

**SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING JUNE 27, 2011**

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, June 27, 2011 at 7:19 PM.

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 26, 2010 and May 9, 2011.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Patricia Venezia

Present: Mr. Steven Friedman, Mr. Brian Kass, Mrs. Jacqueline Shanes,
Mr. Scott Silverstein, Mrs. Patricia Venezia

Absent: Mr. Anthony Delia, Mr. Irwin Sablosky, Mr. Scott Samansky, Mr. Steven Wolcott

Also Present:

Mr. Michael Davino, Superintendent

Mr. Matthew A. Clarke, Business Administrator/Board Secretary

Mrs. Ellyn Atherton, Director of Human Resources

2. CLOSED SESSION (7:20 – 7:30 PM)

Moved by Mr. Silverstein, seconded by Mr. Kass, 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 of 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

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.”

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

Closed Conference Items

1. Matters protected by Attorney/Client privilege

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. RECONVENE

Moved by Mr. Silverstein, seconded by Mr. Kass approval to reconvene to the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. PLEDGE OF ALLEGIANCE

5. COMMUNICATIONS

a. Assemblyman Bramnick was on My9, Sunday, June 26th debating Assemblyman O'Donnell on the historic Health & Pension reform.

b. The Madison BOE and the Borough of Madison are hosting a presentation by Senator Michael Doherty with invited guests - Senators Richard Codey and Tom Kean, Jr. regarding his proposed change in the funding formula.

c. The NJSBA will accept resolution notices for the November 19th Delegate Assembly through September 6th.

d. Thank you notes from Donna Pushel for memorial book donation; and Susan Baldassano for her retirement gift and kind words on behalf of the Board by Mr. Kass.

6. MINUTES

Moved by Mrs. Shanes and seconded by Mr. Kass, to approve the following minutes:

Regular Meeting	- June 6, 2011
Executive Meeting	- June 6, 2011

Yeas: Unanimous by all Members present.

MOTION CARRIED

7. SUPERINTENDENT'S REPORT

Moved by Mrs. Shanes, seconded by Mr. Kass, to accept and approve the Superintendent's Report as presented:

Mr. Davino reviewed the following items:

1. Student Recognitions:

Boys Varsity Basketball team won the North 2 Group 1 Sectional Tournament.

Jinisha Patel was recognized by the New York Tri-State Affiliate Award Celebration for Aspiration in Computing.

Nicole Ryan placed third in the 2nd Annual Diversity Art & Essay Contest sponsored by the Interfaith Dialog Center.

2. Congressman Lance – Newsweek ranking

3. Use of data (Standing on the Shoulders of Giants)

2. Building Usage Request

3. Fund Raiser Request

4. Fieldtrip Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

8. FIRST PUBLIC SESSION (8:01 PM)

The public had no comments or suggestions regarding the agenda.

9. BILL LIST

Moved by Mr. Kass, seconded by Mr. Silverstein, to approve computer checks numbered 026707 through 026857 and wire transfers 800080, 888920, 999155, and 999156 for a total of \$4,412,219.21 minus voided check number 025927 in the amount of \$294.92 and for a grand total of \$4,411,924.29.

Yeas: Mr. Steven Friedman, Mr. Brian Kass, Mr. Scott Silverstein,
Mrs. Patricia Venezia

Abstention: Mrs. Jacqueline Shanes

MOTION CARRIED

10. CANCELLED CHECKS FOR 2010/2011

Moved by Mr. Kass, seconded by Mr. Silverstein, to approve cancellation of the attached outstanding checks beginning March 30, 2009 through April 26, 2010. (Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. BOARD SECRETARY'S REPORT

Moved by Mr. Kass, seconded by Mr. Silverstein, to approve the Board Secretary's Report dated May 31, 2011 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. TREASURER'S REPORT

Moved by Mr. Kass, seconded by Mr. Silverstein, to approve the Treasurer's Report dated May 31, 2011 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. TRANSFERS

Moved by Mr. Kass, seconded by Mr. Silverstein, the approval of the transfer of funds from and to the following line item accounts as designated. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. LEGAL CERTIFICATION

Moved by Mr. Kass, seconded by Mr. Silverstein, 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, move that the Board certify that to the best of its knowledge as of May 31, 2011 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

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

15. CAPITAL RESERVE

Moved by Mr. Kass, seconded by Mr. Silverstein, that the Board of Education approve the transfer of unanticipated surplus into the Capital Reserve Account for future projects identified in the Long Range Facility Plan (LRFP). (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. HORIZON MEDICAL INSURANCE

Moved by Mr. Kass, seconded by Mr. Silverstein, approval to authorize the Business Administrator/Board Secretary to sign a contract with Horizon Blue Cross/Blue Shield of New Jersey to provide medical coverage per the Springfield Education Association Agreement, Article VII A, Insurance Protection for the 2011-2012 school year, the broker of record for the medical program to be G.R. Murray.

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. HORIZON PRESCRIPTION COVERAGE

Moved by Mr. Kass, seconded by Mr. Silverstein, approval to authorize the Business Administrator/Board Secretary to sign a contract with Horizon Blue Cross/Blue Shield of New Jersey to provide prescription coverage per the Springfield Education Association Agreement, Article VII C, Insurance Protection for the 2011-2012 school year, the broker of record for the prescription program to be G.R. Murray. The prescription plan is capped at \$184,154.00 for SEA members pursuant to Article VII C.

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. DELTA DENTAL INSURANCE

Moved by Mr. Kass, seconded by Mr. Silverstein, approval to authorize the Business Administrator/Board Secretary to sign a contract with Delta Dental to provide dental coverage per the Springfield Education Association Agreement, Article VII B, Insurance Protection for the 2011-2012 school year, the broker of record for the dental program to be G.R. Murray.

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. ARAMARK FOOD SERVICE

Moved by Mr. Kass, seconded by Mr. Silverstein, approval of a cafeteria management service to operate the breakfast/lunch program at all district schools for the 2011-2012 school year and that such service be provided by ARAMARK School Support Services at a general and administrative fee of \$0.064 per meal served plus a management fee of \$0.018 per meal served. In addition, ARAMARK School Support Services, proposes to operate the Springfield food service program on a guaranteed break-even basis.

Yeas: Unanimous by all Members present.

