

**SPRINGFIELD BOARD OF EDUCATION
REGULAR PUBLIC MEETING AGENDA
August 29, 2022**

ADDENDA

**I. SCHOOL GOVERNMENT COMMITTEE
*Addenda Items 37 through 42***

The Superintendent recommends:

37. Job Descriptions

To approve the following job descriptions:

- Custodial/ Maintenance Foreman (Attachment E)
- Director of Early Childhood and Elementary Education (AttachmentF)

38. Additional Staff Appointments

To approve the following additional staff appointments:

- a. Maria Rocha, Head Custodian, Itinerant, effective September 1, 2022 through June 30, 2023 at Step 6- \$47,933 +\$2,771 stipend
- b. Carolina Ramirez Aragon, .5 Bus Driver/.5 Custodian, effective September 1, 2022 through June 30, 2023 at .5 Custodian Step 1- \$22,342 +\$1,268 stipend/ .5 Bus Driver \$21.76/ hour

39. Additional Staff Resignation

To approve the following additional staff resignations:

- a. Robyn Goerge, Leave Replacement Teacher, FMG effective September 29, 2022
- b. Rana Berk, Instructional Aide, Itinerant, effective August 29, 2022

40. Additional District Substitutes

To approve additional substitutes. NJ Certified Teachers- \$109/day, Sub Certified- \$104/day, Paraprofessionals- \$15/hr., Secretary- \$15/day, Custodian- \$20/hr., Nurse- \$190/day, Home Instruction- \$44.54/hr., Bus Driver- \$21.76/hr.

Aide

Rana Berk

Custodian

Erick Mazariego

41. Revision Summer School Staff

To approve the revision of summer school staff:

- Jillian Maged, 23.25 hours at a rate of \$59.93
Account Number: 20-489-100-100-31-12 (ESSER III)

42. High School and Middle School Additional Teachers and Classes 22-23

To approve the following teachers to teach an additional class for the 2022-2023 school year:

First Name	Last Name	Location	Department	Section/ Period	Amount	Account	Effective Date
Mary	Cokeing	JDHS	Social Studies	6 sections; 1 st Semester	\$9,912.10	11-140-100-101-28-14	9/1/22-6/30/23
Erica	Moore	JDHS	Business Education	6 sections; Full Year	\$14,618.40	11-140-100-101-28-14	9/1/22-6/30/23
Steven	DiGangi	JDHS	Practical Arts	6 sections; Full Year 1/8 th	\$19,824.20	11-140-100-101-28-14	9/1/22-6/30/23
Nia	Jackson	JDHS	Arts/ Music	6 sec; 1 st Semester	\$6,578.10	11-140-100-101-28-14	9/1/22-6/30/23
Jennifer	Beal	JDHS	Science	1 period	\$2,716.88	11-140-100-101-28-14	9/1/22-6/30/23
Bryan	Davison	JDHS	Science	2 periods	\$7,424.48	11-140-100-101-28-14	9/1/22-6/30/23
Nathaniel	Lazar	JDHS	Science	1 period	\$2,906.80	11-140-100-101-28-14	9/1/22-6/30/23
Nicholas	Iannacone	JDHS	Special Educ.	2 periods	\$4,851.76	11-140-100-101-28-14	9/1/22-6/30/23
Judith	Malino	JDHS	Special Educ.	1 period	\$3,493.68	11-140-100-101-28-14	9/1/22-6/30/23
Cheryl	Paolino	JDHS	Special Educ.	2 periods	\$5,578.40	11-140-100-101-28-14	9/1/22-6/30/23
Anthony	Salerno	JDHS	Special Educ.	1 periods	\$2,815.04	11-140-100-101-28-14	9/1/22-6/30/23
Anthony	Scarpelli	JDHS	Special Educ.	3 periods	\$11,894.52	11-140-100-101-28-14	9/1/22-6/30/23
Michael	O'Brien	JDHS	Special Educ.	6 sections; Full Year	\$14,529.20	11-140-100-101-28-14	9/1/22-6/30/23
Laura	Laurencelle	FMG	Special Educ.	6 sections; Full Year	\$11,707.52	11-130-100-101-28-06	9/1/22-6/30/23
Maria	Quintana-Martin	JDHS	World Language	6 sections; Full Year	\$18,561.20	11-140-100-101-28-14	9/1/22-6/30/23

J. BUILDINGS AND GROUNDS COMMITTEE-

The Superintendent recommends:

