

SUBJECT TO BD APPROVAL DRAFT COPY  
SPRINGFIELD BOARD OF EDUCATION  
NOVEMBER 3, 2014  
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 Instructional Media Center-First Floor on Monday, November 3, 2014 at 7:22 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 6, 2014.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Jacqueline Shanes.

Present: Mr. Scott Donner, Mr. Dermot McLeer, Mr. Hector Munoz,  
Mr. Scott Samansky, Mr. Scott Silverstein, Mrs. Patricia Venezia,  
Mr. Steve Wolcott, Mrs. Jacqueline Shanes  
Absent: Mrs. Robin Cornelison

Also Present:

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

2. CLOSED SESSION (7:23 PM - 7:35 PM)

Moved by Mr. Silverstein, seconded by Mr. McLeer, 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 is 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. Silverstein, seconded by Mr. Donner, to reconvene to the regular meeting at 7:35 PM.

4. PLEDGE OF ALLEGIANCE

5. COMMUNICATIONS

1. NJSBA

A statewide program to help districts meet the challenges of the 21<sup>st</sup> century called *Technology for Education and Career*, was introduced at the Workshop 2014.

School Board Notes October 23<sup>rd</sup>.

Reflections from October 22<sup>nd</sup> & 27<sup>th</sup>.

3. NSBA weekly report from October 23<sup>rd</sup> & 30<sup>th</sup>.

4. GSCS eNet from October 24<sup>th</sup>.

5. Messiah Reunion Concert will be held at Dayton on November 29<sup>th</sup> at 7 PM.

6. MINUTES

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

Regular Meeting	- October 20, 2014
-----------------	--------------------

Executive Meeting	- October 20, 2014
-------------------	--------------------

Yeas: Mrs. Robin Cornelison, Mr. Dermot McLeer, Mr. Scott Samansky,  
Mr. Scott Silverstein Mrs. Patricia Venezia, Mr. Steve Wolcott,  
Mrs. Jacqueline Shanes

Abstention: Mr. Scott Donner, Mr. Hector Munoz

MOTION CARRIED

5. SUPERINTENDENT’S REPORT

Moved by Mr. Silverstein, seconded by Mr. Samansky, to accept and approve the Superintendent’s Report as presented -

1. Student/Staff Recognitions

2014 Varsity Baseball Team players were presented with jackets

Mountain Division Conference Champion

North 2 Group 1 Sectional Champion

2. NJQSAC

3. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)

4. Building Usage Request

5. Fund Raiser Request

6. Fieldtrip Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

6. PUBLIC SESSION (7:49 PM)

There were no questions or comments from the public regarding the agenda or Superintendent's Report.

7. BOARD SECRETARY'S REPORT

Moved by Mr. McLeer, seconded by Mr. Samansky, to approve the Board Secretary's Report dated September 30, 2014, and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. TREASURER'S REPORT

Moved by Mr. McLeer, seconded by Mr. Samansky, to approve the Treasurer's Report dated September 30, 2014, and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

9. LEGAL CERTIFICATION

Moved by Mr. McLeer, seconded by Mr. Samansky, "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 September 30, 2014, 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

10. PERSONNEL APPOINTMENTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. PROFESSIONAL DEVELOPMENT

Moved by Mr. Silverstein, seconded by Mr. Samansky, at the recommendation of the Superintendent, approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. SPECIAL EDUCATION PLACEMENTS

Moved by Mr. Silverstein, seconded by Mr. Samansky, at the recommendation of the Superintendent, I move that the Board of Education approve Special Education request for Related Services/Placements on the attachment. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. HIB

Moved by Mr. Silverstein, seconded by Mr. Samansky, the Board of Education affirms the HIB Report previously presented at the following Board meeting:  
October 20, 2014.

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. SPRINGFIELD POLICE MOA

Moved by Mr. Silverstein, seconded by Mr. Samansky, at the recommendation of the Superintendent, approval of the Memorandum of Agreement between the Springfield Board of Education and the Springfield Police Department for the 2014-15 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. BALTIMORE OVERNIGHT FIELD TRIP

Moved by Mr. Silverstein, seconded by Mr. Samansky, at the recommendation of the Superintendent, approval of the following overnight field trip –

- Model UN Conference – John Hopkins, Baltimore, MD (February 5 – February 8, 2015).