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

20. LUNCH PRICES

Moved by Mr. Kass, seconded by Mr. Silverstein, approval of the following food service prices for the 2011-2012 school year and that all schools participate in the National School Lunch Program (NSLP):

	<u>BREAKFAST</u>		<u>LUNCH</u>	
	<u>Paid</u>	<u>Reduced</u>	<u>Paid</u>	<u>Reduced</u>
Elementary	\$1.25	\$0.30	\$2.25	\$0.40
Middle	\$1.60	\$0.30	\$2.50	\$0.40
High School	\$1.85	\$0.30	\$2.85	\$0.40.

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. ZURICH INSURANCE

Moved by Mr. Kass, seconded by Mr. Silverstein, approval to authorize the Business Administrator/Board Secretary to contract the Springfield Public School District's Multi-Peril Package and Automobile, \$10 million Primary Umbrella and School Board Legal Liability coverage with G.R. Murray, agent; and insurance coverage through Zurich Insurance Company for a total amount of \$94,950 for the 2011-2012 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. FIREMANS FUND INSURANCE

Moved by Mr. Kass, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval to contract the Springfield Public School District's \$50 million Catastrophic Excess Liability Coverage with GR Murray, agent, and insurance coverage through Fireman's Fund Insurance Company in the amount of \$9,954.00 for the 2011 - 2012 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. ERIC NORTH/NJSBIAG INSURANCE

Moved by Mr. Kass, seconded by Mr. Silverstein, approval to authorize the Business Administrator/Board Secretary to contract the Springfield Public School District's Worker's Compensation with GR Murray, agent, and insurance coverage through Eric North/NJSBAIG (New Jersey School Boards Insurance Group), in the amount of \$164,200 for the 2011 - 2012 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. BOLLINGER STUDENT INSURANCE

Moved by Mr. Kass, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval to contract the Springfield Public School District's Compulsory Student Accident including Interscholastic Sports and Blanket Accident – Volunteer insurance with GR Murray, agent, and insurance coverage through Bollinger Insurance in the amount of \$19,495.00 for the 2011 - 2012 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

25. CHUBB INSURANCE

Moved by Mr. Kass, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval to contract the Springfield Public School District's Storage Tank Liability/Environmental Impairment and Travel Accident – Board Members & Administrators insurance with GR Murray, agent, and insurance coverage through Chubb Insurance in the amount of \$4,650.00 for the 2011 - 2012 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

26. SELECTIVE INSURANCE

Moved by Mr. Kass, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval to contract the Springfield Public School District's Treasurer of School Monies Bond and School Business Administrator Bond with GR Murray, agent, and insurance coverage through Selective Insurance in the amount of \$1,100.00 for the 2011 - 2012 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

27. PERSONNEL APPOINTMENTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

28. STAFF TRANSFERS

Moved by Mrs. Shanes, seconded by Mr. Friedman, at the recommendation of the Superintendent, approval of transfers of personnel for the 2011-12 school year on the attachment. (Attachment D1)

Yeas: Unanimous by all Members present.

MOTION CARRIED

29. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mrs. Shanes, seconded by Mr. Friedman, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements on the attachment. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

30. STUDENT TEACHERS

Moved by Mrs. Shanes, seconded by Mr. Friedman, to approve the attached list of Student Teachers for the 2011 – 2012 school year. (Attachment H)

Yeas: Unanimous by all Members present.

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

31. SCHOOL COUNSELING MANUAL

Moved by Mrs. Shanes, seconded by Mr. Friedman, at the recommendation of the Superintendent, I move to approve the School Counseling Manual, Kindergarten through Grade 12 for 2011.

Yeas: Unanimous by all Members present.

MOTION CARRIED

32. REVISED IDEA 2011-2012

Moved by Mrs. Shanes, seconded by Mr. Friedman, at the recommendation of the Superintendent, I move approval authorizing the Springfield Board of Education to amend its application for the Individuals with Disabilities Education Act, Part B (IDEA-B) both basic (\$417,483) and preschool (\$17,353) FY2011 and to forward to the office of Grants & Management Dept. in Trenton, NJ.

Yeas: Unanimous by all Members present.

MOTION CARRIED

33. PROFESSIONAL DEVELOPMENT PLAN

Moved by Mrs. Shanes, seconded by Mr. Friedman, at the recommendation of the Superintendent, approval of the District 2011-2012 Professional Development Plan.

Yeas: Unanimous by all Members present.

MOTION CARRIED

34. PROFESSIONAL DEVELOPMENT TRAVEL

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

Yeas: Mr. Brian Kass, Mr. Scott Silverstein, Mrs. Jacqueline Shanes,

Mrs. Patricia Venezia

Nays: Mr. Steven Friedman

MOTION CARRIED

35. JOB DESCRIPTIONS

Moved by Mrs. Shanes, seconded by Mr. Silverstein, at the recommendation of the Superintendent, to approve the attached job descriptions. (Attachment G)

Yeas: Unanimous by all Members present.

MOTION CARRIED

36. BERGEN COUNTY SUMMER LUNCH

Moved by Mr. Silverstein, seconded by Mrs. Shanes, approval authorizing the Springfield Board of Education to contract for an Extended Summer Lunch Program with the Bergen County Special Services (Erickson School in Millburn) for the 2011 summer.

Yeas: Unanimous by all Members present.

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

37. SURPLUS PROPERTY (BUS)

Moved by Mr. Silverstein, seconded by Mrs. Shanes, approval authorizing the Springfield Board of Education the following equipment be identified as obsolete and no longer used (surplus property), and to advertise for bids GOV.DEALS.com for the disposal of said equipment:

- 2003 Chevy 24 Passenger, VIN# 1GBJG31F621234519
- 2000 GMC 24 Passenger, VIN# 1GDJG31F8Y1138844.

Yeas: Unanimous by all Members present.

MOTION CARRIED

38. SECOND PUBLIC SESSION (8:13 PM)

There were no comments from the public at this time.

39. NEW BUSINESS

- a. The parents and students enjoyed wonderful ceremonies while attending the outdoor Graduation at Dayton and Moving Up program at FMG.
- b. In accordance with new State regulations, which take effect September 1, 2011, Administrators and Board members recently attended a seminar focusing on Bullying.
- c. It was reported that the recent Ice Hockey fundraiser was a success.
- d. Township Committee is conducting an engineering study on the proposed turf field at Dayton.
- e. The Springfield Educational Foundation received approval for road closures during the 1st Annual Fall Run, October 30, 2011. More information to follow.
- f. It was reported that the County will be redoing the line striping on the roads paved last fall, during the summer.
- g. The Board thanked our parents, teachers and administrators for a successful 2010-2011 school year.

