the Commission's own needs, and

b. the estimated aggregate quantities to be ordered by the Contracting Member and other registered members who submitted bids, subject to the bid specifications and prices set forth in the master contract.

9. The Commission shall provide the registered members who submitted estimates the name of the successful bidder, prices awarded, and the contract identification number. Each such member may then order directly from the successful bidder by awarding it a contract, if equal to or over the bid threshold, or a purchase order, if less than the bid threshold. Each registered member shall accept its own deliveries, be invoiced by and receive statements from the successful bidder, make payment directly to the successful bidder, and be responsible for the price of goods purchased from the successful bidder.

10. The Commission shall include on all bidding documents, master contracts, vouchers, and other records relating to the operations of the system the identifier assigned by the Division. The Contracting Member shall likewise affix the system identifier to each of its contracts and all of its forms pertaining thereto.

11. Pursuant to N.J.A.C. 5:34-7.3, each party shall approve this Agreement by resolution or motion made, carried, and recorded in the written minutes of a business meeting of that party's governing body. Each registered member shall promptly furnish the Commission with a certified true copy of the resolution of approval or minutes wherein the approval was recorded.

12. Upon approval of the system's registration and annually thereafter, the Commission shall publish in its official newspaper a notice conforming to the requirements of N.J.A.C. 5:34-7.9 and

including the following information:

- a. the name, address and telephone number of the lead agency,
- b. the number of contracting members,
- c. the type of system (i.e., a cooperative pricing) and its basic purpose,
- d. the identifying number assigned to the system by the Division, and
- e. the expiration date of the system.

13. Neither the Lead Agency nor any registered member of the system shall be responsible for payment of any items ordered or received by another participant in the system. Each participant shall be liable only for its own purchases.

14. Within 30 days of the execution of this Agreement and in January of each succeeding year during its term, each registered member shall pay the Commission for managing the system and to cover the cost of publishing the notice required by the rules of the Division an administrative fee in the amount of \$25.00. The administrative fee will be reviewed and may be adjusted annually.

15. This Agreement shall become effective upon approval of the Division and shall continue in effect thereafter for a term of five years and until the expiration date assigned by the Division. If, however, the Division shall fail to approve or disapprove the application to establish the cooperative pricing system within 45 days from the date of its receipt, then this Agreement shall be valid for a period of 5 years, commencing from the date of receipt of the application by the Division.

16. The Commission may terminate this Agreement and the Cooperative Pricing System upon written notice to all registered members and the Director of the Division. A registered member may withdraw from participation in the system effective on the first of the year by giving written notice of the intended withdrawal to the Commission no later than the preceding December 1. A registered member withdrawing from participation shall not be entitled to a refund of the annual administration fee.

17. Nothing in this Agreement shall preclude a party from purchasing buses individually and on its own behalf, with or without advertising, provided that bids shall not be advertised, nor quotations solicited, during the period in which the Commission is advertising for and receiving bids on behalf of the cooperative pricing system, except in an emergency.

18. The registered member agrees to defend the Commission and hold it harmless from liability and expenses arising out of or related to any claim made by a bidder against the registered member. The registered member further agrees that except for withdrawing from the cooperative pricing system, it shall have no recourse against the Commission on account of its management of the system, whether or not the Commission is found to have managed the system in a manner contrary to the requirements of law, including without limitation the Public School Contracts Law and the rules of the Division applicable to cooperative pricing systems.

19. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

20. This agreement may be executed in more than one counterpart, each of which shall be deemed an original.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed and executed by their respective authorized officers and their respective seals to be affixed hereto the day and year above written.

