

**DRAFT COPY      SUBJECT TO REVISIONS BY BOARD**  
**SPRINGFIELD BOARD OF EDUCATION**  
Springfield, New Jersey  
REGULAR MEETING JULY 18, 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, July 18, 2011 at 7:14 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 May 9, 2011.

1. CALL TO ORDER

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

2. ROLL CALL

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

Absent: Mr. Anthony Delia

Also

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

3. CLOSED SESSION (7:15 – 7:56 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 protected by Attorney/Client privilege and Negotiations 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.”

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Closed Conference Items

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

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

4. RECONVENE

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

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

5. PLEDGE OF ALLEGIANCE

6. COMMUNICATIONS

- a. Garden State Coalition of Schools will be sending eNet updates on a weekly/monthly basis.
- b. Proposed building permit converting 2 houses across the street from Dayton into 8 townhomes and 2 flat units will be heard at the July 27<sup>th</sup> Township planning board meeting.

7. MINUTES

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

Regular Meeting	- June 27, 2011
Executive Meeting	- June 27, 2011

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

Abstention: Mr. Irwin Sablosky, Mr. Scott Samansky, Mr. Steven Wolcott,

**MOTION CARRIED**

8. SUPERINTENDENT'S REPORT

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

1. Building Usage
2. Fund Raisers
3. Field Trips
4. QSAC scoring from the State Board ranked Springfield as a High Performance District. The District's next formal review from the State Department of Education is expected to take place in 3 years.

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

9. FIRST PUBLIC SESSION (8:01 PM)

There were no comments regarding the Superintendent's Report or the Agenda.

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**10. BILL LIST**

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve computer checks numbered 026858 through 027073 and wire transfers 800081, 888920, 999157, and 999158 for a total of \$1,444,189.78 minus voided check number 026533 and 026792 in the amount of \$4,845.40 and for a grand total of \$1,439,344.38.

Yeas: Unanimous by all Members present.

MOTION CARRIED

**10. PERSONNEL APPOINTMENTS**

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

**11. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES**

Moved by Mr. Wolcott, seconded by Mrs. Shanes, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements for the 2011 - 2012 school year. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

**12. STUDENT TEACHERS**

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

**13. SUBSTITUTE WAIVER APPLICATION**

Moved by Mr. Wolcott, seconded by Mrs. Shanes, approval of submission of Waiver Application to the NJ Department of Education to permit substitutes credentialing before notification of criminal history review is received.

Yeas: Unanimous by all Members present.

MOTION CARRIED

**14. POLICY 1<sup>ST</sup> READING on #5112 and #5141.8**

Moved by Mr. Silverstein, seconded by Mrs. Shanes, to approve the first reading of the following policies (Attachment D):

- |                |   |
|----------------|---|
| Policy #5512   | - Harassment, Intimidation and Bullying     |
| Policy #5141.8 | - Sports Related Concussion and Head Injury |

Yeas: Unanimous by all Members present.

MOTION CARRIED

**15. APPLICATION FOR PAYMENT #3 INTEGRITY ROOFING**

Moved by Mr. Wolcott, seconded by Mr. Silverstein, approval of the Certificate for Payment #3 in the amount of \$12,838.00 to Integrity Roofing Inc. for project number 2009-391-01. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

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16. APPLICATION FOR PAYMENT #4 INTEGRITY ROOFING

Moved by Mr. Wolcott, seconded by Mr. Silverstein, approval of the Certificate for Payment #4 (final) in the amount of \$6,751.00 to Integrity Roofing Inc. for project number 2009-391-01. (Attachment E1)

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. SECOND PUBLIC SESSION (8:15- 8:32 PM)

The following member of the public had comments and concerns regarding the volume of summer work for students:

Fran Sandler

18. NEW BUSINESS

a. The Township will be conducting a training session on how to deal with Natural Disasters.

19. OLD BUSINESS

a. Mr. Silverstein attended the public meeting in Madison regarding Senator Doherty's proposed funding calculation.

20. ADJOURNMENT (8:40 PM)

Moved by Mr. Silverstein, seconded by Mr. Kass, to adjourn the meeting at 8:40 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

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

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Matthew A. Clarke  
Business Administrator/Board Secretary

**Springfield Public Schools  
Personnel**

Attachment ( A )