40. ADJOURNMENT (8:17 PM)

Moved by Mrs. Shanes, seconded by Mr. Kass, to adjourn the meeting at 8:17 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – July 18, 2011 at 7:30 PM in the IMC at JDHS
2. Regular Meeting – August 22, 2011 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

**SPRINGFIELD BOARD OF EDUCATION
CANCELATION OF OUTSTANDING CHECKS**

DATE	CHECK#	AMOUNT	VENDOR
<u>A/P</u>			
02/22/2010	023964	\$150.00	Union Catholic High School
04/26/2010	024285	\$433.50	Ron Regner
<u>P/R</u>			
7/30/09	66489	\$237.18	K. Warlick
12/15/09	69345	\$153.58	G. Wilner-Kenter
4/15/10	72432	\$169.32	D. Bellino
TOTAL AMOUNT		\$1,143.58	

SPRINGFIELD BOARD OF EDUCATION
LINE ITEM TRANSFERS
MAY 2011

Attachment (B)

From Account	To Account	Amount
110002701629610 Salaries other to/fro	110002701609610 Salaries Pupil Trans	\$20,000.00

Resolution
Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Springfield Board of Education wishes to deposit anticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Springfield Board of Education has determined that (an amount not to exceed) \$500,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Springfield Board of Education that it hereby authorizes the district's School Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

Approved: _____
Date School Business Administrator

Springfield Public Schools

Personnel

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Certificated</i>								
Cladek	Elaine	Elementary Teacher	Walton	----	----	----	retirement	July 1, 2011
Warlick	Kathryn	LDTC	District	Step 1/6th	\$62,438.00	----	Attainment of +30	9/1/11-6/30/12
Cariani	Judy	M.S. Math Teacher	FMG	Step 10/6th	\$72,907.00	----	Attainment of +30	9/1/11-6/30/12
Buban	Julie	Nurse	TLS	Step AA/6th	\$82,359.00	----	Attainment of +30	9/1/11-6/30/12
Ford	Gerald	Math Leave Replacement	JDHS	Step 0/6th	\$61,800.00	----	cover for W.G.	9/1/11-6/30/12
VanDeursen	Matthew	Social Studies Teacher	JDHS	Step 0/MA	\$56,805.00	Replacement	for M.M.	9/1/11-6/30/12
Atherton	Ellyn	Human Resource Director	District	----	\$121,069.00	----	----	7/1/11-6/30/12
Clarke	Matthew	Business Adm./Board Secreta	District	----	\$153,758.00		* Pending County Approval	7/1/11-6/30/12
Beller	Laura	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Breen	Sue	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Caulfield	Leslie	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Cohane	Zachary	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Anthony	DeNicolo	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Barry	Fugere	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Anthony	Hadzimichalis	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Krumholz	Drew	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Krupp	Allen	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Lassi	James	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Ornovitz	Irene	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Parker	Sundra	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Powers	MaryEllen	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Rollis	Lauren	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Rooney-Kuhn	Liz	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Tedesco	Frank	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
VanDeursen	Matthew	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11
Schiano	Candice	IDE Summer Curriculum	FMG	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Haggerty	Devin	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Gabriel	Leonard	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Snell	Heather	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Lagemann	Melissa	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Lynch	Matthew	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Hildebrand	Robert	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Berglund	Eileen	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Leonard	Helene	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
David	Joe	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11

Springfield Public Schools

Personnel

Cariani	Judy	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Florio	Marie	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Compton	Mary	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
David	Sarah	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Shack	Stephanie	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Herrington	Amy	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Francois	Angie	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Ferrari	Craig	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Schottland	Dave	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Gray	Janet	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Telesca	John	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Sandford	Rose	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Scheckman	Shari	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	6/22/11 - 8/31/11
Doring	William	Summer Curriculum Writing	JDHS	----	\$38.25/hr	----	Max of 65 hrs	6/22/11 - 8/18/11
Ornovitz	Irene	Summer Curriculum Writing	JDHS	----	\$38.25/hr	----	Max of 30 hrs	6/22/11 - 8/31/11
Coward	Greg	Summer Curriculum Writing	JDHS	----	\$38.25/hr	----	Max of 25 hrs	6/22/11 - 8/31/11
Handy	Dolores	Student Council	TLS	----	43.71/hr	----	up to 15 hours	9/1/11-6/30/12
Handy	Dolores	HW Tutorial Club	TLS	----	43.71/hr	----	up to 40 hours	9/1/11-6/30/12
Handy	Dolores	Concert Chaperone	TLS	----	43.71/hr	----	up to 5 hours	9/1/11-6/30/12
Pulumbo	LeEtta	Environmental Club	TLS	----	43.71/hr	----	up to 15 hours	9/1/11-6/30/12
Gutman	Debbie	School Newspaper	TLS	----	43.71/hr	----	up to 15 hours	9/1/11-6/30/12
Schmidt	Linda	Reading Club	TLS	----	43.71/hr	----	up to 18 hours	9/1/11-6/30/12
Boehm	Tiffany	HW Tutorial Club	TLS	----	43.71/hr	----	up to 40 hours	9/1/11-6/30/12
Noto	Kimberly	Art Club	TLS	----	43.71/hr	----	up to 15 hours	9/1/11-6/30/12
Fortna	Loren	Concert Director	TLS/JCS	----	36.06/hr	----	up to 3 hours	9/1/11-6/30/12
McClure	Shannon	Concert Director	TLS/JCS	----	36.06/hr	----	up to 3 hours	9/1/11-6/30/12
Fortna	Loren	Concert Director	TLS/JCS	----	36.06/hr	----	up to 3 hours	9/1/10-6/30/11
McClure	Shannon	Concert Director	TLS/JCS	----	36.06/hr	----	up to 3 hours	9/1/10-6/30/11
Schulz	Kristen	Caldwell Pride Club	JCS	----	43.71/hr	----	up to 20 hours	9/1/11-6/30/12
Guerriero	Kristy	Caldwell Pride Club	JCS	----	43.71/hr	----	up to 20 hours	9/1/11-6/30/12
Medina	Sarah	Homework Club	JCS	----	43.71/hr	----	up to 20 hours	9/1/11-6/30/12
Lynn	Patti	Homework Club	JCS	----	43.71/hr	----	up to 20 hours	9/1/11-6/30/12
Schulz	Kristen	Homework Club	JCS	----	43.71/hr	----	up to 20 hours	9/1/11-6/30/12
Alamorian	Christine	Recess Runners	Walton	----	43.71/hr	----	up to 10 hours	9/1/11-6/30/12
Stevenson	Katherine	Recess Runners	Walton	----	43.71/hr	----	up to 10 hours	9/1/11-6/30/12
Kirna	Robin	Environmental Club	Walton	----	43.71/hr	----	up to 10 hours	9/1/11-6/30/12
Leonardis	Deanna	Environmental Club	Walton	----	43.71/hr	----	up to 5 hours	9/1/11-6/30/12
Feigeles	Susan	Environmental Club	Walton	----	43.71/hr	----	up to 5 hours	9/1/11-6/30/12

