

REGULAR MEETING OCTOBER 1, 2007

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, October 1, 2007 at 7:30 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 April 23, 2007.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Judith Millman

Present: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mrs. Fran Sandler, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Also

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

2. PLEDGE OF ALLEGIANCE

3. MINUTES

Moved by Miss Duke, seconded by Mrs. Shanes, to approve the following minutes:

Regular Meeting - September 24, 2007  
Executive Meeting - September 24, 2007

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. MINUTES EXECUTIVE SESSION

Moved by Miss Duke, seconded by Mrs. Shanes, to approve the following minutes:

Executive Session - June 25, 2007

Yeas: Miss Linda Duke, Mr. Lloyd Grossman, Mr. Irwin Sablosky, Mrs. Patricia Venezia, Mrs. Judith Millman

Nays: Dr. David Hollander

Abstentions: Mr. Anthony Delia, Mrs. Fran Sandler,  
Mrs. Jacqueline Shanes

MOTION CARRIED

5. MINUTES EXECUTIVE SESSION

Moved by Miss Duke, seconded by Mrs. Shanes, to approve the following minutes:  
Executive Session - June 4, 2007

Yeas: Miss Linda Duke, Mr. Lloyd Grossman, Mr. Irwin Sablosky,  
Mrs. Fran Sandler, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia,  
Mrs. Judith Millman

Nays: Dr. David Hollander

Abstentions: Mr. Anthony Delia

MOTION CARRIED

6. MINUTES EXECUTIVE SESSION

Moved by Miss Duke, seconded by Mrs. Shanes, to approve the following minutes:  
Executive Session - May 7, 2007

Yeas: Miss Linda Duke, Mr. Lloyd Grossman, Mr. Irwin Sablosky,  
Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Nays: Dr. David Hollander

Abstentions: Mr. Anthony Delia, Mrs. Fran Sandler MOTION CARRIED

7. SUPERINTENDENT'S REPORT

Mr. Davino discussed the following item:

- a. The concept of parent volunteers, those that can obtain County Substitute Certification, and utilizing community expertise. A communication will be disseminate through/at the PTA meetings.
- b. The 2006-2007 Boys Spring Tennis Team was recognized for its accomplishments as the Group 1 Champions.

8. PUBLIC SESSION (7:58 PM)

There were no comments regarding Agenda items.

9. PERSONNEL APPOINTMENTS

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

Yeas: Mr. Anthony Delia, Miss Linda Duke, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Fran Sandler, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia,  
Mrs. Judith Millman

Abstention: Mr. Lloyd Grossman

MOTION CARRIED

10. PROFESSIONAL DEVELOPMENT TRAVEL

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

Yeas: Mr. Anthony Delia, Miss Linda Duke, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Fran Sandler, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia,  
Mrs. Judith Millman

Abstention: Mr. Lloyd Grossman

MOTION CARRIED

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

Moved by Mrs. Venezia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements for the 2007 - 2008 school year. (Attachment C)

Yeas: Mr. Anthony Delia, Miss Linda Duke, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Fran Sandler, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Mr. Lloyd Grossman

**MOTION CARRIED**

(Original motion was to move agenda items 4. Job Descriptions, item 5. School Safety Plans and 6. IDEA Acceptance FY2008 was revised to 5. And 6., then 4.)

**12. SCHOOL SAFETY PLANS**

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the safety plans for

1. Walton Elementary School
2. Caldwell Elementary School
3. Sandmeier Elementary School
4. Gaudineer Middle School
5. Jonathan Dayton High School

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**13. IDEA ACCEPTANCE FY2008**

Moved by Mrs. Venezia, seconded by Mr. Sablosky, approval authorizing the Springfield Board of Education to accept funds under the Individuals with Disabilities Education Act, Part B (IDEA-B) both basic (\$399,738) and preschool (\$16,680) FY2008 and to forward to the office of Grants & Management Dept. in Trenton, NJ.