<b>Last Name</b>	<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>
<i>Certificated</i>								
Pastine	Kimberly	Special Ed Teacher	JDHS	Step 0/BA	\$52,071.00	-----	replaces T.P.	9/1/11-6/30/12
de La Llave	Pamela	Leave Replacement Teacher	Walton	Step 0/MA	\$56,805.00	-----	coverage for R.P.	9/1/11-6/30/12
Foley	Kerilyn	Elementary Teacher	Walton	Step 0/BA	\$52,071.00	-----	replaces E.C.	9/1/11-6/30/12
Guerrero	Kristy	Leave Replacement Teacher	JCS	Step 0/MA	\$56,805.00	-----	coverage K.P.	9/1/11-6/30/12
Nagy-Johnson	Sharon	Director of Instructional Tecl	District	-----	\$90,000.00	New	-----	8/1/11-6/30/12
Bellino	Denise	ESY Nurse	Walton	-----	49.17/hr	-----	up to 10 hours	7/21/11-7/25/11
Guida	Constance	Summer Nurse	JDHS	-----	50.27/hr	-----	up to 10 hrs	6/22/11 - 8/31/11
Jones	Maureen	Speech Specialist	District	-----	-----	-----	resignation	July 1, 2011
Tabachnick	Jeff	Summer Curriculum Writing	JDHS	-----	\$38.25/hr	-----	Max of 15 hrs	6/22/11 - 8/31/11
McCauley	Kristy	Summer Curriculum Writing	JDHS	-----	\$38.25/hr	-----	Max of 30 hrs	6/22/11 - 8/31/11
Florio	Christina	Summer Curriculum Writing	JDHS	-----	\$38.25/hr	-----	Max of 15 hrs	6/22/11 - 8/31/11
Schwartz	Beth	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/10-6/30/11
Jacobs	Lance	Weight Room Supervisor	JDHS	-----	25.13/hr	-----	up to 9 hrs per week	8/13/11-11/1/12
Abadir	Lillian	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Bellarosa	Mandee	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Beller	Laura	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Breen	Sue	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Carlson	Stephanie	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Caulfied	Leslie	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Chomko	Karyn	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Cohane	Zachary	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Cokeing	Mary	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Coward	Gregg	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Cozza	Joe	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Darcy	Patrice	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Delikaris	Barbara	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
DeNicolò	Anthony	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Ford	Gerald	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Fugere	Barry	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Goerge	Joseph	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Gutierrez	Tamara	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Hadzimichalis	Anthony	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Guida	Connie	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12
Hilton	Dave	Chaperone/Event staff	JDHS	-----	25.13/hr	-----	-----	9/1/11-6/30/12

**Springfield Public Schools**

**Personnel**

Hofman	Veronica	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Kozub	Robert	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Krumholz	Drew	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Krupp	Allen	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Lassi	Jim	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Kuszmerski	Jennifer	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Laura	Jason	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Madison	Ashley	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Martin	Robert	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
McCauley	Kristy	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Mortensen	Jennifer	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Ornovitz	Irene	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Parker	Sundra	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Pastine	Kimberely	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Pennabere	Jackie	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Powers	MaryEllen	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Rollis	Lauren	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Rooney-Kuhn	Elizabeth	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Russo	Daniel	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Saladino	Tracy	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Salmon	Greg	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Sista	Maria	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Soriano	Maria	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Tabachnick	Jeff	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
VanDeursen	Matt	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
White	Christopher	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Zika	Jackie	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12
Haggerty	Devin	Boys Soccer Coach	FMG	*	\$3,715.00	----	----	9/1/11-6/30/12
Hildebrand	Robert	Boys Baseball Coach	FMG	*	\$3,715.00	----	----	9/1/11-6/30/12
Sista	Maria	Alternatives Club Advisor	JDHS	*	\$929.00	----	----	9/1/11-6/30/12
Gutierrez	Tamara	Amnesty International Advis	JDHS	*	\$601.00	----	----	9/1/11-6/30/12
Delikaris	Barbara	Art Club Advisor	JDHS	*	\$1,421.00	----	----	9/1/11-6/30/12
Shack	Stephanie	Asst Play Dir/Choreographer	JDHS	*	\$3,387.00	----	----	9/1/11-6/30/12
Laura	Jason	Band Director	JDHS	*	\$6,556.00	----	----	9/1/11-6/30/12
Breen	Susan	Book Room Co- Supervisor	JDHS	*	\$929.00	----	----	9/1/11-6/30/12
Rollis	Lauren	Book Room Co- Supervisor	JDHS	*	\$929.00	----	----	9/1/11-6/30/12
Russo	Dan	Chess Club Advisor	JDHS	*	\$601.00	----	----	9/1/11-6/30/12