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. CHANGE ORDER #1 SPARTAN CONSTRUCTION

Moved by Mrs. Venezia, seconded by Mr. Silverstein, approval of Change Order #1 in the amount of \$23,832.77 to Spartan Construction Inc., Oakhurst, NJ for project number 2014.01. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. MORRIS COUNTY ED SERVICES TRANSPORTATION

Moved by Mrs. Venezia, seconded by Mr. Silverstein, approval authorizing the Springfield Board of Education to participate in coordinated transportation agreements hosted by the Morris County Educational Services Commission for the 2014 - 2015 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. LEASE PURCHASE FINANCING FOR ESIP

Moved by Mrs. Venezia, seconded by Mr. Silverstein, approval of the following resolution regarding a 20-year lease purchase financing, for the ESIP initiative updating the district efficiencies: (Attachment E)

### RESOLUTION

WHEREAS, there is planned a project to perform energy savings initiatives (ESIP) at the district schools (the “Project”); and

WHEREAS, the project plan will generate savings over the 20-year initiative; and

WHEREAS, the Springfield Board of Education (the “Board”) held a bid (RFP) opening for financing the project on October 23, 2014; and

WHEREAS, the bid submitted by TD Equipment Finance, Inc. (B) was responsive to the specifications, and

NOW, THEREFORE, BE IT RESOLVED that a contract for the financing of the Project shall be awarded to TD Equipment Finance, Inc.; and

BE IT FURTHER RESOLVED that, upon consultation with Board counsel and the Board Financial Advisor, the Business Administrator be and hereby is authorized to take any and all action to commence a contract with TD Equipment Finance, Inc.

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. SUSTAINABLE JERSEY FOR SCHOOLS

Moved by Mrs. Venezia, seconded by Mr. Silverstein, at the recommendation of the Superintendent, I move that the Board of Education approve the attached resolution to participate in Sustainable Jersey for Schools. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. 2<sup>ND</sup> AND FINAL READING OF POLICIES

Moved by Mr. Wolcott, seconded by Mr. Munoz, to approve the second and final reading of the following policies (Attachment G):

Policy #3542.1	- Wellness and Nutrition
Policy #6142.4	- Assessment of Individual Needs
Policy #5120	- Physical Education
Policy #6146	- Graduation Requirements

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. PUBLIC SESSION (7:52 PM)

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

24. NEW BUSINESS

1. The Dayton fall drama *Lost in Yonkers* is November 14<sup>th</sup> & 15<sup>th</sup>.
2. November 4<sup>th</sup> – Get out and vote on Election Day!
3. Reminder to BOE members – If you’re unable to attend your assigned PTA meeting, please inform your alternate.
4. Clarification and corrections regarding comments made by a candidate for the Board at Candidates night.
5. Communication
6. Discussion regarding comments made by a candidate for Township Council calling the Land on Top – worthless. The Board clarified and corrected the candidate’s comments.
7. The PTSO is holding their annual Basket Auction with Pocketbook Bingo on November 12<sup>th</sup>.

8. (School Government Committee) – Mr. Davino reviewed a recent memo from Commissioner Hesse regarding student participation in Statewide Assessment Program (PARCC).

25. ADJOURNMENT

Moved by Mr. McLeer, seconded by Mr. Wolcott, to adjourn the regular meeting at 8:45 PM.

Upcoming Meetings:

1. Regular Meeting – November 17, 2014 at 7:30 PM in the IMC at JDHS
2. Regular Meeting – December 1, 2014 at 7:30 PM in the IMC at JDHS

---

Matthew A. Clarke  
Business Administrator/Board Secretary

**Springfield Public Schools  
Personnel**

Attachment ( A )

<b>Last Name Certificated</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>
<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>
<b>Substitute/Home instructor/Volunteer</b>								
Marinzulich	Gerald	Substitute Teacher/Aide	District	----	*****	Renewal	----	9/1/14-6/30/15
Gamova	Elena Hele	Substitute Teacher/Aide	District	----	*****	Renewal	----	9/1/14-6/30/15
Dalziel	Kaitlyn	Substitute Teacher/Aide	District	----	*****	New	-----	11/4/14-6/30/15
Heflide	Mawusi	Substitute Teacher/Aide	District	----	*****	New	-----	11/4/14-6/30/15
Cashel	Sally	Substitute Teacher/Aide	District	----	*****	New	-----	11/4/14-6/30/15
<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>
<b>Non-Certificated</b>								
Stumpf	Janet	Lunch Aide	District	Step 1	\$16.72/hr	new	Up to 10 hours per week	11/4/14-6/30/15
Moss	Adam	Vol Asst Ice Hockey Coach	District	---	----	----	----	11/4/14-6/30/15
Callejas	Jenilyn	Chaperone	JDHS	---	\$26.15/hr	---	----	9/1/14-6/30/15
<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>
<b>Before and After School Program/Childcare</b>								
Ocsio	Lauren	B/AS Group Aide	District	---	\$15.00/hr	new	----	11/4/14-6/30/15
Budis	Kaitlyn	B/AS Group Aide	District	---	\$15.00/hr	new	----	11/4/14-6/30/15