43. Bus Routes 22-23

To approve the following bus routes for the 22-23 school year. (Attachment D)

K. POLICY COMMITTEE

The Superintendent recommends:

44. District Policies and Regulations – First Reading

To approve the following district policies and regulations for first reading:

R9150 School Visitors

Attachment D

SPRINGFIELD BOARD OF EDUCATION
DEPARTMENT OF TRANSPORTATION
PO BOX 210
SPRINGFIELD, NJ 07081
SY 2022-23 BUS ROUTES

ROUTES IN-DISTRICT

1A-JDHS AM/PM. (54 PASSENGER) 1B-JDHS AM/PM.
JC-1 AM/PM. (54 PASSENGER)
2A-FMG AM/PM. (54 PASSENGER) 2B-FMG AM/PM.
TLS-# 3AM/PM (54 PASSENGER) TLS# 3-1AM/PM
EVW#4-1AM/PM (54 PASSENGER) EVW#4-2AM/PM EVW#4-3AM/PM. EVW#4-4AM /PM. EVW-MIDDAY # 1 EVW-MIDDAY# 2
5-OOD UBHC (24 PASSENGER)
6-1-TECH/MAGNET– FMG AM. MUJC-1 MUJC RTE 989 6-2-TECH/MAGNET JD– AM/PM 6-3- MAGNET PM- CONNECTION BUS 6-E MAGNET AM-SHARETIME 6-F-MAGNET PM -SHARETIME 6-G-MAGNET AM-SHARETIME-NEWARK’S
7-OOD GOVERNOR H.S/FRANKLIN, SUMMIT
8-OOD FUSION AM/PM
9-OOD JFK. AM/PM
10-OOD CROSSROAD AM/PM

Springfield Public Schools

JOB DESCRIPTION

TITLE: Custodial/Maintenance Foreman

QUALIFICATIONS:

1. A valid Black Seal License; preference given to those who hold a license in a trade and/or have successfully completed the Rutgers NJ Educational Facility management program.
2. At least three years of experience in a custodial/building services position; preference given to those with Head Custodian experience.
3. Demonstrated experience in electrical, plumbing, carpentry, and all general maintenance tasks.
4. Demonstrated ability to lead and supervise staff.
5. The preferred candidate will be in good physical health, and be able to perform all physical tasks required by the job duties.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Supervisor of Buildings and Grounds

SUPERVISES: Custodial Staff
Facilities Staff

PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for all students and staff for academic performance.
2. Provide students and staff with a physical environment that is healthy, safe and efficiently operated.
3. Establish clear expectations for daily work relating to building custodial and maintenance work, and evaluate the quality of custodial work on a daily basis. Practice and promote teamwork between all staff members.
4. Collaborate with the Supervisor of Buildings and Grounds and School Principals to ensure appropriate assignment of responsibilities and tasks to custodial staff.
5. Ensure that all safety protocols are being followed by all staff.

Approved:

(continued)

6. Manage monitoring of the work order system to check for new work orders as assigned.
7. Perform maintenance tasks as assigned by the Supervisor of Buildings and Grounds.
8. Perform custodial tasks when necessary as assigned by the Supervisor of Buildings and Grounds.
9. Perform preventative maintenance tasks as assigned by the Supervisor of Buildings and Grounds.
10. Monitor safety and condition of all buildings during your shift, and promptly create a work order and notify the Supervisor of Buildings and Grounds of any conditions that need immediate attention.
11. Consistently assess custodial supplies and equipment, and make recommendations on repairs or replacement of equipment as necessary.
12. Adhere to all fire codes, and recommend repairs as necessary for buildings to remain compliant to all fire safety codes.
13. Meet with and supervise the work of outside contractors as assigned by the Supervisor of Buildings and Grounds.
14. Agree to a schedule for work that may include weekends or evening hours.
15. Perform all other duties as required by law, code, or Board policy.
16. Perform such other tasks and assume such other responsibilities as the Superintendent may assign from time to time and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

1. Twelve (12) months.
2. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Springfield Board of Education.
3. Non-tenurable.