**Springfield Public Schools**

**Personnel**

De Nicolo	Anthony	Drama Director (Fall) Advisor	JDHS	*	\$3,934.00	---	---	9/1/11-6/30/12
Sista	Maria	Drug Awareness Advisor	JDHS	*	\$2,400.00	---	Fund 20	9/1/11-12/30/11
Davison	Bryan	Environment Club Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Caulfield	Leslie	French Club Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Abadir	Lillian	Freshman Class Co-Advisor	JDHS	*	\$382.50	---	---	9/1/11-6/30/12
White	Chris	Freshman Class Co-Advisor	JDHS	*	\$382.50	---	---	9/1/11-6/30/12
Chomko	Karyn	Gay/Straight Alliance Co-Ad	JDHS	*	\$200.33	---	---	9/1/11-6/30/12
Krumholz	Drew	Gay/Straight Alliance Co-Ad	JDHS	*	\$200.33	---	---	9/1/11-6/30/12
Rooney-Kuhn	Elizabeth	Gay/Straight Alliance Co-Ad	JDHS	*	\$200.33	---	---	9/1/11-6/30/12
Fabiano	Felix	Italian Club Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Hofman	Maeve	Junior Class Advisor	JDHS	*	\$1,421.00	---	---	9/1/11-6/30/12
Cokeing	Mary	Junior Statesman Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Tedesco	Frank	Key Club Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Kuzmerski	Jennifer	Literary Magazine Advisor	JDHS	*	\$1,421.00	---	---	9/1/11-6/30/12
Powers	Mary Ellen	Math League Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Ornovitz	Irene	Medical Careers Club Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Russo	Dan	Model UN Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Trueger	Barbara	Mock Trial Advisor	JDHS	*	\$2,732.00	---	---	9/1/11-6/30/12
Madison	Ashley	Music Director (Spr) Advisor	JDHS	*	\$4,262.00	---	---	9/1/11-6/30/12
Rooney-Kuhn	Elizabeth	Newspaper Advisor	JDHS	*	\$3,770.00	---	---	9/1/11-6/30/12
Rooney-Kuhn	Elizabeth	Newspaper Business Manager	JDHS	*	\$1,421.00	---	---	9/1/11-6/30/12
White	Chris	National Honor Society Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Hofman	Veronica	Peer Leadership Co-Advisor	JDHS	*	\$464.50	---	---	9/1/11-6/30/12
Hadzimichalis	Anthony	Peer Leadership Co-Advisor	JDHS	*	\$464.50	---	---	9/1/11-6/30/12
Sista	Maria	Peer Mediation Advisor	JDHS	*	\$929.00	---	---	9/1/11-6/30/12
Trueger	Barbara	Quiz Bowl Advisor	JDHS	*	\$2,732.00	---	---	9/1/11-6/30/12
DeNicolo	Anthony	Senior Class Advisor	JDHS	*	\$1,639.00	---	---	9/1/11-6/30/12
Bellarosa	Mandee	Ski Club Advisor	JDHS	*	\$300.50	---	---	9/1/11-6/30/12
Krupp	Alan	Ski Club Advisor	JDHS	*	\$300.50	---	---	9/1/11-6/30/12
Gutierrez	Tamara	Sophomore Class Co-Advisor	JDHS	*	\$464.50	---	---	9/1/11-6/30/12
Mortensen	Jennifer	Sophomore Class Co-Advisor	JDHS	*	\$464.50	---	---	9/1/11-6/30/12
Beller	Laura	Spanish Club Advisor	JDHS	*	\$601.00	---	---	9/1/11-6/30/12
Krumholz	Drew	Student Council Advisor	JDHS	*	\$1,639.00	---	---	9/1/11-6/30/12
Cohane	Zachary	Volunteers Club Co-Advisor	JDHS	*	\$464.50	---	---	9/1/11-6/30/12
Salmon	Gregory	Volunteers Club Co-Advisor	JDHS	*	\$464.50	---	---	9/1/11-6/30/12
Chomko	Karyn	Yearbook Advisor	JDHS	*	\$3,770.00	---	---	9/1/11-6/30/12
Chomko	Karyn	Yearbook Business Manager	JDHS	*	\$1,421.00	---	---	9/1/11-6/30/12

**Springfield Public Schools  
Personnel**

<b>Last Name</b>	<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>	<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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<i>Substitute/Home instructor</i>								
<i>Non-Certificated</i>								
Ralston	Cynthia	Out of District Instr Aide	District	*	\$15.78/hr	New	----	9/1/11-6/30/12
Moss	Adam	Volunteer Soccer Coach	JDHS	----	----	----	----	8/1/11-6/30/12
Jamnik	Dan	Volunteer Soccer Coach	JDHS	----	----	----	----	8/1/11-6/30/12
O'Leary	John	Volunteer Football Coach	JDHS	----	----	----	----	8/1/11-6/30/12
Levering	Kimberly	Volunteer Basketball Coach	JDHS	----	----	----	----	8/1/11-6/30/12
Finan	Courtney	Student Volunteer	Walton	----	----	----	----	7/1/11-8/30/11
Sheraine	Arbtsman	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Sharon	Corgiliano	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Cindy	Ferretti	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Karen	Finne	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Bill	Kindler	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Debbie	LoSchiavo	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Nicole	Petruzzella	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Wendy	Rupa	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Kathy	Signorelli	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Lucy	Vaccarella	Chaperone/Event staff	JDHS	----	25.13/hr	---	---	9/1/11-6/30/12
Florio	Christina	Chaperone/Event staff	FMG	----	25.13/hr	---	---	9/1/11-6/30/12

<b>Last Name</b>	<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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\* 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



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

Attachment ( B )

