

SUBJECT TO BD APPROVAL DRAFT COPY  
SPRINGFIELD BOARD OF EDUCATION  
OCTOBER 5, 2015  
REGULAR MEETING

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 Room #3, first floor on Monday, October 5, 2015 at 7:53 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 5, 2015 and revised on July 13, 2015.

1. CALL TO ORDER

The meeting was called to order by Board President, Mr. Scott Silverstein

Present: Mrs. Robin Cornelison, Mr. Dermot McLeer, Mr. Marc Miller,  
Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mr. Steven Wolcott,  
Mrs. Elissa Zylbershlag, Mr. Scott Silverstein  
Absent: Mr. Scott Donner

Also Present:

Mr. Michael Davino, Superintendent  
Mr. Matthew Clarke, Business Administrator/Board Secretary  
Mrs. Ellyn Atherton, Director of Human Resources

2. CLOSED SESSION (7:18 PM – 7:43 PM)

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

RESOLUTION

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

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

Closed Conference Items

1. Matters protected by Attorney/Client privilege

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. RECONVENE

Moved by Mr. Wolcott, seconded by Mrs. Cornelison, approval to reconvene the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. PLEDGE OF ALLEGIANCE

5. COMMUNICATIONS

1. NJSBA

*A Converstion on the Common Core & State Standards* will be held at the Westwood on November 4<sup>th</sup> at 6 PM.

School Board Notes September 23<sup>rd</sup> & 30<sup>th</sup>.

Weekly Program Update from September 22<sup>nd</sup> & 29<sup>th</sup>.

6. MINUTES

1. Moved by Mr. Wolcott, seconded by Mrs. Cornelison, to approve the following minutes:

|                   |                      |
|-------------------|----------------------|
| Regular Meeting   | - September 21, 2015 |
| Executive Meeting | - September 21, 2015 |

Yeas: Unanimous by all Members present.

MOTION CARRIED

7. SUPERINTENDENT'S REPORT

Moved by Mr. Wolcott, seconded by Mrs. Venezia, to accept and approve the Superintendent's Report as presented –

1. A meeting with the Deputy Commissioner of Education is scheduled for October 13<sup>th</sup> at which time we expect information regarding the results from last years PARCC testing.

2. Signed off on the new MOA with Police Department, which had significant changes in the area of cyber HIB.

3. 2015-16 Goals & Objectives

a. Building

Walton presented by Dr. Hung

Caldwell presented by Mr. Rennie

Sandmeier presented by Mr. Plias

Gaudineer presented by Mr. Kielty

Dayton presented by Dr. Francis

b. District

Mrs. Boehm - Special Services

Mrs. Nagy-Johnson – Technology

Mrs. Scudero - Curriculum & Testing

Mrs. Atherton – Professional Development

Mr. Clarke – Finance & Operations

4. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
5. Building Usage Request
6. Fund Raiser Request
7. Fieldtrip Request
8. Contracts PL2015, Chapter 47

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. PUBLIC SESSION (9:18 PM)

At this time there were no questions or concerns/comments regarding items on the Agenda or the Superintendent's Report.

9. JULY TRANSFERS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. BOARD SECRETARY'S REPORT

Moved by Mrs. Cornelison, seconded by Mrs. Shanes, to approve the Board Secretary's Report dated July 31, 2015 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. TREASURER'S REPORT

Moved by Mrs. Cornelison, seconded by Mrs. Shanes, to approve the Treasurer's Report dated July 31, 2015 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. LEGAL CERTIFICATION

Moved by Mrs. Cornelison, seconded by Mrs. Shanes, Pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of July 31, 2015 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. PERSONNEL APPOINTMENTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. PROFESSIONAL DEVELOPMENT

Moved by Mr. Wolcott, seconded by Mrs. Venezia, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. SPECIAL EDUCATION PLACEMENTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. HIB REPORT

Moved by Mr. Wolcott, seconded by Mrs. Venezia, that the Board of Education affirms the HIB Report previously presented at the following Board meeting:  
July 20, 2015.