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Stevenson	Katherine	Environmental Club	Walton	----	43.71/hr	----	up to 5 hours	9/1/11-6/30/12
Alamorian	Christine	Environmental Club	Walton	----	43.71/hr	----	up to 5 hours	9/1/11-6/30/12
Griffin	Megan	Extra Help Tutorial Club	Walton	----	43.71/hr	----	up to 25 hours	9/1/11-6/30/12
Masterson	Sarah	Extra Help Tutorial Club	Walton	----	43.71/hr	----	up to 25 hours	9/1/11-6/30/12
Webster	Susan	Extra Help Tutorial Club	Walton	----	43.71/hr	----	up to 25 hours	9/1/11-6/30/12
Zika	Jacqueline	Girls Cross Country	JDHS	----	\$5,027.00	----	----	9/1/11-6/30/12
Campbell	David	Boys Cross Country	JDHS	----	\$5,027.00	----	----	9/1/11-6/30/12
Rutkowski	Dana	Cheerleading/Fall	JDHS	----	\$3,224.00	----	----	9/1/11-6/30/12
Rego	Jennifer	Asst Cheerleading Fall	JDHS	----	\$2,677.00	----	----	9/1/11-6/30/12
Goerge	Joseph	Head Football	JDHS	----	\$8,742.00	----	----	9/1/11-6/30/12
Martin	Robert	Asst Football	JDHS	----	\$6,556.00	----	----	9/1/11-6/30/12
Rogers	Daniel	Asst Football	JDHS	----	\$6,556.00	----	----	9/1/11-6/30/12
Goerge	Michael	Asst Football	JDHS	----	\$6,556.00	----	----	9/1/11-6/30/12
Goerge	Jason	JV Football	JDHS	----	\$6,556.00	----	----	9/1/11-6/30/12
Steinman	David	Frosh Football	JDHS	----	\$6,556.00	----	----	9/1/11-6/30/12
Ragozino	Maryann	Gymnastics	JDHS	----	\$6,666.00	----	----	9/1/11-6/30/12
Fabiano	Felix	Boys Soccer	JDHS	----	\$6,666.00	----	----	9/1/11-6/30/12
Schachtel	Matthew	Asst Boys Soccer	JDHS	----	\$4,589.00	----	----	9/1/11-6/30/12
Lynch	Matthew	Girls Soccer	JDHS	----	\$6,666.00	----	----	9/1/11-6/30/12
Hildebrand	Robert	Asst Girls Soccer	JDHS	----	\$4,589.00	----	----	9/1/11-6/30/12
Saladino	Tracey	Girls Tennis	JDHS	----	\$5,027.00	----	----	9/1/11-6/30/12
Noto	Michelle	Volleyball	JDHS	----	\$5,027.00	----	----	9/1/11-6/30/12
Florio	Christina	Asst Volleyball	JDHS	----	\$2,841.00	----	----	9/1/11-6/30/12
Martin	Robert	Boys Basketball	JDHS	----	\$8,086.00	----	----	9/1/11-6/30/12
Abbate	Michael	Asst Boys Basketball	JDHS	----	\$5,682.00	----	----	9/1/11-6/30/12
Lynch	Matthew	Frosh Boys Basketball	JDHS	----	\$5,682.00	----	----	9/1/11-6/30/12
Rennie	David	Girls Basketball	JDHS	----	\$8,086.00	----	----	9/1/11-6/30/12
Campbell	David	Asst Girls Basketball	JDHS	----	\$5,682.00	----	----	9/1/11-6/30/12
Zika	Jacqueline	Indoor Track	JDHS	----	\$6,010.00	----	----	9/1/11-6/30/12
Cozza	Joseph	Asst Indoor Track	JDHS	----	\$2,950.00	----	----	9/1/11-6/30/12
Carter	Donie	Asst Indoor Track	JDHS	----	\$2,950.00	----	----	9/1/11-6/30/12
Dombrowski	Traci	Swimming	JDHS	----	\$5,573.00	----	----	9/1/11-6/30/12
de La Llave	Pamela	Asst Swimming	JDHS	----	\$3,387.00	----	----	9/1/11-6/30/12
Fabiano	Felix	Bowling Coach	JDHS	----	\$3,060.00	----	----	9/1/11-6/30/12
Trimble	Andrew	Ice Hockey Coach	JDHS	----	\$6,119.00	----	----	9/1/11-6/30/12
Brendan	Donald	Asst Ice Hockey Coach	JDHS	----	\$2,295.00	----	----	9/1/11-6/30/12
Sona	Dale	Asst Ice Hockey Coach	JDHS	----	\$2,295.00	----	----	9/1/11-6/30/12
Rutkowski	Dana	Winter Cheerleading/Winter	JDHS	----	\$3,661.00	----	----	9/1/11-6/30/12