**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>
Adams, Lori Succasunna, NJ	Interpreter	\$150/Session	Per IEP	2011-12 SY	
Commission for the Blind /Visually Impair Newark, NJ	Educational Services	\$1,700	Per IEP	2011-12 SY	
Morris-Union Jointure Commision New Providence, NJ	Speech Therapy	\$220/Hr.	Per IEP	2011-12 SY 7/1/11-8/30/11	
Mountain Lakes BOE Mountain Lakes, NJ	Itinerant	\$126/Hr.	Per IEP	2011-12 SY 7/1/11 - 8/30/11	
Summit Speech School New Providence, NJ	Itinerant	\$145/Hr.	Per IEP	2011-12 SY 7/1/11 - 8/30/11	
Whitney-Rindaris, LeTishia Neptune, NJ	Interpreter	\$200/Session	Per IEP	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>
Allegro School Cedar Knolls, NJ	0825, 2219	12,360.00 3,600.00	7/1/11 - 8/31/11	1:1 Aide
Calais School Whippany, NJ	0203	8,830.80	7/1/11 - 8/31/11	
Developmental Center for Children & Families Budd Lake, NJ	1919	4,425.00	7/1/11 - 8/31/11	
Childrens Institute Verona, NJ	1201 1201	5,842.41 2,625.00	7/1/11 - 8/31/11	1:1 Aide
CP of North Jersey Livingston, NJ	1303	9,931.20 3,997.80	7/1/11 - 8/31/11 7/1/11 - 8/31/11	1:1 Aide

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

Attachment ( B )

Craig School Mountain Lakes, NJ	2201	2,545.00	7/1/11 - 8/31/11	New Placement
Developmental Learning Center (MUJC) New Providence, NJ	0705, 1803	13,188.00 9,295.00	6/29/11 - 8/31/11	1:1 Aide
E.C.L.C. of New Jersey Chatham, NJ	0520, 1210, 1315	4,429.40 2,363.95	7/1/11 - 8/31/11	1:1 Aide
High Point School Morganville, NJ	1911	8,500.00	7/1/11 - 8/31/11	
Jardine Academy (CP League) Union, NJ	0620	9,270.00 4,050.00	7/1/11 - 8/31/11	1:1 Aide
Midland School North Branch, NJ	1301	6,890.40	7/1/11 - 8/31/11	
Montgomery Academy Gladstone, NJ	0803	5,583.80	7/1/11 - 8/31/11	
New Beginnings Fairfield, NJ	0702	9,487.20	7/1/11 - 8/31/11	
Roselle Park High School Roselle Park, NJ	1901, 1008	2,495.00	7/1/11 - 8/31/11	
Somerset Hills Residential Treatment Cent Middlesex, NJ	2219	11,730.00	7/1/11-8/31/11	
Summit Speech School New Providence, NJ	0609, 1910	8,700.00	7/1/11 - 8/31/11	
UMDNJ	1918	10,800.00	7/1/11 - 8/31/11	

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

Piscataway, NJ

Watchung Hills Regional High School Warren, NJ	0301	5,329.00	7/1/11 - 8/31/11
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Westlake School (UCESC) Westfield, NJ	1913	4,080.00	7/1/11 - 8/31/11
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Windsor School West Milford, NJ	0218	8,221.80	7/1/11 - 8/31/11
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## Student Teachers/Internships

2011-2012 School Year

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**Guidance Intern:** Catherine Mendoza  
**College/University:** Kean University  
**Assigned to:** JDHS  
**Assignment Date:** September 2011 thru June 2012  
**Cooperating Counselor:** Patrice Darcy

**Guidance Intern:** Judy Cariani  
**College/University:** Kean University  
**Assigned to:** FMG  
**Assignment Date:** September thru December 2011  
**Cooperating Counselor:** Virginia Olive

SPRINGFIELD PUBLIC SCHOOLS  
Springfield, New Jersey 07081

POLICY: HARASSMENT, INTIMIDATION AND BULLYING

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

**POLICY: HARASSMENT, INTIMIDATION AND BULLYING**

**A. Policy Statement**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

**B. Harassment, Intimidation, and Bullying Definition**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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 disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that  
  
substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

### C. Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with 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 consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, 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.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct 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 best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, 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 the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

#### D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

#### Factors for Determining Consequences



1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

#### Factors for Determining Remedial Measures

##### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to pupils and the school district.

##### Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to

harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

#### Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

#### Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;

8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

#### E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or

4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

#### H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report

of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the

Code of Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may 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 and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).



2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

#### J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or 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 administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Actions section of this policy.

#### K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

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

Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

M. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to school employees, contracted service providers, and volunteers who have significant contact with pupils. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite

incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d.

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents or guardians, law enforcement, and community members in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

**N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review**

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment and review.

**O. Reports to Board of Education and New Jersey Department of Education**

The Superintendent shall report two times each school year at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of

Education in accordance with N.J.S.A. 18A:17-46. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

R. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011

First Reading: July 18, 2011

Final Reading:

SPRINGFIELD PUBLIC SCHOOLS  
Springfield, New Jersey 07081

REGULATION: HARASSMENT, INTIMIDATION AND BULLYING

**R HAZING AND/OR HARASSMENT, INTIMIDATION OR  
BULLYING INVESTIGATION PROCEDURE**

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation and bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident and shall be conducted by a school's Anti-Bullying Specialist.
  - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
  - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.