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. CURRICULUM REVISION

Moved by Mr. Wolcott, seconded by Mrs. Venezia, at the recommendation of the Superintendent, approval of the following course revision (new) in the program of studies –

- Course Titles –
  - AIS/Mathematics
    - Foundations of Algebra 6
    - Foundations of Algebra 7
    - Foundations of Algebra 8

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. JOB DESCRIPTION

Moved by Mr. Wolcott, seconded by Mrs. Venezia, at the recommendation of the Superintendent, approval of the following job description - (Attachment E)  
Director of Curriculum, Instruction & Assessment

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. OVERNIGHT FIELD TRIPS

Moved by Mr. Wolcott, seconded by Mrs. Venezia, at the recommendation of the Superintendent, approval of the following overnight field trips –

- JSA – Iselin, NJ (November 21– November 22, 2015)
- 8<sup>th</sup> Grade – Washington, DC (June 2 – June 3, 2016).”

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. 2<sup>ND</sup> & FINAL READING POLICY

Moved by Mr. McLeer, seconded by Mrs. Zylbershlag, approval of the second and final reading of the following policy (Attachment F):

Policy #5141.3 - Health Examinations and Immunizations

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. WARINACO PARK SKATING RINK

Moved by Mr. Miller, seconded by Mrs. Cornelison, approval to authorize the Board President to execute a contract with County of Union, Department Parks and Recreation, Elizabeth, NJ for use of ice rental for practices and games during the 2015 - 2016 season, at a fee not to exceed \$6,500

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. UNION SPORTS ARENA

Moved by Mr. Miller, seconded by Mrs. Cornelison, approval to authorize the Board President to execute a contract with Union Sports Arena, LLC, Union, NJ for use of ice rental for practices and games during the 2015 - 2016 season, at a fee not to exceed \$17,500.

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. PUBLIC SESSION (9:24 PM)

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

24. NEW BUSINESS

1. Powerschool mobile app.
2. SEF held 5<sup>th</sup> Annual 5k run/walk for Springfield Schools this past Sunday, September 27<sup>th</sup>. Great support from the community, the staff and the students was well received on another fantastic event.

25. ADJOURNMENT

Moved by Mr. Wolcott, seconded by Mrs. Shanes, to adjourn the regular meeting at 9:32 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – October 19, 2015 at 7:30 PM in Room 3 at JDHS
2. Regular Meeting – November 2, 2015 at 7:30 PM in Room 3 at JDHS

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Matthew A. Clarke  
Business Administrator/Board Secretary

Transfers  
July 2015

Attachment (A)