\* 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 2014-2015

**CONFERENCE/CONVENTION/WORKSHOP REQUESTS  
2014-2015**

LAST NAME	FIRST NAME	SCHOOL	DESCRIPTION	LOCATION	DATE	AMOUNT	BOE APPROVED
Perrone	Shannon	JC/TLS	Midwest Clinic	Chicago	12/17-20/14	\$50.00	11/3/14
Powers	Mary Ellen	JD	AP Computer Science	Verona	11/1/14	\$150.00	11/3/14
Delikaris	Barbara	JD	AP Art History	Verona	11/1/14	\$150.00	11/3/14
Balletto	Bryan	JD	AP Psychology	Philadelphia	11/3/14	\$150.00	11/3/14
Nov 3, 2014 BOE Meeting							



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

Attachment ( C )

**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>
The Craig School Mountain Lakes, NJ	Speech Services	682.50 110/hr	Per IEP	2013-14 SY	2201, 1918
	Speech Services	150/hr	Per IEP	2014-15 SY	
Morris-Union Jointure Commission New Providence, NJ	Occupational Therapy Evaluation	\$2,000/Hr.	Per IEP	2014-15 SY	
St. Claire's Hospital - Behavioral Health Boonton, NJ 07005	Hospital Instruction	\$54/Hr.	Per IEP	2014-15 SY	
Summit Speech School New Providence, NJ	Itinerant Services Set up FM System	\$150/Hr.	Per IEP	2014-15 SY	
Union County Ed Services Commission	Transition Services	16,470.00	Per IEP	2014-15 SY	

**2. OUT OF DISTRICT PLACEMENT REQUEST**

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
Celebrate the Children Denville, NJ	1919	3,000.60	2012-2013 SY	Tuition Rebill



# Document G701™ – 2001

(D)

## Change Order

<b>PROJECT (Name and address):</b> Jonathan Dayton H. S. Façade Rehab Phase 2 139 Mountain Avenue Springfield, NJ 07081	<b>CHANGE ORDER NUMBER:</b> 001 <b>DATE:</b> 10/16/2014	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Spartan Construction, Inc PO Box 1017 Oakhurst, NJ 07755	<b>ARCHITECT'S PROJECT NUMBER:</b> SBOE 1402 <b>CONTRACT DATE:</b> 10/22/2014 <b>CONTRACT FOR:</b> General Construction	

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Add Wypon Repairs at Clock Tower = \$13,964.00

Add Clean and Paint Dentils at Roof Eaves = \$9,868.77

Total Net Change = \$23,832.77

The original Contract Sum was	\$	843,976.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	843,976.00
The Contract Sum will be increased by this Change Order in the amount of	\$	23,832.77
The new Contract Sum including this Change Order will be	\$	867,808.77

The Contract Time will be increased by Fifty Eight (58) days.

The date of Substantial Completion as of the date of this Change Order therefore is 12/19/2014

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>PERNUNZI ASSOCIATES</u> ARCHITECT (Firm name)	<u>SPARTAN CONSTRUCTION INC</u> CONTRACTOR (Firm name)	<u></u> OWNER (Firm name)
<u>SPRINGFIELD, NJ</u> ADDRESS	<u>395 LARKIN PLACE OAKHURST</u> ADDRESS NJ 07755	<u></u> ADDRESS
<u>[Signature]</u> BY (Signature)	<u>[Signature]</u> BY (Signature)	<u></u> BY (Signature)
<u>TERRY M. HAY, AIA</u> (Typed name)	<u>TIMMY EXARHOS</u> (Typed name)	<u></u> (Typed name)
<u>10/20/14</u> DATE	<u>10/24/14</u> DATE	<u></u> DATE

(E)



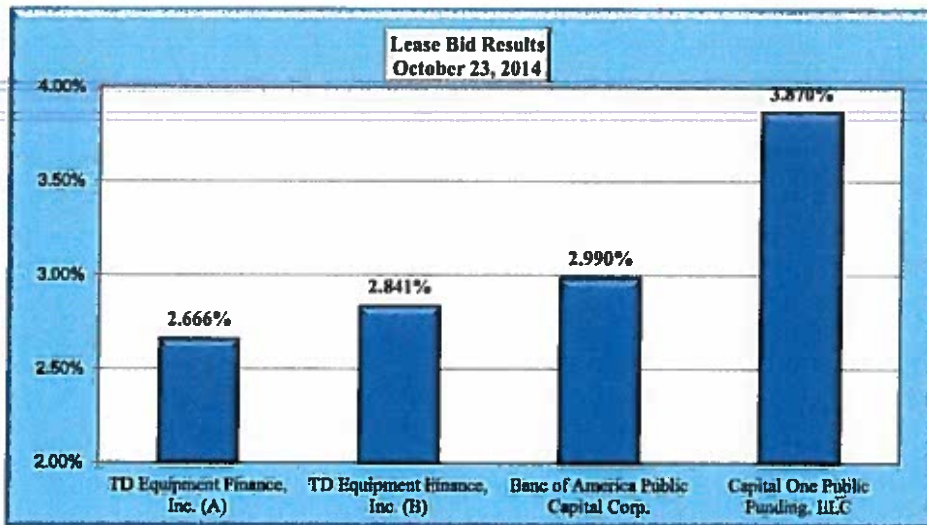
### Springfield Township Board of Education