3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).
4. The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
6. Parents or legal guardians of the pupils who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
7. A parent or legal guardian may request a hearing before the Board of Education after receiving the information.
  - a. This hearing shall be held within ten days of the request;
  - b. The Board shall meet in executive session for the hearing to protect the confidentiality of the pupils; and
  - c. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
8. At the next Board of Education meeting following its receipt of the report, the Board of Education shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.
9. A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

In Effect:

5141.8

SPRINGFIELD PUBLIC SCHOOLS  
Springfield, New Jersey 07081

**POLICY: Prevention and Treatment of Sports-Related Concussions and Head Injury**

Prevention

1. Pre-season baseline *neurocognitive “ImPACT” testing is required of all athletes participating in sporting events through the Springfield Board of Education.*
  2. A review of educational information for student-athletes on prevention of concussions is *distributed to all students’ parents in the form of the “Head injury and Impact Consent form.” This form will be collected annually by the athletic department and must include signatures by both parent and student.*
  3. Reinforcement of the importance of early identification and treatment of concussions to improve recovery will *be accomplished by posting “Heads up Concussion Posters” created by the CDC or a comparable educational fact sheet in the locker rooms and Athletic Training room.*
  4. *An Interscholastic Head Injury Safety training program shall be completed by the school/team physician, coaches, athletic trainer, and all school nurses.*
    - *Coaches shall complete the NFHS “Concussion in Sports” program annually*
    - *Medical personnel will complete the ATSNJ Concussion Wise injury training program appropriate to their field (i.e. MD, RN, ATC), the ATSNJ annual Concussion Summit conference, or a comparable conference on Concussion Diagnosis and Treatment.*
- Student-athletes who are exhibiting the signs or symptoms of a sports-related concussion or other head injuries during practice or competition shall be immediately removed from play *and may not return to play until evaluated by the athletic trainer or a physician in his absence.*

Possible Signs of Concussion:

(Could be observed by Coaches, Licensed Athletic Trainer, School/Team Physician, School Nurse)

1. Appears dazed, stunned, or disoriented.
2. Forgets plays, or demonstrates short term memory difficulty.
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.

5. Loses consciousness.

### Possible Symptoms of Concussion

(Reported by the student athlete to Coaches, Licensed Athletic Trainer, School/ Team Physician, School Nurse, Parent/ Guardian)

1. Headache
  2. Nausea/Vomiting
  3. Balance problems or dizziness.
  4. Double vision or changes in vision.
  5. Sensitivity to light or sound/noise.
  6. Feeling sluggish or foggy.
  7. Difficulty with concentration and short term memory.
  8. Sleep disturbance.
  9. Irritability
- Student-Athletes must be evaluated by a physician or licensed health care provider trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injuries.
  - To return to practice and competition the student-athlete must follow the protocol:
    1. Immediate removal from competition or practice. 911 should be called if there is a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury.
    2. When available the student-athlete should be evaluated by the school's licensed healthcare provider who is trained in the evaluation and management of concussions.
    3. School personnel (Athletic Director/Building Administrator, Licensed Athletic Trainer, School Nurse, Coach, etc.) will make contact with the student-athlete's parent/guardian and inform him/her of the suspected sports-related concussion or head injury.
    4. School personnel (Athletic Director/ Building Administrator, Licensed Athletic Trainer, School Nurse, Coach, etc.) shall provide the student-athlete with district board of education approved suggestions for management/ medical checklist to provide their parent/guardian and physician or other licensed healthcare professional trained in the evaluation and management of sports related concussions and other head injuries The student-athlete must receive written clearance from a physician, trained in the evaluation and management of concussions that states the student-athlete is asymptomatic at rest and may begin the local districts' graduated return-to-play protocol. Medical clearance that is inconsistent with district, charter, and non-public school policy may not be accepted and such matters will be referred to the school/team physician.

### Graduated Return to Competition and Practice Protocol

- Complete physical, cognitive, emotional, and social rest is advised while the student-athlete is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limiting overstimulation, multi-tasking etc.)
- After written medical clearance is given by a physician trained in the evaluation and management of concussions stating that the student-athlete is asymptomatic at rest, the student-athlete may begin a graduated individualized return-to-play protocol supervised by a licensed athletic trainer, school/team physician or in cases where the afore mentioned are not available a physician or



licensed health care provider trained in the evaluation and management of sports-related concussions. The following steps should be followed:

1. Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without re-emergence of any signs or symptoms. If no return of symptoms *the student will undergo ImPACT testing. If their scores are within an acceptable range of baseline they may progress to step two on the following day.*
  2. Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity < 70% maximum percentage heart rate: no resistance training. The objective of this step is increased heart rate. If no return of symptoms, next day advance to:
  3. Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement and continue to increase heart rate. If no return of symptoms, next day advance to:
  4. Non-contact training drills (e.g., passing drills). The student-athlete may initiate progressive resistance training. If no return of symptoms, next day advance to:
  5. Following medical clearance (consultation between school health care personnel, i.e., Licensed Athletic Trainer, School/Team Physician, School Nurse and student-athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and to assess functional skills by the coaching staff. If no return of symptoms, next day advance to:
  6. Return to play involving normal exertion or game activity.
- In the absence of daily testing by knowledgeable school district staff (i.e. Licensed Athletic Trainer, School/Team Physician) to clear a student-athlete to begin the graduated return-to-play protocol a student –athlete should observe a 7 day rest/recovery period before commencing the protocol. Younger students (K-8) should observe the 7 day rest/recovery period (after they are symptom free at rest) prior to initiating the graduated-return-to play protocol. A physician trained in the evaluation and management of concussion as well as the parents/guardians of the student-athlete shall monitor the student-athlete in the absence of knowledgeable school district staff (i.e., Athletic Trainer, School/Team Physician). School Nurses may serve as an advocate for student-athletes in communicating signs and symptoms to physicians and parents/guardians.
  - Utilization of available tools such as symptom checklists, baseline and balance testing are suggested.
  - If the student athlete exhibits a re-emergence of any concussion signs or symptoms once they return to physical activity, he/she will be removed from further exertional activities and returned to his/her school/team physician or primary care physician.
  - If concussion symptoms reoccur during the graduated return-to-play protocol, the student-athlete will return to the previous level of activity that caused no symptoms *after a 24 hour symptom free period.*

#### Temporary Accommodations for Student-Athletes with Sports-Related Head Injuries

- Rest is the best “medicine” for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration and speed of processing significantly impacts learning. Further, exposing the

concussed student-athlete to the stimulating school environment may delay the resolution of symptoms needed for recovery.

- Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
- Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting – even watching movies if a student is sensitive to light/sound – can slow a student's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions boards of education may look to address the student's cognitive needs in the following ways.
- Students who return to school after a concussion may need to:
  1. Take rest breaks as needed.
  2. Spend fewer hours at school.
  3. Be given more time to take tests or complete assignments. (All courses should be considered)
  4. Receive help with schoolwork.
  5. Reduce time spent on the computer, reading, and writing.
  6. Be granted early dismissal to avoid crowded hallways.
  7. ***Wear sunglasses if light sensitivity is present***

First Reading: July 18, 2011

Final Reading:

HTB 11/11 (E)

# APPLICATION FOR PAYMENT

<p><b>TO OWNER:</b> SPRINGFIELD BOARD OF ED. 139 MOUNTAIN AVENUE SPRINGFIELD, NJ 07081 BUSINESS ADMINISTRATOR</p> <p><b>FROM CONTRACTOR:</b> INTEGRITY ROOFING, INC. 1385 WITHERSPOON STREET RAHWAY, NJ 07065</p>	<p><b>PROJECT:</b> SPRINGFIELD BOE JAMES CALDWELL ELEMENTARY SCHO 36 CALDWELL PLACE SPRINGFIELD, NJ</p> <p><b>ARCHITECT:</b> DESIGN IDEAS GROUP 15 BETHANY STREET NEW BRUNSWICK, NJ 08901</p>	<p><b>APPLICATION NO.</b> 3 <b>PERIOD TO:</b> 02/03/2011 <b>PROJECT #s:</b> 2009-391-01</p> <p><b>CONTRACT DATE:</b> 08/23/2010</p>	<p><b>Distribution to:</b></p> <p><input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT <input type="checkbox"/></p>
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**CONTRACT FOR:** ROOFING @ JAMES CALDWELL ELEMNTARY SCHOOL

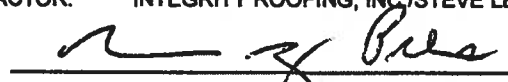
## CONTRACTOR'S SUMMARY OF WORK

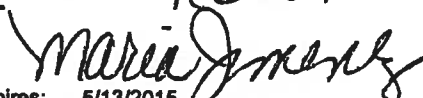
Application is made for payment as shown below.  
Continuation Page is attached.

1. ORIGINAL CONTRACT AMOUNT .....	\$328,000.00
2. NET CHANGE BY CHANGE ORDERS .....	\$9,550.00
3. CONTRACT AMOUNT TO DATE (Line 1 +/- 2) .....	\$337,550.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$337,550.00
(Column G on Continuation Page)	
5. RETAINAGE:	
a. 2.00% of Completed Work .....	
(Column D + E on Continuation Page)	
b. 0.00% of Stored Material .....	
(Column F on Continuation Page)	
Total Retainage (Line 5a + 5b or	
Column I on Continuation Page) .....	\$6,751.00
6. TOTAL EARNED LESS RETAINAGE .....	\$330,799.00
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS APPLICATIONS FOR PAYMENT.....	\$317,961.00
(Line 6 from prior Application)	
8. CURRENT PAYMENT DUE.....	\$12,838.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	
(Line 3 minus Line 6) <span style="float: right;">\$6,751.00</span>	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$9,550.00	\$0.00
Total approved this month	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$9,550.00</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$9,550.00</b>	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

**CONTRACTOR:** INTEGRITY ROOFING, INC./STEVE LEWKOWICZ, PRES.  
By:  Date: 2/3/11

State of: NEW JERSEY  
County of: UNION  
Subscribed and sworn to before me this 3<sup>rd</sup> day of FEB 2011  
Notary Public:   
My Commission Expires: 5/13/2015



MARIA JIMENEZ  
Notary Public of New Jersey  
My Commission Expires May 13/15

## ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

AMOUNT CERTIFIED \$12,838.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Page that are changed to conform to the amount certified.)