EVALUATION: Supervisor of Buildings and Grounds

Springfield Public Schools

JOB DESCRIPTION

TITLE: Director of Early Childhood and Elementary Education

QUALIFICATIONS:

1. A valid New Jersey principal certificate or certificate of eligibility.
2. A master's degree or higher.
3. At least seven years working in public education with experience in teaching, supervision, and administration.
4. Demonstrated experience in Early Childhood and Elementary Education, with preference toward individuals who have experience in a Master Teacher role.
5. Demonstrated commitment to developing meaningful student learning experiences and student achievement.
6. Successful experience in curriculum design, development, and implementation.
7. Successful experience with student assessments and use of data to improve instruction.
8. Prior experience in supervising and evaluating instructional programs and staff.
9. Successful leadership experience in establishing strong communication, organization, and interpersonal skills.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Assistant Superintendent for Curriculum & Instruction

SUPERVISES: Teachers
Preschool Intervention and Referral Team Members
Certificated Staff
Paraprofessionals
Other staff members as the Superintendent may designate.

PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for all students and staff for academic performance.
2. Lead, manage, supervise, develop, and evaluate personnel supervised and other staff members as the Superintendent may designate in accordance with law, code, and Board policy.

Approved:

(continued)

3. Collaborate with the Assistant Superintendent on the selection, development, coordination, and implementation of the district's Early Childhood and Elementary curriculum as well as intervention services.
4. Serve as a Master Teacher for Early Childhood Classrooms, providing classroom observations, and collecting classroom data utilizing a state-approved instrument.
5. Develop, monitor, and approve the budget related to Early Childhood and Elementary programs including federal and state grants education programs and services.
6. Provide leadership and guidance, while collaborating with principals, to ensure the implementation of a comprehensive approach and plan for parent/guardian and family outreach services.
7. Evaluate the operations of all divisions and departments supervised and make recommendations to the Superintendent as necessary to improve the effective delivery of instruction and services to the students.
8. Lead the selection, development, coordination, and implementation of the district's Early Childhood and Elementary curriculum.
9. Work in coordination with School Principals to oversee and supervise the operation of all Early Childhood and Elementary instructional programs and educational services.
10. Lead the development, scheduling, coordination, implementation, and monitoring of professional development of personnel supervised.
11. Work with the Superintendent or their designee for the recruitment, placement, promotion, transfer, discipline, and termination of personnel.
12. Assist the Assistant Superintendent for Curriculum and Instruction in long range and strategic planning for the district.
13. Assist in the determination of types of Early Childhood and Elementary programs needed by the schools and make appropriate recommendations.
14. Oversee the coordination of summer and afterschool learning programs for Early Childhood and Elementary education students.

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15. Coordinate with the Director of Student Services regarding special education programs, including early intervention programs, to ensure needs of all students are being met.
16. Lead the selection, ordering, coordination, maintenance, distribution and inventory of all Early Childhood and Elementary instructional materials, equipment, supplies and textbooks.
17. Oversee the analysis of Early Childhood and Elementary data and the compilation, preparation and coordination of any state and federal reports involving the educational services in the schools as requested by the Assistant Superintendent and/or Superintendent.
18. Maintain regular contact with outside agencies relating to Early Childhood programming.
19. Attend all meetings of the Board of Education, including Committee of the Whole meetings, unless excused by the Superintendent. Attend all committee meetings as required by the Superintendent. Attend meetings and prepare such reports for the Board as the Superintendent may request.
20. Report on the status of district programs and services at the request of the Superintendent or their designee.
21. Prepare reports for the Superintendent and the Board as requested by the Superintendent or their designee.
22. Make staff recommendations to the Superintendent in the areas supervised; including, but not limited to appointments, transfers, and discipline.
23. Interpret the programs and policies of the district to staff, students, and the community at large.
24. Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
25. Work with local, state, and federal agencies that provide services to students.
26. Prepare state and federal reports as required.
27. Keep the staff informed and seek ideas for the improvement of the district. Conduct meetings as necessary for the proper functioning of the district.

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28. Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
29. Maintain effective communications with agencies and resources outside of the district, representing the district at community, state, and professional meetings.
30. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning theory and research, instructional strategies, and program services through reading of professional journals, participation in professional development, and involvement in professional organizations.
31. Work with community and parent groups on matters pertaining to schooling and areas supervised.
32. Develop and maintain constructive relationship with educational institutions, business organizations, and training agencies that may contribute to the district's goals.
33. Participate in interview committees as required by the Superintendent or their designee..
34. Process all requests for attendance at conferences and absences by identified personnel.
35. Represent the district on various regional state committees, councils and commissions concerned with areas under purview or as directed by the Superintendent or their designee..
36. Oversee and handle any state and/or Federal monitoring relative to the areas supervised.
37. Oversee materials relevant to the implementation of New Jersey QSAC or equivalent system.
38. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

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39. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act and board policy on vendor relations regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
40. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
41. Assume responsibilities for administering a school in the absence of the Principal at the superintendent's request.
42. Perform all other duties as required by law, code, or Board policy.
43. Perform such other tasks and assume such other responsibilities as the Superintendent may assign from time to time and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

1. Twelve (12) months.
2. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Springfield Board of Education.
3. Tenurable.