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**14. JOB DESCRIPTIONS**

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the attached job descriptions. (Attachment D)

Yeas: Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Fran Sandler Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Mr. Anthony Delia

**MOTION CARRIED**

**15. CHARTER BUS COMPANIES 2007-2008**

Moved by Mr. Grossman, seconded by Mr. Sablosky, approval of the list of transportation companies to provide bus service for field trips and for use in emergencies as needed. (Attachment F)

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

16. 2<sup>nd</sup> PUBLIC SESSION (8:07 – 8:55 PM)

The following members of the public had comments regarding Walton's new addition (mold), direct phone line to schools and Superintendent's new contract:

Laura Delia	Andrew Confetti
Dan Sueccelli	Steven Wolcott
Jeanne DePaoella	Mary Beth Cunningham
Beth Mooney	Brian Kass

17. NEW BUSINESS/OVERNIGHT FIELD TRIP

Moved by Mrs. Shanes, seconded by Mrs. Venezia, at the recommendation of the Superintendent that the Board of Education approve the following overnight field trip:

- JSA – Dansvers, MA (November 17 & 18, 2007)

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. NEW BUSINESS

- Special Ed article in *Wall Street Journal* (Will be placed in the next Board packet)
- The Board discussed statements (and personal attacks) made anonymously regarding bullying and harassment
- Junior Statesmen Club to go on overnight to Dansvers, MA (See motion #17 above)
- The Board discussed timelines for disseminating the committee meeting minutes
- The Board President requested that all Board members that still had not completed the Leadership Academy Questionnaire to do so, as soon as possible (it will take 5 minutes to complete.)
- The (tentative) dates for the Board Leadership workshop are October 15<sup>th</sup>, 16<sup>th</sup>, 29<sup>th</sup> or 30<sup>th</sup>, November 14<sup>th</sup>. It's also possible to switch the 22<sup>nd</sup> meeting and the 29<sup>th</sup> of October. If this date is chosen, a revised meeting notice will be posted.

19. ADJOURNMENT (9:17 PM)

Moved by Mrs. Shanes, seconded by Mr. Grossman, to adjourn the meeting at 9:17 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Next Regular October 22, 2007 at 7:30 PM in the IMC at JDHS.

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Matthew A. Clarke  
Business Administrator/Board Secretary

**Springfield Public Schools  
Personnel**

Attachment ( A )

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
<i>Certificated Teachers</i>								
Francis	Richard	Science	JDHS	----	\$ 1,855.72	----	Extra Class (1)	9/1/07- 6/30/08
Stone	Misty	Newspaper Club	JCS	*	\$40/hour	----	up to 20 hours	9/1/07 - 6/30/08
Finan	Laura	Newspaper Club	JCS	*	\$40/hour	----	up to 20 hours	9/1/07 - 6/30/08
Shallcross	Scott	English	JDHS	----	----	----	retirement	11/1/07
Orr	Jessica	Family Math Night	JC/TLS	----	\$1,678.00	----	----	10/1/7-5/31/08
Levine	Phoebe	Family Math Night	JC/TLS	----	\$1,678.00	----	----	10/1/7-5/31/08

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
<i>Non-Certificated</i>								
Salow	Jeremy	Instructional Aide	District	Step 1	\$13.30/hour	< 29.75 hours/week	----	10/2/07-6/30/08
Lomonte	Clementina	Custodian	District	----	----	----	retirement	1/1/08

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
<i>Substitute/Home instructor</i>								
Berger	Brett	Asst Coach Ice Hockey	JDHS	----	\$ 2,100.00	----	*	10/2/07-6/30/08
Schachtel	Matt	Asst Coach Ice Hockey	JDHS	----	\$ 2,100.00	----	*	10/2/07-6/30/08
Costello	Brian	Head Baseball Coach	JDHS	----	\$ 4,033.00	----	*	10/2/07-6/30/08
Berger	Brett	Substitute Teacher	District	----	----	----	****	10/2/07-6/30/08
DeNicolo	Anthony	Substitute Teacher	District	----	----	----	****	10/2/07-6/30/08
Searle	Shira	Substitute Teacher	District	----	----	----	****	10/2/07-6/30/08
Felner	Daniel	Substitute Aide	District	----	----	----	****	10/8/07-6/30/08

\* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association

\*\* In accordance with the Negotiated Contact between the Springfield BOE and the Springfield Principals Association (July 1, 2006 - June 30, 2009)

\*\*\* In accordance with the Negotiated Contact between the Springfield BOE and the Springfield Supervisors Association (July 1, 2006 - June 30, 2009)

\*\*\*\* Special Salaries, Compensation and Fees 2007 - 2008

Travel  
Professional Development

Attachment ( B )

<b>Lname</b>	<b>Fname</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>	<b>Location</b>
Burns	Regina	Early Childhood Spec. Ed. Conf.	October 26, 2007	\$ 95.00	EVW
Lazarus	Gail	Early Childhood Spec. Ed. Conf.	October 26, 2007	N/C	EVW
Schmidt	Linda	Differentiated Instruction - MUJC	October 19, 2007	N/C	TLS
Vaccarino	Leslie	Legal Updates for Autistic Students	December 6, 2007	\$ 195.00	Dist
Vaccarino	Leslie	ASSA Training	October 9, 2007	N/C	Dist
Zika	Jacqueline	NJPAA - Performance Assessment	October 15, 2007	N/C	JD

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

Attachment ( C )

**1. RELATED SERVICES REQUEST**

<b>Vendor</b>	<b>Related Service</b>	<b>Rate</b>	<b>Hours/days/weeks</b>	<b>Term</b>	<b>Student</b>
Developmental Learning Center (D.L.C.) Warren, NJ	Personal Aide	\$ 58,065.98	Annual	SY07-08	1803
Developmental Learning Center (D.L.C.) Warren, NJ	Physical Therapy	\$175/Hr.	1x/Mo./30 Min.	SY07-08	1803
Developmental Learning Center (D.L.C.) Warren, NJ	Speech Therapy	\$92.50/Hr.	1x/Wk/30 Min.	July 1 - August 31, 2007	1803
	Occupational Therapy	\$155/Hr.	1x/Week	July 1 - August 30, 2007	1803
	Physical Therapy	\$175/Hr.	1x/Week	July 1 - August 30, 2007	1803
Developmental Learning Center (D.L.C.) New Providence, NJ	Applied Behavioral Analysis	\$119/Hr.	5x/Week	July 1 - August 31, 2007	0202
	Physical Therapy	\$175/Hr.	1x/W,30 Min.	July 1 - August 31, 2007	1204
	Behavior Modification	\$175/Hr.	10x/Week	July 1 - August 31, 2007	0705
Elisabeth Mlawski Springfield, NJ	Speech/Language	\$90/Hr.	Incr. from 9 hrs/wk Maximum 20 hrs/wk	Sept. - Feb. 2008	(prev. b.a. 7/23/07)
Share Communication, LLC Westfield, NJ	Speech/Language	\$110/hr	Incr. from 2 days/wk to 3 days/wk	Sept. - Feb. 2008	(prev. b.a. 8/20/07)
Beth E. Breakstone, M.S., M.Ed., CCC/SLP Sparta, NJ	Augmentative Communication	\$500 per evaluation		July 1 - August 31, 2007	1919

**2. OUT OF DISTRICT PLACEMENT REQUEST**

<b>School/Placement</b>	<b>Student</b>	<b>Tuition</b>	<b>Term</b>	<b>Comments</b>
CP of No. Jersey Livingston, NJ	1401	\$ 53,145.00	SY07-08	
		\$ 8,857.50	SY08-09	Extended School Year
Lehmann School & Technical Ed. Center Lakewood, NJ	0211	\$ 45,140.00	SY07-08	Change in Placement