| Account Code         | Description                   | From         | To          |
|----------------------|-------------------------------|--------------|-------------|
| 11-000-213-600-72-14 | HEALTH SERVICE SUPPLIES JDHS  |              | \$60.00     |
| 11-000-218-600-71-14 | SUPPLIES GUIDANCE JDHS        |              | \$7,500.00  |
| 11-000-221-580-71-14 | GUIDANCE TRAVEL               |              | \$500.00    |
| 11-000-222-600-01-08 | LIBRARY BOOKS JC              |              | \$500.00    |
| 11-000-222-600-03-08 | SOFTWARE AVA JC               | -\$500.00    |             |
| 11-000-230-590-97-03 | INSURANCE                     |              | \$3,425.00  |
| 11-000-240-590-71-14 | DUES/FEES GUIDANCE            |              | \$500.00    |
| 11-000-240-600-82-06 | OTHER EXP OFF SUPP FMG        | -\$815.00    |             |
| 11-000-240-600-82-09 | OTHER EXP OFFICE SUPL EVW     | -\$175.00    |             |
| 11-000-262-420-71-14 | REP/MAINT EQUIP GUIDANCE JDHS |              | \$1,500.00  |
| 11-000-262-420-71-14 | REP/MAINT EQUIP GUIDANCE JDHS |              | \$1,750.00  |
| 11-000-262-420-82-14 | REP/MAINT EQUIP OFFICE JDHS   | -\$1,500.00  |             |
| 11-000-262-520-97-03 | INSURANCE PROPERTY, LIABILITY |              | \$11,225.00 |
| 11-000-262-610-82-09 | SUPPLIES FURNITURE            |              | \$175.00    |
| 11-000-270-593-96-03 | PUPIL TRANS INSURANCE         | -\$900.00    |             |
| 11-000-291-260-97-03 | WORKER'S COMPENSATION         |              | \$6,000.00  |
| 11-000-291-270-97-03 | HEALTH INSURANCE              | -\$19,750.00 |             |
| 11-190-100-610-15-06 | TEACHER SUPPLIES LANGUAGE F   |              | \$91.50     |
| 11-190-100-610-22-06 | TEACHER SUPPLIES SCIENCE FM   |              | \$815.00    |
| 11-190-100-610-22-06 | TEACHER SUPPLIES SCIENCE FM   |              | \$650.00    |
| 11-190-100-610-82-14 | TEACHER SUPPLIES OFFICE JDHS  | -\$7,500.00  |             |
| 11-190-100-610-82-14 | TEACHER SUPPLIES OFFICE JDHS  | -\$500.00    |             |
| 11-190-100-610-82-14 | TEACHER SUPPLIES OFFICE JDHS  | -\$500.00    |             |
| 11-190-100-610-82-14 | TEACHER SUPPLIES OFFICE JDHS  | -\$1,750.00  |             |
| 11-190-100-610-82-14 | TEACHER SUPPLIES OFFICE JDHS  | -\$60.00     |             |
| 11-190-100-640-15-06 | TEXTBOOKS LANGUAGE FMG        | -\$91.50     |             |
| 11-190-100-640-22-06 | TEXTBOOKS SCIENCE FMG         | -\$650.00    |             |