\$2,375,000

Bid Date: October 23, 2014  
Lease Due: November 12, 2015 - November 12, 2034

Bidder	Interest Rate	Pre-Payment Options	Rank
TD Equipment Finance, Inc. (A)	2.666%	see attached	2
TD Equipment Finance, Inc. (B)	2.841%	see attached	1
Banc of America Public Capital Corp.	2.990%	see attached	3
Capital One Public Funding, LLC	3.870%	see attached	4

The TD 2.841% bid is recommended based on less onerous pre-payment options



Bidder	Pre-Payment Options for Lease Years						
	1	2	3	4	5	6-10	11-20
TD Equipment Finance, Inc. (A)	Greater of YM or 5%	Greater of YM or 4%	Greater of YM or 3%	Greater of YM or 2%	Greater of YM or 1%	1.0%	Yield Maintenance
TD Equipment Finance, Inc. (B)	5.000%	4.000%	3.000%	2.000%	1.000%	1.0%	0%
Banc of America Public Capital Corp.	2%	2%	2%	2%	2%	2%	2%
Capital One Public Funding, LLC	3%	3%	3%	3%	3%	2%	0%



### Resolution to Participate in *Sustainable Jersey for Schools*

Whereas, the Springfield Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

Whereas, the Springfield Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

---

Whereas, extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

Whereas, many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

Whereas, sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

Whereas, the Springfield Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as "Green Team"), based on the guidance of Sustainable Jersey for Schools.

Whereas, Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, water reduction, indoor air quality, energy-savings initiatives, and community partnerships.

Whereas the Springfield Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

Therefore, it is resolved that the Springfield Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board's intention to pursue certification for schools in the district.

We hereby appoint William Knorr, Buildings and Grounds Supervisor to be the liaison to Sustainable Jersey for Schools.

**WE DO HEREBY RECOGNIZE** the Springfield Public Schools (Jonathan Dayton High School, Florence M. Gaudineer Middle School, James Caldwell Elementary School, Thelma L. Sandmeier Elementary School, EV Walton Early Childhood Center) as the agents to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

We agree to complete district actions and support the district's schools in completing their actions.

---

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

**POLICY: STUDENT NUTRITION**

The board believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education.

Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity. Heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood. Further, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes.

To promote healthful behavior in the school, the board is committed to encouraging its students to consume fresh fruits, vegetables, low fat milk and whole grains. The board is also committed to encouraging students to select and consume all components of the school meal.

---

In order to promote and protect children's health, well-being, and ability to learn, the board is committed to providing school environments that support healthy eating and physical activity and will ensure that:

1. All students will have opportunities, support, and encouragement to be physically active on a regular basis;
2. Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs. The district will regulate the types of food and beverage items offered outside the federal meal requirements, such as ala carte sales, vending machines, school stores, and fundraisers;
3. All students will be provided with adequate time for student meal service and consumption in a clean, safe, and pleasant dining environment. Lunch and recess or physical education schedules will be coordinated with the meal service;
4. To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program including After-School Snack Programs, Summer Food Service Program, and Child and Adult Care Food Program);
5. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services; and
6. The board will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

All reimbursable meals shall meet federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served, as part of the After School Snack Program shall meet the standards as outlined within this policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV);
2. All foods and beverage items listing sugar, in any form, as the first ingredient;
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. (Federal labeling of trans fats on all food products is required by January 1, 2006.)

All snacks and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers shall meet the following standards.

1. Based on manufacturers nutritional data or nutrient facts labels:
  - a. No more than 8 grams of total fat per serving with the exception of nuts and seeds
  - b. No more than 2 grams of saturated fat per serving
2. All beverages shall not exceed 12 ounces, with the following exceptions:
  - a. Water
  - b. Milk containing 1% or less fat

---

In elementary schools:

1. 100% of all beverages offered shall be milk (plain or flavored) containing one percent or less fat, water or
2. 100% fruit or vegetable juice;
3. Serving size for fruit or vegetable juice shall not exceed 8 ounces.

In middle and high schools:

1. At least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices
2. Serving size for fruit or vegetable juice shall not exceed 12 ounces;
3. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Every effort shall be made to assure food and beverages served during special school celebrations or during curriculum related activities comply with this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations. If food is necessary for approved large group snack, then these products must be purchased through the board approved food service in the district and must conform to the district's nutritional policy. Food brought in from outside sources will not be permitted to be served to students during the school day.