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Rego	Jennifer	Asst Cheerleading/Winter	JDHS	----	\$3,114.00	----	----	9/1/11-6/30/12
Abbate	Michael	Boys Baseball	JDHS	----	\$6,666.00	----	----	9/1/11-6/30/12
Mullman	Jason	Asst Boys Baseball	JDHS	----	\$4,589.00	----	----	9/1/11-6/30/12
Saladino	Wendy	Girls Softball	JDHS	----	\$6,666.00	----	----	9/1/11-6/30/12
de La Llave	Pamela	Asst Softball	JDHS	----	\$4,589.00	----	----	9/1/11-6/30/12
Cozza	Joseph	Boys Track	JDHS	----	\$7,649.00	----	----	9/1/11-6/30/12
Kozub	Robert	Asst Boys Track	JDHS	----	\$5,136.00	----	----	9/1/11-6/30/12
Zika	Jacqueline	Girls Track	JDHS	----	\$7,649.00	----	----	9/1/11-6/30/12
Steinginga	Al	Golf	JDHS	----	\$3,060.00	----	----	9/1/11-6/30/12
Keele	Scott	Boys Tennis	JDHS	----	\$5,027.00	----	----	9/1/11-6/30/12
Lieberman	Robert	Asst Boys Tennis	JDHS	----	\$2,841.00	----	----	9/1/11-6/30/12
Paolino	Camille	ESY Speech Therapist	District	----	49.17/hr	----	----	6/27/11-8/31/11
Goerge	Joseph	Weight Room Supervisor	JDHS	----	25.13/hr	----	up to 9 hrs per week	6/13/10-8/12/11

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Belgrad	Tatiana	Home Instructor	district	****	****	renewal	----	6/22/11-6/30/12
Blondet	James	Substitute Bus Driver	district	****	****	New	----	7/1/11-6/30/12

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Non-Certificated</i>								
FLORIO	CHRISTINA M	Information Technology	FMG	----	\$ 54,157.00	renewal	----	7/1/11-6/30/12
PERONE III	JOHN H.	Information Technology	JDHS	----	\$ 61,102.00	renewal	----	7/1/11-6/30/12
TATTOLI	DANIELA	Information Technology Man.	District	----	\$ 88,373.00	renewal	----	7/1/11-6/30/12
BASILE	MARY ELLEN	Confidential Secretary	District	----	\$ 61,061.00	renewal	----	7/1/11-6/30/12
CATANIA	TERESA	Confidential Secretary	District	----	\$ 55,103.00	renewal	----	7/1/11-6/30/12
CORIGLIANO	SHARON	Confidential Secretary	District	----	\$ 66,595.00	renewal	----	7/1/11-6/30/12
RADCLIFFE	COLLEEN	Confidential Secretary	District	----	\$ 55,103.00	renewal	----	7/1/11-6/30/12
KNORR	WILLIAM	Building and Grounds Superv	District	----	\$ 85,068.00	renewal	----	7/1/11-6/30/12
DEBIASIO	WAYNE	Information Technology	District	----	\$ 73,542.00	renewal	----	7/1/11-6/30/12
LIES	SUSAN	Transportation Coordinator	District	----	\$ 34,093.00	renewal	----	7/1/11-6/30/12
MONTEVERDE	HECTOR A.	Bus Driver, Messenger, Mech	District	----	\$ 37,791.00	renewal	----	7/1/11-6/30/12
BOETTCHER	DINA	Lunch/Transportation Aide	District	*	*	renewal	up to 29.75hrs	9/1/11-6/30/12
FEDER	MICHELLE A	ESY Aide	District	----	*	----	up to 90 Hours	6/27/11 - 8/31/11
Bratash	Natalie	ESY Aide	District	----	*	----	up to 90 Hours	6/27/11 - 8/31/11
Athan	Nikki	Summer Student Volunteer	District	----	----	----	----	6/27/11-7/25/11
Bibbo	Sabrina	Summer Student Volunteer	District	----	----	----	----	6/27/11-7/25/11

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Dash	Nicole	Summer Student Volunteer	District	----	----	----	----	6/27/11-7/25/11
Harris	David	Summer Student Volunteer	District	----	----	----	----	6/27/11-7/25/11
Miller	Taylor	Summer Student Volunteer	District	----	----	----	----	6/27/11-7/25/11
Strober	Tara	Summer Student Volunteer	District	----	----	----	----	6/27/11-7/25/11
Torovesky	Dana	Summer Student Volunteer	District	----	----	----	----	6/27/11-7/25/11
Vadakethalake	Christina	Summer Student Volunteer	District	----	----	----	----	6/27/11-7/25/11
Wang	Michael	Summer Student Volunteer	District	----	----	----	----	6/27/11-7/25/11
Ditzel	Linda	Timer	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Before and After School Program/Childcare</i>								
Alamorian	Christine	Group Leader		----	22.00 hr.	renewal	----	9/1/11-6/30/12
Boettcher	Dawn	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Burns	Regina	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Clementi	Kelly	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Corigliano	Nicole	Group Leader/Site Director		----	22.00/27.50 hr.	renewal	----	9/1/11-6/30/12
Genovese	Donna	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Giordino	Susan	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Henrichs	Diane	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Johnson	Melissa	Group Leader/Site Director		----	22.00/27.50 hr	renewal	----	9/1/11-6/30/12
Kahn	Amy	Group Leader		----	22.00 hr.	renewal	----	9/1/11-6/30/12
Kazemi	Susan	Group Leader/Site Director		----	22.00/27.50 hr.	renewal	----	9/1/11-6/30/12
Lambertson	Linda	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Marshall	Kelly	Site Director/Group Leader		----	27.50/22.00 hr.	new	----	9/1/11-6/30/12
Medina	Sue	Site Director		----	27.50 hr.	renewal	----	9/1/11-6/30/12
Melendez	Olivia	Group Leader/Site Director		----	22.00/27.50 hr.	renewal	----	9/1/11-6/30/12
Mongiello	Michelle	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Rica	Debbie	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Salow	Jeremy	Group Leader		----	22.00 hr.	renewal	----	9/1/11-6/30/12
Songalia	Alejandra	Group Leader		----	22.00 hr.	renewal	----	9/1/11-6/30/12
Stevenson	Katherine	Group Leader		----	22.00 hr.	renewal	----	9/1/11-6/30/12
Vaccarella	Lucy	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12
Walsh	Mary	Group Aide		----	14.30 hr.	renewal	----	9/1/11-6/30/12

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Wierick	Patricia	Group Leader	----	22.00 hr.	renewal	----	9/1/11-6/30/12
Zambolla	Marnie	Site Director/Group Leader	----	27.50/22.00 hr.	new	----	9/1/11-6/30/12
Nozza-Juzfyk	Nicole	Lead Child Care Provider	----	\$35,000.00	renewal	----	9/1/11-6/30/12
Vogan	Kathryn	Assoc. Child Care Provider	----	22.00 hr.	renewal	----	9/1/11-6/30/12
Bratash	Natalie	Child Care Provider	----	14.30 hr.	renewal	----	9/1/11-6/30/12
Delviscovo	Rachel	Child Care Provider	----	14.30 hr.	renewal	----	9/1/11-6/30/12

* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2011 - June 30, 2013)

**** Special Salaries, Compensation and Fees 2011- 2012

Delviscovo	Rachel	Child Care Provider	----	14.30 hr.	renewal	----	9/1/11-6/30/12
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* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2011 - June 30, 2013)

**** Special Salaries, Compensation and Fees 2011- 2012

Staff Transfers
2011 - 2012

Attachment (D1)

Transfers

Name (L)	Name (F)	position	from	to	position	effective
Yorkowitz	Allen	media	Walton	Walton .6, TLS .2, JCS .2	Media Specialist	9/1/2011
Powis	Krista	G&T	FMG	TLS	Elementary	9/1/2011
Puschel	Donna	Spec Ed	JCS 5	JCS .5, TLS .5	Spec Ed	9/1/2011
McCauley	Kristy	Business	JDHS	JDHS .6, FMG .4	Business	9/1/2011
Laura	Jason	Music	FMG	JDHS .4, FMG .6	Music	9/1/2011
Levering	Kimberly	Elementary	Walton	TLS	Elementary	9/1/2011
Perez	Felix	Custodian	FMG	JDHS	Custodian	7/1/2011
Dougherty	Dixie	Custodian	JCS	JDHS	Custodian	7/1/2011
Maldonado	Manuel	Custodian	FMG	JDHS	Custodian	7/1/2011
Leone	Christopher	Custodian	Walton	JDHS	Custodian	7/1/2011
Buddenhagen	Robert	Custodian	JDHS	Walton	Custodian	7/1/2011
Willoughby	Fred	Custodian	JDHS	JCS	Custodian	7/1/2011
Vaughan	Alan	Custodian	JDHS	FMG	Custodian	7/1/2011
Licatese	Frank	Custodian	JDHS	FMG	Custodian	7/1/2011

**Workshop Requests
2011 - 2012**

Attachment (E)

Lname	Fname	Description	Date	Amount	Location
Cokeing	Mary	AP Micro/Macro Economics	7/18-22/11	1,025.00	JD
Pilo-Boehm	Tiffany	Orton-Gillingham Multi-Sensory Training	8/15-19/11	975.00	TLS
June 27, 2011					

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

Attachment (F)

1. RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
AJL Physical & Occupational Therapy Assc	Occupational Therapy	\$65/30 min; \$94/up to hr.	Per IEP	2011 - 12 SY	
Daytop Mendham, NJ	Educational Services	\$108/Hr.	Per IEP	2010-11 SY 2011 - 12 SY	
Morris Union Jointure Commission New Providence, NJ	Applied Behavioral Analysis (ABA)	\$195/Hr./Pcoor. \$135/Hr./Tasst.	Per IEP	7/1/2011-8/31/2011 and 2011 - 12 SY	
Pediatric Workshop Warren, NJ	Physical Therapy	\$81/40 minutes; \$43/20 minutes	Per IEP	7/1/2011-8/31/2011 and 2011 - 12 SY	
Recovery Services of New Jersey (Lighthouse School) Mays Landing, NJ	Education Services	\$40/Hr.	Per IEP	7/1/2011-8/31/2011 and 2011 - 12 SY	
Deborah Searle Livingston, NJ	Physical Therapy	\$98/Hr.	Per IEP	2011 - 12 SY	
Dr. Kavita Sinha Warren, NJ	Neurological Evaluations	\$325/Hr.	Per IEP	2010 - 11 SY 2011 - 12 SY	

2. OUT OF DISTRICT PLACEMENT REQUEST

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081
Director of Instructional Technology

QUALIFICATIONS:

1. At least five years teaching experience.
2. School Administrator Certification
3. Formal training or relevant experience with computer technology and networked information systems.
4. Broad knowledge and experience with instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum.
5. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis.

REPORTS TO: Superintendent of Schools

JOB GOAL: To enhance instruction through technology across the curriculum; and, to promote efficiency in the schools with the use of technology.

PERFORMANCE RESPONSIBILITIES:

1. Oversees and supervises entire technology department and staff.
2. Assists teachers in the creation and execution of technology projects that are linked to student performance.
3. Trains teachers in the use of technology supporting their discipline and assists them in implementing this skill through lesson planning and instructional design, focusing on teacher and student behaviors.
4. Assists principals and teachers in moving classroom strategies from an emphasis on simple technology use to focus on incorporation of technology as a digital tool supporting higher order thinking skills.
5. Maintains focus on the technological needs of the schools from a principal's and teachers' viewpoint.
6. Supports principals and teachers to facilitate sustained acquisition of new technology skills along with an expansion of technology-oriented lesson design capabilities.

7. Seeks and assists principals and teachers in finding and analyzing new software, testing the educational value and applicability to the Springfield community.
8. Updates knowledge base of technological applications in education through reading, conferences, workshops and professional organizations.
9. Coordinates efforts with school based technology technicians and Computer Services staff to insure optimum efficiencies of hardware and software.
10. Assists with input to school base technology budgets in order to achieve district curricular goals.
11. Facilitates standardization of technology implementations across grade levels and schools.
12. Evaluates technology implementations as they relate to student outcomes in order to plan future technology efforts.
13. Aligns district technology goals to state prescribed technology goals and is responsible for developing and updating the district Technology Plan
14. Performs other duties as may be assigned by Superintendent.

TERMS OF EMPLOYMENT:

Twelve months. Contract terms and salary to be determined by the board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation.

Board approval date: 06/27/2011

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081
IT Program Manager
(Non-certificated)

QUALIFICATIONS:

1. At least 5 years work experience
2. Knowledge of Internet services, applications, and networking protocols
3. Technology certifications
4. Supervisory experience
5. Ability to work with a diverse group of people, clients, and organizations
6. Ability to multitask efficiently
7. Experience working with budgets and spreadsheets
8. Demonstrates awareness and knowledge of current technology trends
9. Bachelor's degree in technology or related field
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Instructional Technology

PERFORMANCE RESPONSIBILITIES:

A. Coordination:

1. Facilitate technology for Springfield Public Schools
2. Assign work requests and technology tasks
3. Work with Director of Instructional Technology, Information Systems Specialist and other staff to ensure coordination of software, technology training and district needs
4. Create and follow to completion all projects that will improve technology used in education and administration of the school district
5. Research, recommend and order appropriate computer-based equipment for use in all district functions
6. Development and administration of technology department budget
7. Assist in the design space for optimum use as technology education environment
8. Assist in the recommendations for purchase of services (Internet, email, filtering, etc.)