**Springfield Public Schools  
Personnel**

| Last Name                                 | First Name | Position   | Location | Guide/Step | Salary       | Replacement/<br>Renewal/New | Additional<br>Information        | Effective Date   |
|---|------------|--|----------|------------|--------------|-----------------------------|----------------------------------|------------------|
| Saudero                                   | Erica      | Director of Instruction, Curriculum & Assessment | District | ---        | \$125,000.00 | ---                         | ---                              | 10/6/15-6-30-16  |
| Zambolla                                  | Miriam     | School counselor                                 | JCS      | ---        | ---          | ---                         | Leave                            | 12/9/15-5/4/16   |
| Krumholz                                  | Drew       | TPAC   | JDHS     | ---        | \$28.99/hour | ---                         | 3 periods per week/up to 100 hrs | 9/28/15-11/13/15 |
| Salmon                                    | Greg       | Assistant Winter Track (Boys)                    | JDHS     | ---        | \$3,131.00   | ---                         | revised position                 | 9/1/15-6/30/16   |
| Ritter                                    | Jackie     | Assistant Coach Winter Track (Girls)             | JDHS     | ---        | \$3,131.00   | ---                         | revised position                 | 9/1/15-6/30/16   |
| Van Deursen                               | Matthew    | Head Coach Winter Track (Boys)                   | JDHS     | ---        | \$6,378.00   | ---                         | revised position                 | 9/1/15-6/30/16   |
| Rodriguez                                 | Christina  | Teacher  | FMG      | ---        | 5,354.50     | ---                         | 6th period/B day (revised)       | 9/1/15-6/30/16   |
| Fabiano                                   | Felix      | Teacher  | JDHS     | ---        | 4,095.04     | ---                         | 6th period                       | 10/1/15-11/30/15 |
| Kusznierski                               | Jennifer   | Literary Magazine co-advisor                     | JDHS     | ---        | 754.00       | ---                         | revised                          | 9/1/15-6/30/16   |
| DeNicolò                                  | Anthony    | Literary Magazine co-advisor                     | JDHS     | ---        | 754.00       | ---                         | revised                          | 9/1/15-6/30/16   |
| Last Name                                 | First Name | Position   | Location | Guide/Step | Salary       | Replacement/<br>Renewal/New | Additional<br>Information        | Effective Date   |
| Substitute/Home instructor/Volunteer      |            |  |          |            |              |                             |                                  |                  |
| Barreto                                   | Gaby       | Long-term Teacher Substitute                     | District | ---        | ***          | ---                         | terminated                       | 9/23/15          |
| Klebaur                                   | Grace      | Substitute Teacher & Aide                        | District | ---        | ***          | new                         | ---                              | 10/6/15-6/30/16  |
| Last Name                                 | First Name | Position   | Location | Guide/Step | Salary       | Replacement/<br>Renewal/New | Additional<br>Information        | Effective Date   |
| Nun-Certificated                          |            |  |          |            |              |                             |                                  |                  |
| Nacci                                     | Marilyn    | Chaperone  | JDHS     | ---        | \$26.67/hour | ---                         | ---                              | 9/1/15-6/30/16   |
| Salort                                    | Barbara    | Chaperone  | JDHS     | ---        | \$26.67/hour | ---                         | ---                              | 9/1/15-6/30/16   |
| Ditzel                                    | Linda      | Clock Operator                                   | JDHS     | ---        | \$26.67/hour | ---                         | ---                              | 8/1/15-6/30/16   |
| Riccardi                                  | Daniela    | IT Manager                                       | District | ---        | 88,373.00    | ---                         | revised salary                   | 10/1/15-6/30/16  |
| Prigantore                                | Dana       | Instructional Aide                               | District | ---        | ---          | ---                         | Up to 29.75 hours (rev)          | 10/1/15-6/30/16  |
| Abbate                                    | Robert     | Volunteer Asst. Baseball coach                   | JDHS     | ---        | ---          | ---                         | ---                              | 10/6/15-6/30/16  |
| Semo                                      | Stefan     | Cisco Discovery Class                            | JDHS     | ---        | 7,726.00     | ---                         | extra period                     | 9/1/15-6/30/16   |
| O'Boyle                                   | Merrily    | Lunch Aide                                       | District | ---        | 17.07        | New                         | ---                              | 10/6/15-6/30/16  |
| Jamnick                                   | Dan        | Volunteer Boys Soccer                            | JDHS     | ---        | ---          | ---                         | ---                              | 9/1/15-6/30/16   |
| Moss                                      | Adam       | Volunteer Ice Hockey                             | JDHS     | ---        | ---          | ---                         | ---                              | 10/6/15-6/30/16  |
| Pulice                                    | Joe        | Volunteer Boys Basketball                        | JDHS     | ---        | ---          | ---                         | ---                              | 10/6/15-6/30/16  |
| Pulice                                    | Joe        | Volunteer Golf                                   | JDHS     | ---        | ---          | ---                         | ---                              | 10/6/15-6/30/16  |
| Rogers                                    | Dan        | Volunteer Boys Basketball                        | JDHS     | ---        | ---          | ---                         | ---                              | 10/6/15-6/30/16  |
| Steinman                                  | David      | Volunteer Baseball                               | JDHS     | ---        | ---          | ---                         | ---                              | 10/6/15-6/30/16  |
| Abbate                                    | Robert     | Volunteer Baseball                               | JDHS     | ---        | ---          | ---                         | ---                              | 10/6/15-6/30/16  |
| Last Name                                 | First Name | Position   | Location | Guide/Step | Salary       | Replacement/<br>Renewal/New | Additional<br>Information        | Effective Date   |
| Before and After School Program/Childcare |            |  |          |            |              |                             |                                  |                  |
| Ciofi                                     | Josephine  | PTA After School Enrichment Prog.                | JCS      | ---        | \$23.35/hour | ---                         | revised salary                   | 9/22/15-6/1/16   |
| Ging                                      | Jessica    | PTA After School Enrichment Prog.                | JCS      | ---        | \$23.35/hour | ---                         | revised salary                   | 9/22/15-6/1/16   |
| Griffiths                                 | Steven     | PTA After School Enrichment Prog.                | JCS      | ---        | \$23.35/hour | ---                         | revised salary                   | 9/22/15-6/1/16   |
| Hildebrand                                | Robert     | PTA After School Enrichment Prog.                | JCS      | ---        | \$23.35/hour | ---                         | revised salary                   | 9/22/15-6/1/16   |