**ARCHITECT:**   
By:  Date: 2-9-11

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

**CONTINUATION PAGE**

APPLICATION FOR PAYMENT  
containing Contractor's signed Certification is attached.

PROJECT: SPRINGFIELD BOE  
JAMES CALDWELL ELEMENTARY SC

APPLICATION NO.: 3  
APPLICATION DATE: 02/03/2011  
PERIOD TO: 02/03/2011  
PROJECT #s: 2009-391-01

Use Column I when variable retainage for line items may apply.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED VALUE	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H % (G / C)	I BALANCE TO COMPLETION (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
			1	MOBILIZATION/GENERAL CONDI					
2	SELECTIVE DEMO EQUIP	\$38,340.00	\$38,340.00	\$0.00	\$0.00	\$38,340.00	100%	\$0.00	\$766.80
3	SELECTIVE DEMO LABOR	\$9,250.00	\$9,250.00	\$0.00	\$0.00	\$9,250.00	100%	\$0.00	\$185.00
4	ROOF INSULATION MATERIAL	\$78,500.00	\$78,500.00	\$0.00	\$0.00	\$78,500.00	100%	\$0.00	\$1,570.00
5	ROOF INSULATION LABOR	\$7,850.00	\$7,850.00	\$0.00	\$0.00	\$7,850.00	100%	\$0.00	\$157.00
6	BUR ROOF SYSTEM MATERIAL	\$93,430.00	\$93,430.00	\$0.00	\$0.00	\$93,430.00	100%	\$0.00	\$1,868.60
7	BUR ROOF SYSTEM LABOR	\$11,900.00	\$11,900.00	\$0.00	\$0.00	\$11,900.00	100%	\$0.00	\$238.00
8	FLASHING MATERIAL	\$5,300.00	\$5,300.00	\$0.00	\$0.00	\$5,300.00	100%	\$0.00	\$106.00
9	FLASHING LABOR	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$2,100.00	100%	\$0.00	\$42.00
10	VENT PIPE FLASHING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	\$20.00
11	COUNTER FLASHING	\$780.00	\$780.00	\$0.00	\$0.00	\$780.00	100%	\$0.00	\$15.60
12	SHEETMETAL MATERIAL	\$5,250.00	\$4,200.00	\$1,050.00	\$0.00	\$5,250.00	100%	\$0.00	\$105.00
13	SHEETMETAL LABOR	\$1,500.00	\$1,200.00	\$300.00	\$0.00	\$1,500.00	100%	\$0.00	\$30.00
14	CHIMNEY FLUE	\$15,000.00	\$3,750.00	\$11,250.00	\$0.00	\$15,000.00	100%	\$0.00	\$300.00
15	EXHAUST FANS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100%	\$0.00	\$300.00
16	MISC WORK/CLEAN UP	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	100%	\$0.00	\$10.00
17	ALLOWANCE	\$12,500.00	\$12,500.00	\$0.00	\$0.00	\$12,500.00	100%	\$0.00	\$250.00
18	C/O#1: \$22,050 - \$12500 ALLOW	\$9,550.00	\$9,550.00	\$0.00	\$0.00	\$9,550.00	100%	\$0.00	\$191.00
<b>TOTALS</b>		<b>\$337,550.00</b>	<b>\$324,450.00</b>	<b>\$13,100.00</b>	<b>\$0.00</b>	<b>\$337,550.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$6,751.00</b>

**APPLICATION FOR PAYMENT**

<p><b>TO OWNER:</b> SPRINGFIELD BOARD OF ED. 139 MOUNTAIN AVENUE SPRINGFIELD, NJ 07081 BUSINESS ADMINISTRATOR</p> <p><b>FROM CONTRACTOR:</b> INTEGRITY ROOFING, INC. 1385 WITHERSPOON STREET RAHWAY, NJ 07065</p>	<p><b>PROJECT:</b> SPRINGFIELD BOE JAMES CALDWELL ELEMENTARY SCHO 36 CALDWELL PLACE SPRINGFIELD, NJ</p> <p><b>ARCHITECT:</b> DESIGN IDEAS GROUP 15 BETHANY STREET NEW BRUNSWICK, NJ 08901</p>	<p><b>APPLICATION NO.</b> 4</p> <p><b>PERIOD TO:</b> 02/07/2011</p> <p><b>PROJECT #s:</b> 2009-391-01</p> <p><b>CONTRACT DATE:</b> 08/23/2010</p>	<p><b>Distribution to:</b></p> <p><input type="checkbox"/> OWNER</p> <p><input type="checkbox"/> CONTRACTOR</p> <p><input type="checkbox"/> ARCHITECT</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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**CONTRACT FOR:** ROOFING @ JAMES CALDWELL ELEMNTARY SCHOOL

**CONTRACTOR'S SUMMARY OF WORK**

Application is made for payment as shown below.  
Continuation Page is attached.