EVALUATION: Evaluated by the Assistant Superintendent of Curriculum & Instruction

Springfield Public Schools Regulation

R 9150 SCHOOL VISITORS

M

A. Definition

“Visitor” means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, “visitor” does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

B. Visitor Entrance Protocols

The School Principal may set building entrance and visitation protocols and update such protocols throughout the school year based on review and guidance of district officials and collaboration with the Springfield Police Department. Such protocols for entrance may include, but are not limited to:

1. An appointment for a meeting with a staff member or classroom visitation may be required at least 24 hours in advance of such a meeting or visitation.
2. All visitors must utilize the external communication system prior to gaining entrance to the building. Visitors will be asked to state their purpose for visiting the building.
3. No visitor shall hold any building doors open for other individuals.
4. Visitors will be required to share photo identification before entering and upon entrance to the building.
5. Buildings may utilize an external collection container for items being brought to a student or staff member, with the exception of medications.
6. A parent/guardian picking up a student will be required to remain outside of the building, with the exception of emergency situations.

Springfield Public Schools Regulation

7. Failure of visitors to follow school protocols may result in contacting the Springfield Police Department.

C. Visitor Registration

1. Upon entrance, every visitor is required to register in the school office.
2. A notice will be prominently posted at each entrance to the school building, advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors not to proceed without registering in the school office.
3. The Principal will maintain a logbook in the main office of the school. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook except that the Principal may exempt trades persons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. The Principal may give a permanent identification tag or badge to a trades person who makes regular and frequent visits to the school.
5. The Principal or office personnel designated by the Principal shall arrange for an escort to accompany each visitor to his/her destination except that the Principal may permit visitors familiar with the school and personally known to the Principal to proceed unaccompanied.
6. A staff member who encounters a visitor without identification will request the visitor to report at the school office, and if feasible, escort the visitor to the school office. A visitor who resists the request or refuses to be escorted to the school office shall be reported to the Principal immediately.
7. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the Principal or the Principal's designee.
8. When a visitor has completed the business of his/her visit, he/she will return directly to the school office, return the identification tag or badge, and promptly leave the building.
9. The provisions of this paragraph may be waived for parents or legal guardians attending scheduled parent-teacher conferences.

D. Permission to Visit Classroom

1. Permission to visit a classroom in session must be sought from and granted by the Principal.
2. In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit.

Springfield Public Schools Regulation

3. If the intended visit would interfere with the planned instructional program, the Principal will so advise the visitor and suggest another time for the visit.
 4. The Principal is authorized to exclude a visitor from a classroom if the Principal has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of students or staff members.
 5. The parent(s) or legal guardian(s) who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Principal.
 6. The Principal may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
 7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal. Each such guest speaker and observer must sign the school logbook.
 8. The Principal has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. The parent(s) or legal guardian(s) who has been denied access to his/her child's classroom may appeal the Principal's decision to the Superintendent, whose determination may be appealed to the Board in accordance with Policy No. 9130.
- E. Limitations on Visits to School
1. Visitors are permitted in the schools only during school hours.
 2. A visitor may remove a student from school only in strict accordance with Policy No. 5230.
 3. A visitor may confer with a student in the school only with the approval of the Principal and in the presence of a teaching staff member.
 4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb students, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date.
 5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the Principal.
 6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the Principal.

Springfield Public Schools Regulation

7. The Principal may restrict the number of visitors to any classroom at any one time. Preference will be given to the parent(s) or legal guardian(s) of students in the classroom.

F. Disruptive Visitors

1. The Principal has complete authority to exclude from school premises any person whom he/she believes may:
 - a. Disrupt the instructional program;
 - b. Disturb teachers or students; or
 - c. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Principal may summon assistance from the Springfield Police Department.
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
4. If the Principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Principal may, in his/her discretion:
 - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
 - b. Secure the services of professional security personnel to monitor entrances; and/or
 - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside (taking all necessary steps to ensure that doors can be opened from the inside by pressure on crash bars).

Adopted: 18 March 2019

Revision 1st Reading: August 29, 2022