B. Network Management:

1. Maintain and expand Voice Over IP telephone system
2. Maintain network infrastructure (Routers, Switches, LAN, WAN, Wireless)

3. Maintain Cisco Call Manager & Unity Server
4. Maintain and improve cabling for network connections

C. Server Management:

1. Monitor, maintain, and upgrade district servers
2. Hardware & software support for Windows based servers
3. Application support for server based software
4. Data back-up and restore
5. Anti-virus application management

D. Database Support:

1. Supports administration of DOE reports
2. Supports PowerSchool
3. Support for Business Office and Personnel applications

F. Inventory / Record Keeping:

1. Keep accurate record of inventory for all servers, PCs, MACs, peripherals and replacement parts
2. Maintain accurate records of procedures used during repair process

G. Training:

1. Train staff on proper uses of technology based equipment
2. Train staff on database systems used for record keeping

G. Other:

1. Performs such other duties as may be assigned by the Superintendent and/or his/her designee

TERMS OF EMPLOYMENT:

Twelve months. Contract terms and salary to be determined by the board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation.

Board approval date: 06/27/2011

Springfield Board of Education Regular Meeting June 27, 2011

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

TITLE: **High School Supervisor/Supervisor of the Arts
(Performing, Fine and Practical)**

QUALIFICATIONS: Principal, Supervisor and Teaching Certificates
Successful experience high school teacher
Master's Degree in Curriculum and Instruction, School
Administration or content area subject area
Required criminal background check and proof of U.S. citizenship
or legal resident alien status

REPORTS TO: Superintendent/ Building Principal

JOB GOAL: To lead assigned staff in providing constantly improving, high
quality and responsive fine, performing and practical arts programs
for all students.

PERFORMANCE RESPONSIBILITIES:

In order to fulfill his/her professional responsibilities the High School Supervisor/Supervisor of
the Arts (Performing, Fine and Practical):

A. **Leadership**

1. Assists the principal in duties related instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
7. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assist in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
8. Makes recommendations to the principal for changes in policies, personnel practices

and other such matters that may result in a more effective school administration.

9. Performs such record-keeping functions as the principal may direct.

10. Supervises, observes and evaluates teachers and departments as assigned by the principal.

11. Assists in supervision of the cafeteria during lunch hours.

12. Assists in scheduling and coordinating all health examinations.

13. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.

14. Assists in the coordination and supervision of special programs funded by the state or federal government.

15. Assists in the scheduling process.

16. Assists in the planning and supervision of activities to promote pupil and employee health and safety.

17. Performs such other duties as may be assigned by the principal or superintendent.

B. Supervision and Evaluation

1. Conduct formal and informal observations to content area teachers and collaborate in the annual evaluation process.
2. Work with teachers, staff development specialists and other administrators to improve instruction: planning and preparation, classroom environment, techniques, professional responsibilities.
3. Assist teachers in the development and implementation of their professional growth plans.
4. Plan and implement staff development activities and guide teachers toward increased professional growth via district-wide courses and special offerings.
5. Assist teachers as they investigate and participate in ways to contribute to the school and district at large.
6. Serve as a model teacher for others to observe.

C. Curriculum and Instruction

1. Develop and maintain an in-depth command of the content, methodology and professional development in the specific subject area and an understanding of the K-12 curricula as they relate to the specific subject area.
2. Develop and implement an effective program of research and evaluation to determine the degree to which programs are effective.

3. Evaluate and recommend instructional materials.
4. Communicate the instructional program to students, parents, and staff.
5. Assist in the preparation of budgets.
6. Order and receive all textbooks, supplies, and equipment and maintain appropriate inventories.
7. Make recommendations regarding the scheduling of classes, teachers and students.
8. Prepare records and reports as needed.
9. Use a variety of methodologies and materials to provide the best possible learning opportunities for all students.
10. Perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board and Supervisors' contract.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of certified staff.

Board approval date: 06/27/2011

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

SUPERVISOR OF EDUCATIONAL PROGRAMS

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate and/or School Administrator certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in school improvement, program development and curriculum integration.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent of Schools

SUPERVISES: Academic Intervention Support staff as assigned

JOB GOAL:

To provide leadership in the development, implementation and coordination of the district's academic support services, and state and district testing programs.

PERFORMANCE RESPONSIBILITIES:

Assessments and Data:

1. Assumes responsibility for receipt of training, and administration of standardized testing for the purpose of relaying protocol competence to assigned personnel as may be required, including administration and staff.
2. Provides leadership in the development of the K-12 assessment program towards the achievement of state core curriculum content standards and district goals and objectives.
3. Participates in the work of state and national assessment organizations and groups.
4. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
5. Work with the Director of Special Services in preparing and overseeing the ACCESSS assessment process for ESL students.
6. Work with the Director of Special Services and the principals in evaluating, assessing and implementing program for the Gifted and Talented Program.

7. In collaboration with the high school principal, supervisors, guidance counselors, and teachers to coordinate HSPA Prep and oversee the ASHA administration throughout the school year.
8. Prepares and collaborates with the Superintendent on a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the data and educational program of the schools.
9. Prepares and submits all testing on-line material surveys, verification forms, and roster change reports for all state assessments.
10. Oversee all aspects of district and state assessments ~ Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS), Alternative High School Assessment (AHSA), The Cognitive Abilities Test (CogAT) for Gifted and Talented, National Assessment of Educational Progress (NAEP - Springfield has been selected twice to participate in this test), New Jersey Assessment of Skills and Knowledge (NJASK 3 thru 8), High School Proficiency Assessment (HSPA), Preliminary SAT (PSAT) offered in grades 6 thru 11.

Curriculum and Instruction:

1. Organizes and provides guidance in process of curriculum planning, coordination and evaluation.
2. Researches and recommends improvements to the evaluation instruments for all instructionally related personnel addressing core curriculum content standards identified and integrated into daily classrooms activities, and evaluated for continued instructional improvement.
3. Schedules and organizes grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the AIS and assessment program of the schools.
4. Research, implementation, and expansion of programs such as Study Island and Reading Eggs.
5. Coordinates planning and implementation of all after school tutorial programs.
6. Evaluates the performance of personnel in accordance with law, code and board policy.