**FOR THE MORRIS-UNION JOINTURE COMMISSION**

By: \_\_\_\_\_  
President

ATTEST

\_\_\_\_\_  
(Name and Title)

**FOR THE REGISTERED MEMBER**

By: \_\_\_\_\_  
Board President

ATTEST

\_\_\_\_\_  
(Type Name) Board Business Administrator

**Springfield Public Schools  
Personnel**

Attachment ( C )

<b>Last Name</b> <i>Certificated</i>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
Chomko	Karyn	Chaperone	JDHS	*	24.40/hour	----	----	9/1/08-6/30/09

<b>Last Name</b> <i>Non-Certificated</i>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
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<b>Last Name</b> <i>Substitute/Home instructor</i>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
Boetcher	Dina	Substitute Secretary	District	****	****	New	----	12/23/08-6/30/09
Gunther-Reill	Paula	Substitute Teacher	District	****	****	New	----	12/23/08-6/30/09
Searle	Shira	Substitute Teacher	District	****	****	Renewal	----	12/23/08-6/30/09
Geiger	Ira	Substitute Teacher/Aide	District	****	****	New	----	12/23/08-6/30/09
Johnson	Kenneth	Substitute Custodian	District	****	****	New	----	12/23/08-6/30/09
Terry	Andrew	Substitute Custodian	District	****	****	New	----	12/23/08-6/30/09

<b>Last Name</b> <i>Before and After School Program</i>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>replacment/ Renewal/New</b>	<b>Information</b>	<b>Effective Date</b>
Melendez	Olivia	Group aide	District	----	\$14.30/hr	----	revised	12/23/08-6/30/09

\* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2007 - June 30, 2010)

\*\*\*\* Special Salaries, Compensation and Fees 2008 - 2009

**Workshop Requests  
2008 - 2009**

Attachment ( D )

<b>Lname</b>	<b>Fname</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>	<b>Location</b>
Alamorian	Christine	NJAPHERD Convention	2/23/09	150.00	EVW
Bhasin	Kay	Kindergarten ACCESS Training	2/4/09	N/C	JC
Bhasin	Kay	Using Words Their Way	2/6/09	160.00	JC
Davino	Michael	TECHSPO	1/29 -30/09	500.00	Dist.
Frankhouser	Kathy	SmartBoard	1/30/09	110.00	TLS
Guida	Connie	Obesity	1/28/09	84.00	JD
Kirna	Robin	Intro to Creative Curr.	1/20 - 23/09	N/C	EVW
Krumholz	Drew	FLENJ Spring Conf.	3/21/9 - Sat.	100.00	Dist
Krumholz	Drew	Foreign Lang. Teachers' Conf.	4/17/09	150.00	Dist.
Marshall	Kelly	Anxiety Disorders in Children	2/19/09	138.00	TLS
Masterson	Sarah	Intro to Creative Curr.	1/20-23/09	N/C	EVW
Spangler	Ike	Athletic Trainers Convention	1/9 - 10/09	641.20	JD
Webster	Susie	Gifted Students & DI	1/27/09	199.00	EVW
Darcy	Pat	I & RS Training	1/8-9/09	15.00	JD
Gutierrez	Tamara	I & RS Training	1/8-9/09	25.00	JD
Loew	Bonnie	MUJC I & RS Training	1/7/09	105.00	FMG
<b>December 22, 2008</b>					

Travel  
Professional Development

Attachment ( D1js )

<b>Lname</b>	<b>Fname</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>	<b>Location</b>
Strumpf	Jeff	NJSBA Public Relations Forum	Jan. 23, 2009	\$ 100.00	Bd Memb.



Travel  
Professional Development

Attachment ( D1js )

**Special Education Request  
Related Services/OOD Placements**

Attachment ( E )

<b>1. RELATED SERVICES REQUEST</b>					
<b>Vendor</b>	<b>Related Service</b>	<b>Rate</b>	<b>Hours/days/weeks</b>	<b>Term</b>	<b>Student</b>
Wes Samons Upper Montclair, NJ	Behaviorial	\$55/Hr.	Per IEP	08 - 09 SY	
<b>2. OUT OF DISTRICT PLACEMENT REQUEST</b>					
<b>School/Placement</b>	<b>Student</b>	<b>Tuition</b>	<b>Term</b>	<b>Comments</b>	
Lamberts Mill Academy Westfield, NJ	1310	\$40,800 \$58,403	08 - 09 SY	Tuition Interpreter	