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





Ellyn Atherton  
Director of Human Resources  
Springfield Public Schools

**MEMO**

To: Matt Clarke  
Cc: Sharon Corigliano  
From: Ellyn Atherton  
Date: September 26, 2007  
Re: Job Descriptions

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“At the recommendation of the Superintendent, I move to approve the following updated job descriptions:

Superintendent  
Assistant Superintendent  
Business Administrator/Board Secretary  
Director of Human Resources and Professional Development  
Director of Buildings and Grounds  
Director of Technology  
Assistant Principal  
Principal  
Supervisor of Special Services  
Supervisor of Educational Programs  
M.S. Supervisor  
Supervisor of Athletics and Physical Education  
Supervisor of Guidance  
Supervisor of Humanities  
Supervisor of Math  
Supervisor of Science  
Supervisor of Fine, Performing and Practical Arts  
Athletic Trainer  
Guidance Counselor  
LDTC  
School Nurse  
School Psychologist  
Social Worker  
Speech Therapist  
Special Education Teacher  
Teacher  
Coordinator of G&T  
School Board Attorney

Auditor  
Student Transportation Coordinator  
Bus Drivers  
Computer Technician  
Head Custodian  
Custodian  
Grounds Keeper  
Maintenance  
Courier/Mechanic  
Interpreter for the Deaf  
Manager of Information Systems and Records  
District Network Manager  
M.S. Athletic Coordinator  
Secretary to the Principal  
General Secretary  
Secretarial Clerk  
Special Services Secretary  
Bookkeeper/Accounts Payable  
Accounts Receivable Bookkeeper  
Bookkeeping Clerk  
Payroll Secretary  
Custodian/Treasurer of School Monies  
Executive Secretary to the Business Administrator  
Executive Secretary to the Director of Human Resources  
Executive Secretary to the Assistant Superintendent  
Executive Secretary to the Superintendent  
Secretary to Buildings and Grounds  
Lunch/playground Aide  
Clerical Aide  
General Aide  
Instructional Aide  
Special Education Aide  
Library/Media Aide  
Bus Aide  
School Nurse Assistant

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

**STANDING COMMITTEES AND REPRESENTATIVES**

The President shall make committee assignments within one month of the annual Organizational Meeting. The following standing committees and representatives are recognized as official committees of the Springfield Board of Education and will consist of four members and one alternate:

1. Buildings and grounds
2. Finance
3. Public relations, legislation
4. Negotiations
5. Policy
6. School government
7. Teacher-Administrator-Board
8. Sports

Representatives:

1. Town and Recreational Liaison
2. State and county school boards associations
3. Union County Educational Services Commission
4. Local PTAs and PTSO

A chairperson appointed by the President shall report for the committee and shall inform the President and Superintendent of all committee meetings.

Meetings of the standing committees shall be held in private session unless otherwise specified by the Board.

Within the assigned responsibility, the committee will conduct studies, make recommendations to the Board and act in an advisory capacity, but no committee shall take action which binds the full Board.

Since the purpose of committee meetings is to expedite the work of the Board, the meetings shall be limited to those committee members appointed by the President, unless there is an absence at which time an alternate may be assigned.

The Board of Education shall have members assigned to particular standing committees so that they may concentrate their efforts on a particular segment of Board work. The committees shall expedite liaison between the Superintendent and the Board between

meetings. Committee **minutes** and recommendations for Board action shall be presented in writing to the full Board.

The Superintendent or any other member of the school staff maybe consulted in work of committees where his/her advice is needed.

The President with the advice and consent of the Vice President shall make committee assignments within one month after the annual Organizational Meeting. Committee assignments are for a term of one year, unless reassigned by the President at a later date.

Committee chairpersons may call a meeting by making arrangements through the **President (or in his/her absence the Vice President) who will make arrangements with the School Business Administrator/Board Secretary. The Superintendent in consultation with the President (or in his/her absence the Vice President) may request a committee meeting as needed. The date and time of the meeting should be convenient for the chairperson and the administration. The chairperson shall discuss the proposed agenda in advance with the President.** Committee members shall be officially notified of the date, time and place of the meetings.