*Springfield Public Schools  
Personnel*

Attachment ( B )

|                                  |   |   |                        |                         |                                       |                         |   |   |
|----------------------------------|---|---|------------------------|-------------------------|---------------------------------------|-------------------------|---|---|
| Lynch<br>Schwarzberg<br>Brittash | Janic<br>Genny<br>Parascevia N Childcare Worker | PTA After School Enrichment Prog.<br>PTA After School Enrichment Prog.<br>Parascevia N Childcare Worker | JCS<br>JCS<br>District | -----<br>-----<br>----- | \$23.35/hour<br>\$23.35/hour<br>----- | -----<br>-----<br>----- | revised salary<br>revised salary<br>resignation | 9/22/15-6/1/16<br>9/22/15-6/1/16<br>October 5, 2015 |
|----------------------------------|---|---|------------------------|-------------------------|---------------------------------------|-------------------------|---|---|

\* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2013-June 30, 2016)  
 \*\*\*\* Special Salaries, Compensation and Fees 2015-2016



CONFERENCE/CONVENTION/WORKSHOP REQUESTS  
2015-2016

| LAST NAME              | FIRST NAME | SCHOOL | DESCRIPTION                   | LOCATION       | DATE       | AMOUNT | BOE APPROVED |
|------------------------|------------|--------|-------------------------------|----------------|------------|--------|--------------|
| Darcy                  | Pat        | JD     | HESSA Financial Aid W/S       | Morristown     | 10/26/2015 | 0.00   | 10/5/15      |
| Delikaris              | Barbara    | JD     | AENJ Convention               | Long Branch    | 10/6/2015  | 253.83 | 10/5/15      |
| Lipari                 | Kelly      | JC/TLS | Gifted Education Conference   | New Brunswick  | 11/19/2015 | 175.00 | 10/5/15      |
| Lynch                  | Matt       | FMG    | Gang Awareness                | Scotch Plains  | 1/11/2016  | 0.00   | 10/5/16      |
| Schroder               | Martyne    | EVW    | First Aid/CPR                 | East Orange    | 10/8/2015  | 0.00   | 10/5/15      |
| Schroder               | Martyne    | EVW    | Autism Symposium              | New Providence | 10/7/2015  | 0.00   | 10/5/15      |
| Schroder               | Martyne    | EVW    | Autism NJ Annual Conf         | Atlantic City  | 10/16/2015 | 225.00 | 10/5/15      |
| Van Deursen            | Matt       | JD     | All Star Track & Field Clinic | Atlantic City  | 12/3-4/15  | 175.37 | 10/5/15      |
| Oct 5 2015 BOE Meeting |            |        |                               |                |            |        |              |

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

**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> |
|--|-----------------------------------|----------------------------------|-------------------------|--------------|----------------|
| P.G. Chambers<br>Cedar Knolls, NJ        | Augmentative/Assistive Tech Evals | \$745/Eval<br>\$84/hr travel     | Per IEP                 | 2015 - 16 SY |                |
| Faber, Mark MD<br>Upper Montclair, NJ    | Psychiatrist                      | \$550/Eval                       | Per IEP                 | 2015 - 16 SY |                |
| Fennelly, Bryan MD<br>Madison, NJ        | Psychiatrist                      | \$650/Eval<br>\$750/Eval (emerg) | Per IEP                 | 2015 - 16 SY |                |
| Gingerbred Kidz, LLC<br>East Hanover, NJ | Neurodevelopmentalist             | \$385/Eval                       | Per IEP                 | 2015 - 16 SY |                |
| Jeremie Hafitz<br>Glen Ridge, NJ         | Speech Therapy                    | \$110/45 minutes                 | Per IEP                 | 2015 - 16 SY |                |
| Wise Learning Centers<br>Ridgefield, Ct. | Bedside Instruction               | \$45.00/hr.                      | Per IEP                 | 2015 - 16 SY |                |