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

**POLICY: POLITICAL ACTIVITIES**

No printed, written, Xeroxed or any other kind of communication which, in any way in any part thereof, promotes, favors or opposes the candidacy of any candidate for election at any election conducted pursuant to the provisions of law may be distributed by the students or to the students as stated below. This is true for any general or municipal or school election whenever any question shall be pursuant to law. Also prohibited is any kind of literature that in any way, in any part of, promotes, favors or opposes the adoption of any bond issue proposal or other public question submitted at any general or municipal or school election. Nor shall such material be given to any public school pupil in any public school building, or on the grounds thereof, for the purpose of having the pupil take such matter to his home or distribute it to any person outside the school building or the grounds thereof.

Nor shall officials or employees of public schools request or direct pupils to engage in activities which promote, favor or oppose any bond issue proposal or other public questions submitted at any general or municipal or school election.

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 22, 2008

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

**POLICY: GIFTS TO SCHOOL PERSONNEL**

The Springfield Board of Education recognizes that it is a natural impulse to give something tangible as a token of thanks or affection. However, in the relationship between staff members and their students, the public, or vendors, it is necessary to define “token”, and to specify the situations in which even token gifts are acceptable.

The Board desires staff members to instruct their students to express their appreciation to staff in letters or drawings rather than gifts. Staff members are discouraged from giving even token gifts to students in recognition of achievement or for occasions of personal importance. As with student gifts to teachers, staff is encouraged instead to acknowledge such occasions for congratulation with a card or letter.

The Board may approve specific acts of generosity to an individual staff member (in his/her capacity of staff member) in special situations such as a community presentation, after the Superintendent has discussed this policy with the sponsoring group.

In no case may a staff member accept cash or its equivalent as an acknowledgement of his/her function as staff member.

Law prohibits outright gifts from the Board to retiring staff members. Nevertheless, they may be permitted if tied to services rendered and intended as a form of compensation.

**Acceptance of Gifts**

All employees of the district are prohibited from accepting items of material value from companies or organizations doing business with the school district. Exception to this policy is the acceptance of minor items which are generally distributed by companies or organizations through their regular public relations programs.

No employee of the school district is to accept any commission or gift from individuals or companies seeking to sell equipment to our schools. This includes materials for construction, repairs, maintenance of the school plant, for the conducting of pupil classes, and for materials and supplies used in school organizations, such as clubs, class activities, and so forth. The Board shall consider as always welcome the writing of letters to the Board or its staff expressing gratitude or appreciation.

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 22, 2008

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

**POLICY: CONCEPT AND ROLES IN PERSONNEL**

The personnel policies of a school district are an essential part of the program of public education in a community. The philosophy of a school district and the community is generally reflected in these policies.

Through its personnel policies, the Board of Education wishes to establish conditions that will attract and hold the highest qualified personnel who will devote themselves to the education and welfare of our students.

Before any new position is established the Superintendent shall present for the Board's approval a job description for the position which specifies qualifications, performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Superintendent shall recommend candidates for appointment by the Board.

The Board directs the Superintendent or designee to maintain comprehensive and timely collections of job descriptions for all professional staff and support positions.

The Superintendent or his/her designee shall be responsible for supervision and evaluation of employees.

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 22, 2008

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

**POLICY: PERSONNEL/CERTIFICATED STAFF SALARY ADJUSTMENTS**

The Board of Education shall adopt salary guides.

All advancement on the schedule, including annual increments and raises as set forth in the salary schedule now in effect, and as the same may be adopted from time to time by the Board of Education, shall not be considered automatic advancement on any such column shall require favorable reports covering the professional competence, the performance of duties assigned and record of attendance of each employee by the Superintendent and those charged with supervisory responsibility, and approval by the Board of Education. All advancement on the salary guide shall be in accordance with an individual's training level and years of experience. Such advancement is not to exceed one (1) full step per year. Movement from the 5<sup>th</sup> (M.A.) year salary level column to the 6<sup>th</sup> year level is based on 30 credits beyond the M.A.