This policy does not apply to medically authorized special needs diets pursuant to federal regulations, school nurses using FMNV's during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The Board recommends that physical education or recess be scheduled before lunch whenever possible.

The district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Content Standards.



The chief school administrator will specifically address the issue of biosecurity for the school food service. Biosecurity may be part of the plans, procedures and mechanism for school safety.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards. The Board of Education is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The Board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

The chief school administrator shall develop regulations consistent with this policy, including a process for measuring the effectiveness of its implementation, and designating personnel within each school with operational responsibility for ensuring the school is complying with the policy.

**Legal References:**

N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:18A-4.1 f.,h. Use of competitive contracting in lieu of public bidding;  
boards  
of education  
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations  
N.J.S.A. 18A:33-3 through -5 Cafeterias for pupils  
N.J.S.A. 18A:33-9 through -14 Findings, declarations relative to school breakfast  
programs..  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 18A:58-7.1 through -7.2 School lunch program ...  
N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs See particularly:  
N.J.A.C. 2:36-1.7 Local school nutrition policy  
N.J.A.C. 6A:16-5.1(b) School safety plans  
N.J.A.C. 6A:23-2.6 Supplies and equipment  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32--14.1 Review of mandated programs and services  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-  
265)  
42 U.S.C. 1751 et seq. Richard B. Russell National School Lunch Act  
42 U.S.C. 1771 et seq. Child Nutrition Act of 1966  
7 C.F.R. Part 210 Medically authorized special needs diets  
7 C.F.R. Part 210.10 Foods of minimum nutritional value

**Cross References:**

1200 Participation by the public  
1220 Ad hoc advisory committees  
3000/3010 Concepts and roles in business and noninstructional operations; goals and  
objectives  
3220/3230 State funds; federal funds  
3450 Money in school buildings  
3510 Operation and maintenance of plant  
3542 Food Service  
3542.31 Free or reduced-price lunches/milk  
3542.44 Purchasing  
4222 Noninstructional aides  
5131 Conduct/discipline

9123 Appointment of board secretary  
9124 Appointment of business official

Adopted: August 20, 2007  
Revised: March 19, 2012  
Revised: November 3, 2014

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

**POLICY: NEEDS ASSESSMENT OF INDIVIDUAL STUDENTS**

Each pupil shall be assessed upon entrance into the district's schools and annually thereafter, The annual assessment shall be in terms of personal growth and progress toward district goals and objectives.

Procedures to implement a program of individual pupil needs assessment shall include but not be limited to:

A. Identifying district needs as the basis for development of mandated goals; development of staff inservice programs; selecting and approving instructional materials; staffing;

B. Identifying and determining the needs of:

1. Gifted and talented pupils;
2. Disruptive pupils;
3. Disaffected pupils;
4. Potential dropouts;
5. Students who exhibit one or more potential indicators of dyslexia or other reading disability;
6. Pupils who require basic skills improvement programs;
7. Pupils with limited English proficiency;
8. Pupils who may require formal referral to the child study team for classification.
9. At-risk pupils

Policies addressing these specific groups and appropriate educational programs for them are listed in the cross references to this policy.

Parents/guardians shall be informed of any specific needs identified for their child. Such identified needs shall form the basis of development of educational programs to meet them. Special attention shall be given to the assessment of and programs developed for students identified as having special needs.

- C. Disseminating results of such assessments to parents/guardians and to appropriate staff and state and federal agencies as required without invading the privacy of the individual pupil.

The chief school administrator/designee shall review all individual assessment procedures annually to ensure that they serve the purposes for which they are intended. At all times, these procedures shall be in full conformity with federal and state law.

#### Dyslexia Assessment

"Dyslexia" means a specific learning disability that is neurological in origin. It can be characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. Difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge (N.J.A.C. 6A:14-1.3).

The board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.

The board shall ensure that each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected by the board. The screening shall be conducted no later than the student's completion of the first semester of the second grade.

Students newly enrolling in the district or transferring into the district in kindergarten or grades one through six who exhibit potential indicators of dyslexia or other reading disabilities and who have not been previously assessed, shall be assessed using the board selected age-appropriate screening instruments. Students shall be assessed at the same time as other students enrolled in the student's grade if feasible. If other students enrolled in the student's grade have previously been screened, the assessment shall be conducted within 90 calendar days of the date the student is enrolled in the district.

Potential indicators of dyslexia or other reading disabilities include, but are not be limited to:

- A. Difficulty in acquiring language skills;
- B. Inability to comprehend oral or written language;
- C. Difficulty in rhyming words;
- D. Difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words;
- E. Difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and
- F. Trouble in replication of content.