Reports and Records Management:

1. Prepares and submits state reports in a timely manner to the Department of Education and any other agency as deemed appropriate.
2. Formulate all test data into a chart for the Superintendent to present to the Board Education and the public.
3. Collate and prepare data for Annual Yearly Progress (AYP).

Non-Instructional Activities:

1. Coordinates and oversees all aspects of the Child Care Center offered for professional staff.
2. Coordinates and oversees all aspects of the Before and After School Program for the district.

Other:

1. Coordinate the procurement and application of human and fiscal resources leading to the analysis and application of all useful data produced from standardized test results in pursuit of improved student performance and program enhancement for students Pre-K - 12.
2. Assists with the preparation and administration of instructional accounts of the school budget.
3. Performs other duties as may be assigned by the superintendent.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education and the Supervisors' contract

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

Board approval date:

Legal References:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.A.C. 18A:7F Comprehensive Education Improvement and Financing Act
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:25-2 Authority over pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirement prohibited

N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:27 Employment and contracts
N.J.S.A. 18A:28-3 No tenure for non-citizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:37 Discipline of pupils
N.J.A.C. 6:3-4.1 Supervision of instruction; observation and evaluation of nontenured teaching staff members
N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
N.J.A.C. 6:8 Thorough and efficient system of free public schools
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9-5 General certification policies
N.J.A.C. 6A:9-8 Requirements for instructional certificate
N.J.A.C. 6A:9-9 Instructional certificates
N.J.A.C. 6A:9-12.3 Authorization
N.J.A.C. 6A:9-12.6 Supervisor
N.J.A.C. 6A:9-14 Acting administrators
N.J.A.C. 6A:9-15 Required professional development for teachers
N.J.A.C. 6A:9-16 Required professional development for school leaders
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
*N.J.A.C. 6A:24 Urban education reform in the Abbott districts
N.J.A.C. 6A:30 Evaluation of the performance of school districts
*Applies to Abbott districts only
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
Manual for the Evaluation of Local School Districts (Revised September 2002)
No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

Supervisor of Athletics and Physical Education

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in the organization and administration of a district-level athletic program
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Assistant Superintendent/Superintendent

SUPERVISES: Physical Education Staff, Coaches, Athletic Trainers

JOB GOALS:

To provide leadership in the development, implementation and coordination of the district's athletic program in order to provide students with the opportunity to develop physical skills, knowledge and understanding of sports and the principles of fair play.
To provide leadership in the development, implementation and coordination of the district's K-12 Language Arts, Social Studies and World Languages curriculums.

PERFORMANCE RESPONSIBILITIES:

Supervisor of Physical Education:

1. Works with Assistant Superintendent, principals and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the

instructional plan.

2. Studies, evaluates, and, as appropriate, recommends to the assistant superintendent the adoption of new instructional materials, methods and programs.
3. Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum content standards and district goals and objectives.
4. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences participation in other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Produces curriculum bulletins, guides or directories to be distributed to the staff as required.
7. Schedules and organizes grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program of the schools.
8. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.
9. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
10. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
11. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education.
12. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.
13. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
14. Meets on a regular basis with all department chairpersons and subject area, special area and guidance directors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
15. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.
16. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
17. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.

18. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
19. Coordinate the placement of HPE student teachers in the district.
20. Assist the High School Assistant Principal with student discipline.
21. Develop and assign high school HPE staff schedules.
22. Prepare middle/high school HPE budgets.
23. Performs other duties as may be assigned by the assistant superintendent/superintendent.

Supervisor of Athletics

1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.
2. Provides leadership in the selection, assignment and evaluation of athletic coaches and trainers.
3. Assumes responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.
4. Assumes responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.
5. Arranges for the transportation for athletic competitions.
6. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
7. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
8. Prepares and administers the athletic program budget and requisitions program supplies and equipment.
9. Supervise all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
10. Arranges field and gym practice schedules.
11. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
12. Arranges for the physical examination of all athletes prior to each season.
13. Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.
14. Promotes good school-community relations and support through effective communication regarding the district's athletic program.
15. Upholds and enforces school rules, administrative regulations and board policy.
16. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.
17. Attend conference, county, and state athletic association meetings.

18. Supervise training room, weight room and athletic office areas to ensure compliance with district policy and procedure.
19. Verify athletic eligibility of students transferring in the summer.
20. Coordinate and supervise summer session athletic practices ensuring district, conference and state rules compliance.
21. Implement crowd control procedures in-line with district and state mandates.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

Board approval date: 10/01/2007

Legal References:

- N.J.S.A. 5:17-1 Athletic code of conduct, permitted, youth sports events defined
- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:25-2 Authority over pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirement prohibited
- N.J.S.A. 18A:26-2 Certificates required; exception
- N.J.S.A. 18A:26-2.1 Supervisory certificate required for appointment as director of athletics
- N.J.S.A. 18A:27 Employment and contracts
- N.J.S.A. 18A:28-3 No tenure for non-citizens
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.S.A. 18A:28-8 Notice of intention to resign required
- N.J.A.C. 6:3-4.1 Supervision of instruction; observation and evaluation of nontenured teaching staff members
- N.J.A.C. 6:3-4A.4 Requirements of physical examinations
- N.J.A.C. 6:3-6-5.1 Standards for determining seniority
- N.J.A.C. 6:3-8 Athletics procedures
- N.J.A.C. 6:8 Thorough and efficient system of free public schools
- N.J.A.C. 6A:7 Managing equality and equity in education
- N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9-5 General certification policies

N.J.A.C. 6A:9-8 Requirements for instructional certificate

N.J.A.C. 6A:9-9 Instructional certificates

N.J.A.C. 6A:9-12.3 Authorization

N.J.A.C. 6A:9-12.6 Supervisor

N.J.A.C. 6A:9-14 Acting administrators

N.J.A.C. 6A:9-15 Required professional development for teachers

N.J.A.C. 6A:9-16 Required professional development for school leaders

N.J.A.C. 6A-16 Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Student Teachers/Internships

2011-2012 School Year

Guidance Intern: Judy Cariani
College/University: Kean University
Assigned to: FM Gaudineer
Assignment Date: September 2011 thru June 2012
Cooperating Counselor: Virginia Olive

Student Teacher: Namrata Singh
College/University: Kean University
Assigned to: JC/TLS
Assignment Date: September thru Oct. 21, 2011
Cooperating Teacher: Kim Noto