1. ORIGINAL CONTRACT AMOUNT .....	\$328,000.00
2. NET CHANGE BY CHANGE ORDERS .....	\$9,550.00
3. CONTRACT AMOUNT TO DATE (Line 1 +/- 2) .....	\$337,550.00
4. TOTAL COMPLETED AND STORED TO DATE .....	\$337,550.00
(Column G on Continuation Page)	
5. RETAINAGE:	
a. 0.00% of Completed Work	
(Column D + E on Continuation Page)	
b. 0.00% of Stored Material	
(Column F on Continuation Page)	
Total Retainage (Line 5a + 5b or	
Column I on Continuation Page) .....	\$0.00
6. TOTAL EARNED LESS RETAINAGE	\$337,550.00
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS APPLICATIONS FOR PAYMENT.....	\$330,799.00
(Line 6 from prior Application)	
8. CURRENT PAYMENT DUE.....	\$6,751.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$9,550.00	\$0.00
Total approved this month	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$9,550.00</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$9,550.00</b>	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

**CONTRACTOR:** INTEGRITY ROOFING, INC./STEVE LEWKOWICZ, PRES

By: Steve Lewkowicz Date: 2/7/2011

State of: NEW JERSEY  
County of: UNION  
Subscribed and sworn to before

me this 7th day of Feb 2011

Notary Public: Maria Jimenez  
My Commission Expires: 5/13/2015

MARIA JIMENEZ  
Notary Public of New Jersey  
My Commission Expires May 13, 2015

**ARCHITECT'S CERTIFICATION**

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

AMOUNT CERTIFIED ..... \$6751.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Page that are changed to conform to the amount certified.)

**ARCHITECT:** Thomas R. Bouda

By: Thomas R. Bouda Date: 2/6/11

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

**CONTINUATION PAGE**

APPLICATION FOR PAYMENT  
 containing Contractor's signed Certification is attached.  
 Use Column I when variable retainage for line items may apply.

PROJECT: SPRINGFIELD BOE  
 JAMES CALDWELL ELEMENTARY SC

APPLICATION NO.: 4  
 APPLICATION DATE: 02/07/2011  
 PERIOD TO: 02/07/2011  
 PROJECT #s: 2009-391-01

A ITEM #	B WORK DESCRIPTION	C SCHEDULED VALUE	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H % (G / C)	I BALANCE TO COMPLETION (C-G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	MOBILIZATION/GENERAL CONDI	\$29,800.00	\$29,800.00	\$0.00	\$0.00	\$29,800.00	100%	\$0.00	\$0.00
2	SELECTIVE DEMO EQUIP	\$38,340.00	\$38,340.00	\$0.00	\$0.00	\$38,340.00	100%	\$0.00	\$0.00
3	SELECTIVE DEMO LABOR	\$9,250.00	\$9,250.00	\$0.00	\$0.00	\$9,250.00	100%	\$0.00	\$0.00
4	ROOF INSULATION MATERIAL	\$78,500.00	\$78,500.00	\$0.00	\$0.00	\$78,500.00	100%	\$0.00	\$0.00
5	ROOF INSULATION LABOR	\$7,850.00	\$7,850.00	\$0.00	\$0.00	\$7,850.00	100%	\$0.00	\$0.00
6	BUR ROOF SYSTEM MATERIAL	\$93,430.00	\$93,430.00	\$0.00	\$0.00	\$93,430.00	100%	\$0.00	\$0.00
7	BUR ROOF SYSTEM LABOR	\$11,900.00	\$11,900.00	\$0.00	\$0.00	\$11,900.00	100%	\$0.00	\$0.00
8	FLASHING MATERIAL	\$5,300.00	\$5,300.00	\$0.00	\$0.00	\$5,300.00	100%	\$0.00	\$0.00
9	FLASHING LABOR	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$2,100.00	100%	\$0.00	\$0.00
10	VENT PIPE FLASHING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%	\$0.00	\$0.00
11	COUNTER FLASHING	\$780.00	\$780.00	\$0.00	\$0.00	\$780.00	100%	\$0.00	\$0.00
12	SHEETMETAL MATERIAL	\$5,250.00	\$5,250.00	\$0.00	\$0.00	\$5,250.00	100%	\$0.00	\$0.00
13	SHEETMETAL LABOR	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	\$0.00
14	CHIMNEY FLUE	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100%	\$0.00	\$0.00
15	EXHAUST FANS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100%	\$0.00	\$0.00
16	MISC WORK/CLEAN UP	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	\$0.00
17	ALLOWANCE	\$12,500.00	\$12,500.00	\$0.00	\$0.00	\$12,500.00	100%	\$0.00	\$0.00
18	C/O#1: \$22,050 - \$12500 ALLOW	\$9,550.00	\$9,550.00	\$0.00	\$0.00	\$9,550.00	100%	\$0.00	\$0.00
<b>TOTALS</b>		<b>\$337,550.00</b>	<b>\$337,550.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$337,550.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$0.00</b>