While the Superintendent is an ex-officio member of the full Board, he may be excused from committee meetings upon his/her request and may appoint a staff member as his/her liaison. He/she may also be excused by request of the full committee.

The Individual committee member is responsible for notifying the committee chairperson if he/she is unable to attend a committee meeting. **He/she should also contact the alternate to serve in his/her stead.**

**Each committee chairperson shall provide minutes of his/her meeting, with the exclusion of the Negotiations Committee or other issues as provided by law. Copies of committee minutes shall be distributed to all Board members by the President.**

Approved: August 28, 1989

Revised: June 30, 1997

Revised:

**SPRINGFIELD PUBLIC SCHOOLS  
Springfield New Jersey 07081**

**AGENDA CONSTRUCTION**

The agenda for each Regular meeting shall be prepared by the Superintendent in conjunction with the Board Secretary/School Business Administrator and Board president if feasible. Any member of the Board may request an agenda item by contacting the President (or in his/her absence the Vice President) who will forward the request to the Superintendent for review and consideration.

The agenda shall be completed not later than 4 p.m. the Thursday preceding the Monday meeting, except for emergency matters which may be added at any time before the meeting commences at the discretion of the Superintendent and Board President. The prepared agenda shall include only those matters that have been presented or delivered to the Board Secretary/School Business Administrator or Superintendent not later than noon on the day the agenda is to be prepared. As soon as the agenda for each meeting is prepared, the Board Secretary/School Business Administrator shall deliver or mail a copy to each Board member. The practice for Special Meetings shall conform as nearly as possible to the practice for Regular Meetings.

General topics to be discussed and/or voted upon at the Regular monthly meeting shall be in all schools, and the Springfield Public Library, the Sarah bailey Civic Center and the Office of the Board Secretary as well as the district's website. A copy will be available in the Board Secretary's office for each PTA President. Copies (at least 10) shall be available for members of the public at each regular Board meeting.

The agenda and copies of the proposed motions shall also be made available to the press, representatives of the community and staff groups, and to others upon their request.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be suggested by any Board of Education member, staff member, citizen or student of the district and referred to the appropriate committee for future consideration if the committee and a quorum of the Board agrees to consider them. However, existing Board policies or Bylaws may not be revised or new ones adopted unless the proposals are on the written agenda.

**Advance Delivery of Meeting Minutes**

Background and supplementary materials and agendas shall be delivered to each Board member on the Friday preceding the regular Monday meeting or at least two days prior to a Special Meeting.

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Adopted: August 28, 1989

Revised: June 30, 1997

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SPRINGFIELD BOARD OF EDUCATION P.O. Box 210  
Springfield New Jersey 07081

CHARTERED BUS SERVICE FOR EMERGENCIES AND FIELD TRIPS  
2007/2008

		Insurance Certificate <u>Expiration Date</u>
1. Barker Bus Company 1400 Route 22 E. Bridgewater NJ 08807	1-732-302-0500 Fax-732-302-0501	06/21/08
2. Breza Bus Service, Inc . 101 E. Inman Avenue Rahway NJ 07065	1-732-388-2656 Fax-732-388-9430	01/01/08
3. Camptown Bus Lines, Inc. 126-140 Frelinghuysen Ave. Newark NJ 07114	1-973-242-6100 Fax-973-242-4123	09/16/08
4. Passaic Valley Coach Line, Inc. t/a Passaic Valley Coaches 71 River Road Chatham NJ 07928-1930	1-973-635-2374 Fax-973-635-0199	06/30/08
5. Pioneer Transport 2440 Dayton Avenue Union NJ 070839.	1-908-686-1112 Fax-908-353-9681	03/28/08

**Bylaw 9132**

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

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Revised:

**Bylaw 9323/9324**

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