Up to October 1, proof of attaining higher salary status will raise the rate of pay retroactive for that school year starting September 1. To plan for the budget, the certificated employee must notify the Superintendent or designee by November 1 if a higher salary status is contemplated within one year. To achieve a higher guide status starting February 1, proof must be submitted by January 15.

**Cross References:**

4131/4131.1 Staff Development

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 22, 2008

5141.6

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

**POLICY: ADOLESCENT SUICIDE AWARENESS AND PREVENTION PROGRAMS**

The Springfield Board of Education believes the physical and mental well being of all pupils must be maintained as a prerequisite to achievement through the formal educational process. Recognizing that the incidence of adolescent suicide is on the rise and that suicide is the number two killer of young people between the ages of 15 and 24, the Board wishes to insure that appropriate awareness and prevention programs are initiated and continued in the Springfield School District.

Because it believes that the entire staff of the Springfield School District, as well as the pupils, can benefit from and contribute toward the prevention of adolescent suicide, and that the success of such an effort depends to a large extent upon the understanding and support of the total community, the Springfield Board of Education directs the Chief School Administrator to develop and implement a comprehensive and continuing adolescent suicide awareness and prevention program for the entire school community. Since the necessary professional expertise to carry out such a program may not be adequately available within the school system, it also directs the Chief School Administrator to identify a community mental health agency able to provide the necessary assistance and to establish a continuing cooperative relationship with them in this effort. *Certificated staff must receive two hours of training every five years in compliance with New Jersey statute.*

The Springfield Board of Education directs that the program developed help the school staff, parents/guardians and pupils to:

1. Understand the developmental stages of adolescence and the causes of teen suicide
2. Recognize the early warning signs of adolescent suicide
3. Learn how to help in a suicidal crisis
4. Identify community resources and procedures that can help a suicidal person

The Chief School Administrator shall also develop appropriate administrative regulations and procedures for the implementation of the program and insure their dissemination to staff, pupils and parents/guardians.

**Legal References:**

N.J.S.A. 18A:11-1  
N.J.S.A. 30:9A-12  
N.J.A.C. 6:804.4

**Cross References:**

3516 Safety  
4131/4231 Staff development  
5020 Individual needs assessment  
5113 Absences and Excuses  
5141.2 Illness  
5141.21 Administration of medication  
5145.12 Search and seizure  
6114 Emergencies  
6164.2 Guidance services

Approved: March 4, 1992  
Revised: June 30, 1997  
Revised: December 22, 2008



**SPRINGFIELD PUBLIC SCHOOLS  
SPRINGFIELD, NEW JERSEY 07081**

**POLICY: HARASSMENT, INTIMIDATION, BULLYING AND HAZING**

Acts of harassment, intimidation or bullying may be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

“Harassment, intimidation or bullying” is defined as any gesture or written, verbal or physical act or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or

B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

**Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils’ abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee. The district prohibits all types of bias based harassment.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This policy will appear in all publications of the district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks *and the district website*. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

### **Consequences and Appropriate Remedial Actions**

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior (s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. The appropriate consequence will be consistent with the case law, Federal and State statutes, and district/school policies and regulations.

### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous report.

### **Investigation**

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

### **Response to Incident of Harassment, Intimidation or Bullying**

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may include participation of parent(s) or legal guardian(s) and other community actions the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

### **Services to Victims of Harassment**

*The Springfield School District will provide support for victims of harassment, intimidation or bullying. The Chief School Administrator or his/her designee will identify a range of strategies and resources (e.g., counseling, teacher aides, hallway and playground monitors, mediators, schedule changes, school transfers, before- and after-school and/or school transportation supervision, therapy) that will be available to individual victims of harassment, intimidation and bullying and will respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. Social skills training provided for all students is an example of a school or a school district-wide response for addressing victimization.*

### **REPRISAL OR RETALIATION PROHIBITED**

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

### **Consequences for False Accusation**

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial actions for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### **Policy Publication**

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school sponsored functions or on a school bus. *This policy will also appear on the district website as directed by statute.*

The Superintendent shall develop an annual process for the Principal(s) to discuss the school district's policy on harassment, intimidation and bullying with pupils.