The screening shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities. If the results of the

assessment substantiate that the student possesses one or more potential indicators of dyslexia or other reading disabilities, the student shall receive a comprehensive assessment for the learning disorder. If the diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, appropriate evidence-based intervention strategies shall be provided to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

**Legal References:**

N.J.S.A. 18A:7A-10 Evaluation of performance of each school  
N.J.A.C. 6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standard  
N.J.A.C. 6A:8-4.1 et seq. Implementation of the Statewide Assessment System  
N.J.A.C. 6A:8-5.1 Graduation requirements  
N.J.A.C. 6A:14-1.1 et seq. Special Education  
N.J.A.C. 6A:15-1.1 et seq. Bilingual Education  
N.J.A.C. 6A:16-8.1 Establishment of intervention and referral services  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-2.1 Definitions  
N.J.A.C. 6A:32-4.3(g)4 Evaluation of tenured and nontenured chief school administrators

---

N.J.A.C. 6A:32-4.4(f)4 Evaluation of tenured teaching staff members  
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

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

**Cross References:**

1100 Communicating with the public  
1120 Board of education meetings  
2240 Research, evaluation and planning  
4010 Goals and objectives  
4131/4131.1 Staff development; inservice education/visitations/conferences  
5111 Admission  
5119 Transfers  
5124 Reporting to parents/guardians  
5125 Pupil records  
6010 Goals and objectives  
6141 Curriculum design/development  
6142.2 English as a second language; bilingual/bicultural  
6146 Graduation requirements  
6146.2 Promotion/retention  
6147 Standards of proficiency  
6147.1 Evaluation of individual student performance  
6160 Instructional services and resources  
6161 Equipment, books and materials  
6161.1 Guidelines for evaluation and selection of instructional materials

6164.2 Guidance services  
6164.4 Child study team  
6171.1 Remedial instruction  
6171.2 Gifted and talented  
6171.3 At-risk and Title 1  
6171.4 Special education  
6172 Alternative educational programs

Approved: March 16, 1987

Revised: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

Revised: November 3, 2014

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

**POLICY: PHYSICAL EDUCATION AND HEALTH**

The Board directs that the district's curricular and extracurricular programs of physical education and activities comply with the district's Affirmative Action resolution and Equity Plan for school and classroom practices as stipulated in policies 2224, 5145.4, 6121 and 6145 in this manual. The Board shall ensure that the comprehensive health and physical education curriculum addresses all elements required by the Core Curriculum Content Standards.

In general, physical education classes shall not be divided on the basis of gender. The quality and quantity of teachers, equipment and facilities shall be equivalent among the schools and comparable from level to level, taking into account the needs of the pupils.

---

Members of district interscholastic athletic teams may be excused from participation in the physical activities part of their physical education program without loss of graduation credit on the request of their coach on any day on which they are designated to participate in a regularly scheduled game. The Chief School Administrator shall approve procedures by which coaches will inform the physical education department, on the day in question, of the specific pupils to be excused.

The Superintendent will consider on a case-by-case basis requests from pupils or their parents/guardians in the case of minors for permission to satisfy the physical education requirement through an alternative program of athletics or physical education activities that meets the requirements of law and is consistent with the district's physical education program goals and instructional objectives.

Dating Violence

For students in grades 7 through 12, physical education and health curriculum will include the topic of dating violence. "Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

The dating violence education shall include information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.

Upon written request to the school principal, a parent/legal guardian of a student less than 18 years of age shall be permitted within a reasonable period of time after the request is made, to examine the dating violence education program instruction materials developed by the school district.

The purpose of the dating violence information is to help prevent dating situations from becoming

unsafe and to help educate young people on constructive ways to resolve conflicts in personal relationship.

To be consistent with P.L. 2011, c. 64 (N.J.S.A. 18A:35-4.23a, school policy, procedures and curriculum will include the following information:

- A. Dating violence will not be tolerated;
- B. Dating violence reporting procedures;
- C. Guidelines for responding to at-school incidents of dating violence;
- D. Discipline procedures specific to at-school incidents of dating violence;
- E. Warning signs of dating violence; and
- F. Information on safe, appropriate school, family, peer, and community resources available to address dating violence shall also be included within the curriculum.

Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)

The board of education shall provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student during high school (in grades 9, 10, 11 or 12). The instruction shall be provided to each student prior to graduation as part of the district's implementation of the Core Curriculum Content Standards in Comprehensive Health and Physical Education. The board may select a no-cost, non-certification instructional program to meet this requirement.

The instruction provided shall:

- A. Be modeled from an instructional program established by the American Heart Association, American Red Cross, or other nationally-recognized association with expertise in instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator; and
- B. Include a hands-on learning component for each participating student.