**2. OUT OF DISTRICT PLACEMENT REQUEST**

| <u>School/Placement</u>              | <u>Student</u> | <u>Tuition</u> | <u>Term</u>  | <u>Comments</u> |
|--------------------------------------|----------------|----------------|--------------|-----------------|
| Washington Academy<br>Belleville, NJ | 1610           | 51,183.00      | 2015 - 16 SY | Tuition         |

SPRINGFIELD PUBLIC SCHOOLS  
Springfield, New Jersey 07081

DIRECTOR OF INSTRUCTION, CURRICULUM AND ASSESSMENT

QUALIFICATIONS:

1. Valid School Administrator/Principal Certificate or eligibility
2. Minimum experience in teaching, curriculum development and school administration as determined by the board
3. Demonstrated ability to work effectively in the school administration and supervision of programs and staff
4. Strong leadership and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

DIMENSIONS OF POSITION:

The Director is expected to function in an exemplary manner, performing a variety of responsibilities, which are critical to the effectiveness and efficiency of the Springfield Public Schools, including the following:

- Planning
- Organizing
- Supervising
- Evaluating
- Public Relations

REPORTS TO: Superintendent

SUPERVISES: Assigned administrative, supervisory and teaching personnel; Academic Intervention personnel, Gifted and Talented personnel; Before and After School personnel; Day Care personnel.

PERFORMANCE RESPONSIBILITIES:

1. Assists the superintendent in supervising the district's instructional and assessment programs.
2. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy as necessary.
3. Assist the Superintendent in the preparation and administration of those portions of the school budgets, which relate to the Springfield Public Schools' curriculum, assessment and instructional programs.
4. Provides leadership and guidance in process of curriculum planning, coordination and evaluation.

5. Assumes the responsibilities for administering the district in the absence of the superintendent at the superintendent's request.
7. Develops and administers in-service programs for professional staff based on district priorities for instructional improvement.
8. Participates in the selection and recommendation for adoption of all textbooks digital and supplementary instructional material.
9. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
10. Attends board meetings and prepares such reports for the board as the superintendent may request.
11. Evaluate the performance of administrative, supervisory and teaching personnel; Academic Intervention personnel, Gifted and Talented personnel; Before and After School personnel; Day Care personnel in accordance with law, code and board policy.
12. Participates in the work of state and national curriculum study organizations and groups.
13. Performs other related duties as may be assigned by the superintendent and/or requested by the board.
14. Attend all mandated state meetings related to curriculum, instruction and assessment.
15. Visit programs periodically that are identified as exemplary instructional programs.
16. Assist in the development administration and interpretation to staff of the policies rules and regulations of the Springfield Public Schools when requested to do so by the Superintendent.
17. Assist the Superintendent with the formal evaluation of all Springfield Public Schools' programs and services and report findings to the Superintendent.
18. Report to the Superintendent, the status of programs and services, and recommend any modifications of programs and services as well as introduction of new programs and services.
19. Organize and supervise programs and meetings for the purpose of establishing, maintaining and improving communication across the instructional program.
20. Assist the Superintendent with the supervision and coordination of all the activities of the professional staff.
21. Assist the Superintendent in the initiation of and administration of prototype and pilot programs.
22. Assist the Superintendent, when called upon, in the recruitment and screening of professional, clerical and other staff.
23. Assist the Superintendent in the evaluation of professional and other staff. Such evaluation will include both direct and indirect observations of employees' work samples and other supervisory reports.
24. Oversee the educational/instructional assessment of all students in the Springfield Public Schools.
25. Assist the Superintendent in the use of assessment data in the evaluation of programs, instructional practice and determination of necessary modifications to all instructional programs.
26. Assist the Superintendent in assessing the advantages and disadvantages of program design systems.