**HARASSMENT, INTIMIDATION AND BULLYING PREVENTION PROGRAMS**

PURSUANT TO N.J.S.A. 18A:37-17.C., INFORMATION REGARDING THE DISTRICT'S HARASSMENT, INTIMIDATION AND BULLYING POLICY SHALL BE INCORPORATED INTO A SCHOOLS' EMPLOYEE TRAINING PROGRAM.

PURSUANT TO N.J.S.A. 18A:37-17A., THE DISTRICT WILL ESTABLISH BULLYING PREVENTION PROGRAMS, AND OTHER INITIATIVES INVOLVING SCHOOL STAFF, PUPILS, ADMINISTRATORS, VOLUNTEERS, PARENT(S) OR LEGAL GUARDIAN(S), LAW ENFORCEMENT AND COMMUNITY MEMBERS IN DEVELOPING SUCH PROGRAMS AND INITIATIVES.

Pursuant to N.J.S.A. 18A:37-17.b., the district is encouraged to, and to the extent funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussing the school district's harassment, intimidation and bullying policies with pupils.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

**Legal Reference:**

N.J.S.A. 18A:37-13 through 18A:37-19  
N.J.A.C. 6A:16-7.9 et seq.

Adopted: August 25, 2003  
Revised: February 28, 2008  
Revised: December 22, 2008

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

**POLICY: SCHOOL INTEGRATED PEST MANAGEMENT PLAN**

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of the Integrated Pest Management Plan (IPM) procedures to control pests and minimize exposure of children, faculty and staff to pesticides. These procedures shall be applicable to all school property in the Springfield School District.

**IPM Coordinator (IPMC)**

The Supervisor of Facilities and Support Services shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

**INTEGRATED PEST MANAGEMENT PROCEDURES IN SCHOOLS**

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property and the environment.

The IPMC shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

**DEVELOPMENT OF IPM PLANS**

The Superintendent, in collaboration with the school building principals and the IPMC, shall be responsible for the development of the IPM plan for the school district. The school district's IMP plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Management Policy and Regulation will be implemented for all school property.

## **EDUCATION/TRAINING**

The school community will be educated about the potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students and parents/legal guardians will be provided information on the policy and instructed on how they can contribute to the success of the IPM program.

## **RECORDKEEPING**

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

## **NOTIFICATION/POSTING**

The building principal of each school, working with the IMPC, is responsible for timely notification to students, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

## **RE-ENTRY**

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

## **PESTICIDE APPLICATORS**

The IPMC shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the school Integrated pest Management Policy.

## **EVALUATION**

The Superintendent will report annually to the Board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop regulations/procedures for the implementation of a School Integrated Pest Management Plan.

**Legal References:**

N.J.S.A. 13:1F-19 through 13:1F-33.

Approved: March 1, 2004

Revised: December 22, 2008



**BY LAW 9122**

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

**VICE-PRESIDENT**

The Vice President shall serve for a one-year term, dating from the Organizational Meeting of his/her election until the following Organization Meeting. The Vice President shall assume the duties of the President during the absence or disability of the President and shall perform all further duties as may be delegated upon him/her by direction of the Board, the President, or by virtue of law or the regulations of the Commissioner of Education. *The President shall consult with the Vice President when considering appointment or change of committee members and committee chairs.*

The Vice President may succeed him/herself.

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 22, 2008

**BYLAW 9130**

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

**COMMITTEE OF THE WHOLE**

The Board of Education shall determine matters of policy, decision and expenditures. The duties and responsibilities of the Board shall be, but are not limited to:

1. To set and adopt the policies of the Board
2. To prepare the school budget, submitting same to the voters of the Township of Springfield
3. To authorize payment of bills
4. To approve the course of study and to be familiar with current educational policies
5. To adopt an official yearly calendar
6. To approve purchases of supplies and equipment and to provide for the maintenance of buildings and equipment
7. To appoint teachers and other employees and to fix salaries
8. To arrange for transportation contracts when necessary
9. To establish entrance age and requirements
10. To approve the boundaries of the school attendance areas

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 22, 2008