**Legal References:**

- N.J.S.A. 18A:6-111 et seq. Instruction in Suicide Prevention
- N.J.S.A. 18A:6-113 Instruction in suicide prevention in public school curriculum
- N.J.S.A. 18A:35-4.19 through 4.22 "AIDS Prevention Act of 1999"
- N.J.S.A. 18A:35-5 through 9 Maintenance of physical training courses features ...
- N.J.A.C. 6A:7-1.7 Equality in school and classroom practices
- N.J.A.C. 6A:8-3.1 Curriculum and instruction
- N.J.A.C. 6A:8-5.1 Graduation requirements
- N.J.A.C. 6A:9-5.19 Athletics Personnel
- N.J.A.C. 6A:9-11.8 Health and physical education
- N.J.A.C. 6A:32-9.1 Athletics Procedures
- N.J.A.C. 6A:16-2.1 et seq. General Provisions for School Health Services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972



Manual for the Evaluation of Local School Districts

The Comprehensive Equity Plan, New Jersey State Department of Education

**Cross References:**

2224 Nondiscrimination/affirmative action

5145.4 Equal educational opportunity

6121 Nondiscrimination/affirmative action

6142 Subject fields

6145.1/6145.2 Intramural competition; interscholastic competition

6146 Graduation requirements

Approved: June 30, 1997

Revised: August 18, 2008

Revised: November 3, 2014

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

**POLICY: GRADUATION REQUIREMENTS**

In order to be graduated from the Springfield District high school, and receive a state-endorsed Board of Education diploma, a pupil must:

- A. Meet both state and district proficiency standards in the core curriculum content areas; achieve or exceed passing grade on HSPA;
  - B. Complete successfully any course requirements stated in the administrative code, unless those of the district are greater, in which case the district's standard must be met. The proficiencies required must include the Core Curriculum Content Standards approved by the State Board of Education;
  - C. Select and complete successfully enough elective credits to meet the district minimum of 130 credits.
- 

Successful completion means that the pupil has demonstrated the degree of proficiency required by the district to indicate achievement of the district goals for the particular course, and has attended the required number of course sessions.

Transfer pupils must meet all state and local requirements in order to receive a diploma.

The Chief School Administrator shall put into effect the procedures necessary to assess each pupil upon entry into the system, and, annually thereafter, to identify those pupils not meeting the state or district proficiency requirements. He/she shall develop the programs necessary to remedy these deficiencies at the lowest possible grade level.

**Basic Skills**

Pupils who do not pass the NJASK8 shall be provided appropriate remediation.

Twelfth-grade pupils who have satisfied all other graduation requirements but have repeatedly failed the statewide examination shall receive an alternate assessment as provided by law.

**Pupils with Limited English Proficiency**

Pupils with limited English proficiency must be provided with the program opportunities required by law , and must fulfill the regular state and district requirements for graduation.

#### Special Education Pupils

A disabled pupil must meet all state and local high school graduation requirements in order to receive a state-endorsed high school diploma unless exempted in his/her IEP with the written approval of the Chief School Administrator.

A pupil who qualifies may take the Alternate Proficiency Assessment, if alternate requirements for graduation have been specified in his/her IEP.

By June 30 of a disabled pupil's last year in the elementary program, the pupil's case manager, parent/guardian and teacher(s) shall meet to review the instructional guide and basic plan of the pupil's IEP in view of the transition to the secondary program. Input from appropriate staff from the secondary school shall be part of the review.

The basic plan of the IEP for the pupil exiting the elementary program will address all the elements required in the administrative code. The description of the educational program will include exemptions, if any, from regular education program options or state and local graduation requirements including HSPA, along with the rationale for the exemptions. The exemptions must be approved in writing by the Chief School Administrator.

Required reviews of the IEP shall continue to address graduation requirements and shall explain why the proficiencies required for graduation are not part of the IEP.

Because graduation with a state-endorsed diploma is a change of placement that requires written notice, all procedures described in the administrative code shall be followed scrupulously. Procedures shall include written notice to parents/guardians that includes a copy of procedural safeguards published by the State Department of Education and opportunity for mediation or a due process hearing.

#### Proficiency

In consultation with appropriate professional staff, the Chief School Administrator shall develop and present to the Board for adoption indicators of achievement and standards of proficiency and attendance demonstrating successful completion of each course offered at every level of the high school. The proficiencies listed shall include but not be limited to those approved by the State Board of Education.

The subject matter and standards of proficiency shall be articulated with the district's elementary schools and with sending elementary districts.

In accordance with law, the Board of Education shall have copies of this policy distributed to all ninth-grade (or otherwise entering) pupils and their parents/guardians.

They shall also be informed as to the examinations, demonstrated proficiencies, course and credit hour requirements, attendance policies, and any other state and local requirements.

Proficiency requirements for each individual course shall be given to pupils on registering for the course.

The yearly program of studies for each pupil in the high school must be approved and signed by the parent/guardian, except in the case of 18-year-old pupils.

---

#### Early Graduation

---

Pupils who have clearly demonstrated a scholastic aptitude, an unusual readiness for the world of work, a financial need, or a serious health or family concern may be considered for early graduation. Minimal graduation requirements must be completed early. Approval must be obtained from the parents/guardians and the administration.