27. Assist the Superintendent in assessing goals and objectives for the instructional goals of the Springfield Public Schools.
28. Assist the Superintendent in the assessment of attainment of goals and objectives of various programs and instructional objectives.
29. Assess the cost-effectiveness and efficiency of various programs.
30. Be a resource to professional, clerical and other staff in the Springfield Public Schools through knowledge of current national and international educational practices and trends.
  - Acquired by regular attendance at professional meetings and conferences as well as a study of professional literature.
  - Maintain an active file of such information and making it available to staff.
31. Advise the Superintendent on the efficacy of new practices, programs and services available to the Springfield Public Schools.
32. Assist the Superintendent in interpreting to the Board of Education, parents and community, those aspects of the Springfield Public Schools' exemplary educational programs.
33. Maintain an active knowledge of federal and state funded projects, their availability and applicability to the Springfield Public Schools.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

Board approval date: 10/01/2007

Board Revision date: 10/5/2015

Legal References:

- N.J.S.A. 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:7F Comprehensive Educational Improvement and Financing Act
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:17-17 Certificate required
- N.J.S.A. 18A:21-34 School Ethics Act
- N.J.S.A. 18A:27-10 Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.A.C. 6:3-4.1 Supervision of instruction, observation, and evaluation of non-tenured teaching staff members
- N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members

N.J.A.C. 6:3-5.1 Standards for determining seniority  
N.J.A.C. 6:3-6 Pupil records  
N.J.A.C. 6:8 Thorough and efficient system of free public schools  
N.J.A.C. 6A:5 Regulatory equivalency and waiver  
N.J.A.C. 6A:7 Managing for equality and equity in education  
N.J.A.C. 6A:8 Standards and assessment  
N.J.A.C. 6A:9 Professional licensure and standards  
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders  
N.J.A.C. 6A:9-5 General certification policies  
N.J.A.C. 6A:9-12.3 Authorization  
N.J.A.C. 6A:9-14 Acting administrators  
N.J.A.C. 6A:9-15 Required professional development for teachers  
N.J.A.C. 6A:9-16 Required professional development for school leaders  
N.J.A.C. 6A:14 Special Education  
N.J.A.C. 6A:15 Bilingual Education  
N.J.A.C. 6A:16 Programs to support student development  
N.J.A.C. 6A:17 Students at risk of not receiving a public education  
N.J.A.C. 6A:23 Finance and business services  
\*N.J.A.C. 6A:24 Urban education reform in the Abbott districts  
N.J.A.C. 6A:26 Educational facilities  
N.J.A.C. 6A:27 Student transportation  
N.J.A.C. 6A:28 School operations  
N.J.A.C. 6A:30 Evaluation of the performance of school districts  
N.J.A.C. 8:59-11.1 et seq. N. J. Worker and Community Right to Know Act  
N.J.A.C. 12:100-4.2 Adoption by reference Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.  
Bloodborne Pathogen Standard, 29 CFR 1910.1030  
20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.  
Manual for the Evaluation of Local School Districts (Revised September 2002)  
No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.  
\*Applies to Abbott districts only

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

**POLICY: HEALTH EXAMINATIONS AND IMMUNIZATIONS**

Pupils who enter the district schools for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school. If a student does not have a medical home, the district shall provide this examination at the school physician's office or other appropriately equipped facility. "Medical home" means a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care. As the school physician is also a health care provider, the parent/guardian may request that the school physician provide the medical examination.

A pupil shall be exempted from mandatory immunization if the parent/guardian objects to immunization in a written statement submitted to the principal, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the pupil's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

A pupil shall be exempted from mandatory immunization if the parent/guardian objects to immunization on the basis that it is medically contraindicated and provides to the principal a written statement, by a physician (licensed to practice medicine or osteopathy) or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist), which includes the following items: (1) the student's full name; (2) the specific immunization implicated; (3) a finding that the immunization is medically contraindicated; (4) the time period for contraindication; and (5) valid medical reasons for contraindication as enumerated by the Advisory Committee on Immunization Practices (ACIP) or the American Academy of Pediatrics (AAP) guidelines. The physician's or an advanced practice nurse's statement shall be retained as part of the student's immunization record and shall be reviewed annually by the school. When the student's medical condition permits immunization, this exemption shall thereupon terminate and the student shall be required to obtain the immunization(s) from which he or she was initially exempted.