#### **Individualized Student Learning Opportunities**

The board shall establish a process to approve individualized student learning opportunities that meet or exceed the Core Curriculum Content Standards.

- A. Individualized student learning opportunities areas include, but are not limited to, the following:
1. Independent study;
  2. Online learning;
  3. Study abroad programs;
  4. Student exchange programs; and
  5. Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
- B. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:
1. Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
  2. Include demonstration of student competency;
  3. Be on file in the school district and subject to review by the Commissioner or his or her designee.

To earn credit toward high school graduation for individualized student learning opportunities, the student shall successfully complete assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level. Achievement may be verified by assessments including standards achieved by means of the individualized student learning opportunities. Such programs or assessments may occur all or in part prior to a student's high school enrollment.

No assessments administered shall preclude or exempt student participation in applicable Statewide assessments at grades three through 12.

### **Pupil Enrollment in College Courses**

The board shall make reasonable efforts to develop articulation agreements with New Jersey colleges and universities to facilitate the delivery of college credit courses to qualified pupils.

The board shall establish a process to approve post-secondary learning opportunities that may consist of Advanced Placement (AP) courses, College-Level Examination Program (CLEP), or concurrent/dual enrollment at accredited higher education institutions. Students shall receive credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.

The board shall determine eligibility requirements for these pupils and monitor the quality of the courses offered and college faculty who teach the courses.

---

### **Reporting and Monitoring**

The chief school administrator shall report annually at a public meeting, not later than September 30, to the board and to the commissioner:

- A. The total number of students graduated in the aggregate and disaggregated according to subgroups described in federal law;
- B. The number of students graduated under the Alternative High School Assessment (AHSA) process;
- C. The number of students receiving state-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their IEP's;
- D. The total number of students denied graduation from the 12<sup>th</sup> grade class;
- E. The number of students denied graduation from the 12<sup>th</sup> grade class solely because of failure to pass the High School Proficiency Assessment (HSPA) or Alternative High School Assessment (AHSA), based on the provisions of administrative code.

This information shall be reported to the board at a public meeting prior to the date prescribed by law.

The board shall review this policy annually and shall adopt all regulations required by law.

### **Legal References:**

- N.J.S.A. 18A:4-25 Prescribing minimum courses of study for public schools; approval of courses of study
- N.J.S.A. 18A:7C-1 Commissioner of education to develop a program of standards and guidelines
- N.J.S.A. 18A:7C-2 Boards of education; establishment of standards
- N.J.S.A. 18A:7C-4.1 Operation Recognition; purpose; eligibility; application procedure
- N.J.S.A. 18A:7C-5.1 Boards of education prohibited from excluding students from graduation ceremony or from obtaining yearbook for inability to pay fees
- N.J.S.A. 18A:7F-4 Periodic review of curriculum content standard by state board; establishment of thoroughness and efficiency standards and cost per pupil
- N.J.S.A. 18A:7F-29 Academic achievement reward program
- N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
- N.J.S.A. 18A:35-1 et seq. Curriculum and courses
- N.J.S.A. 18A:36-17 Credit of seniors in active military and naval service,
- N.J.A.C. 6:30-3.7 Graduation
- N.J.A.C. 6A:8-1.1 et seq. Standards and Assessment
- N.J.A.C. 6A:14-3.7 Individualized education program
- 
- N.J.A.C. 6A:14-4.12 Graduation
- N.J.A.C. 6A:15-1.11 Graduation requirements for limited English proficient Students
- N.J.A.C. 6A:23-8.3 Commissioner to ensure achievement of the Core Curriculum Content Standards
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- N.J.A.C. 6A:32-2.1 Definitions
- N.J.A.C. 6A:32-12.1 et seq. Annual Reporting and Planning Requirement
- N.J.A.C. 6A:32-13.1 et seq. Student Behavior
- N.J.A.C. 6A:32-14.1 et seq. State and Federally Mandated Programs and Services

The Department of Education Website,  
<http://www.nj.gov/njded/assessment/>  
(Lists the state assessment components)

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

Manual for the Evaluation of Local School Districts

**Cross References:**

- 1120 Board of education meetings
- 5113 Absences and excuses
- 5120 Assessment of individual needs
- 5127 Commencement activities
- 6000 Concepts and roles in instruction

6010 Goals and objectives  
6122 Articulation  
6140 Curriculum adoption  
6141.4 Independent study  
6142 Subject fields  
6142.2 English as a second language; bilingual/bicultural  
6142.6 Basic skills  
6145 Extracurricular activities  
6147 Standards of proficiency  
6154 Homework/makeup work  
6171.4 Special education  
6200 Adult community education

Approved: June 30, 1997  
Revised: November 17, 2008  
Revised: November 3, 2014

---