Every pupil who enters the district schools for the first time shall present an immunization record as required by law.

In order to protect the health of the children and staff in district schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions. Pupils seeking to enter school who have been identified as having a communicable/infectious disease or condition shall not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine and reporting.

The Chief School Administrator or his/her designee shall formulate regulations that ensure immunization records are reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16. The Chief School Administrator shall also formulate regulations for this policy and for regular pupil health examinations at appropriate grade levels; before participation in sports programs; and for

tuberculosis, scoliosis, hearing loss, visual acuity and any other physical examinations required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian. The board shall review the regulations and adopt those required by law.



**Legal References:**

- N.J.S.A. 18A:35-4.6 through -4.8 Parents Right to Conscience Act of 1979
- N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of pupils; health records
- N.J.S.A. 18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
- N.J.S.A. 18A:40-4.4 Exemption
- N.J.S.A. 18A:40-4.5 Immunity from action of any kind due to provisions of act
- N.J.S.A. 18A:40-5 Method of examination; notice to parent or guardian
- N.J.S.A. 18A:40-6 In general
- N.J.S.A. 18A:40-11 Exclusion of pupils having communicable tuberculosis
- N.J.S.A. 18A:40-16 through -19 Tuberculosis infection; determination of presence ...
- N.J.S.A. 18A:40-20 Immunization at public expense
- N.J.S.A. 18A:61D-8 through -10 Findings, declarations relative to Hepatitis B vaccinations....
- N.J.S.A. 26:1A-9.1 Exemption of pupils from mandatory immunizations
- N.J.S.A. 26:4-6 Prohibiting attendance of teachers or pupils
- N.J.S.A. 26:2T-5 through -9 Findings, declarations relative to Hepatitis C
- N.J.A.C. 6A:14-3.4 Evaluation
- N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
- N.J.A.C. 6A:32-9.1 Athletics Procedures
- N.J.A.C. 8:57-2 Reporting of acquired immunodeficiency syndrome and infection with Human Immunodeficiency Virus
- N.J.A.C. 8:57-4.1 Applicability
- N.J.A.C. 8:57-4.2 Proof of immunization
- N.J.A.C. 8:57-4.3 Medical exemptions
- N.J.A.C. 8:57-4.4 Religious exemptions
- N.J.A.C. 8:57-4.5 Provisional admission
- N.J.A.C. 8:57-4.6 Documents accepted as evidence of immunization
- N.J.A.C. 8:57-4.7 Records required
- N.J.A.C. 8:57-4.8 Reports to be sent to the State Department of Health
- N.J.A.C. 8:57-4.9 Records available for inspection
- N.J.A.C. 8:57-4.10 Diphtheria and tetanus toxoids and pertussis vaccine
- N.J.A.C. 8:57-4.11 Poliovirus vaccine
- N.J.A.C. 8:57-4.12 Measles virus vaccine
- N.J.A.C. 8:57-4.13 Rubella vaccine
- N.J.A.C. 8:57-4.14 Mumps vaccine
- N.J.A.C. 8:57-4.15 Haemophilus influenza type b (Hib) conjugate vaccine
- N.J.A.C. 8:57-4.16 Providing immunization
- N.J.A.C. 8:57-4.17 Emergency powers of the State Commissioner of Health
- N.J.A.C. 8:61-2.1 Attendance at school by pupils or adults infected by Human Immuno-deficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

**Cross References:**

1410 Local units  
4123 Classroom aides  
5111 Admission  
5113 Absences and excuses  
5131.6 Drugs, alcohol, tobacco (substance abuse)  
5141 Health  
5141.21 Administering medication  
5200 Nonpublic school pupils  
6142.4 Physical education and health  
6145.1/6145.2 Intramural competition; interscholastic competition  
6162.5 Research  
6164.4 Child study team  
6171.4 Special education

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