

DRAFT COPY SUBJECT TO REVISIONS BY BOARD
SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING AUGUST 22, 2011

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.

The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Instructional Media Center-First Floor on Monday, August 22, 2011 at 7:11 PM.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on May 9, 2011.

1. CALL TO ORDER

The meeting was called to order by Board Vice President, Mr. Steven Wolcott

2. ROLL CALL

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

Also

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

3. CLOSED SESSION (7:12 – 7:30 PM)

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

RESOLUTION:

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

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

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Closed Conference Items

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. RECONVENE

Moved by Mr. Delia, seconded by Mr. Kass, approval to reconvene to the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

5. PLEDGE OF ALLEGIANCE

6. COMMUNICATIONS

a. Information from NJ School Boards Association

- Conversation on NJ Education webinars
- Criminal background checks required by law (fingerprinting)

b. Information from the Department of Education

- State certified Springfield as a high performing district (July 13th)
- District has been determined to have “met requirements” with regards to implementation of special education requirements.
- Broadcast regarding fingerprinting

c. Township, Zoning Board of Adjustments, preliminary and final plan approval and use variance for the two lots on Mountain Ave to construct 8 market value townhomes and 2 flat units (1COAH)

7. MINUTES

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

Regular Meeting	- July 18, 2011
Executive Meeting	- July 18, 2011

Yeas: Mr. Steven Friedman, Mr. Brian Kass, Mr. Scott Samansky,
Mrs. Jacqueline Shanes, Mr. Steven Wolcott

Abstention: Mr. Anthony Delia, Mr. Irwin Sablosky

MOTION CARRIED

8. SUPERINTENDENT’S REPORT

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

1. Preparation for the opening of schools is all but ready. Professional Development days for staff, meet and greets at each of the schools for parents and teachers, are ready for all participants. In addition, the administration continues to monitor the two ongoing building projects, windows at Walton and Sandmeier. The estimated start date is October 7, 2011 for Walton and October 21, 2011 for Sandmeier.
2. The Board discussed at length, sending a letter suggesting that the planning board consider the impact on the Board of Education in providing educational opportunities for future land development projects. The Board affirmed the request and asked Mr. Sablosky provide a letter and included the constraints the Board works through annually, for example - 2% CAP.

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- 3. Building Usage
- 4. Fund Raisers

Yeas: Unanimous by all Members present.

MOTION CARRIED

9. BOARD PRESIDENT'S REPORT

Mr. Wolcott read a statement regarding the recent decision by the Council on Local Mandates regarding the Aid in Lieu controversy.

STATEMENT ON BEHALF OF THE BOARD

In March 2011, counsel for the Board filed on its behalf a complaint with the New Jersey Council on Local Mandates, alleging that the statutory requirement that the Board provide transportation or aid in lieu of transportation to non-public school students resident within the district amounts to an unconstitutional unfunded mandate now that the Board is not receiving any State transportation aid. By letter of April 8, 2011, the Council accepted the appeal for filing and directed the Attorney General to file a response on behalf of the State of New Jersey. After filing an answer, the Attorney General moved to dismiss the Board's complaint, arguing that the Board's position lacks legal merit and should be dismissed. The Board opposed the State's motion and cross-moved for a decision by the Council that the challenged statutes impose unconstitutional unfunded mandate, but also requested that a hearing be held.

On August 4, 2011, the Council heard oral argument on the motions. It then voted unanimously to deny the State's motion to dismiss the Board's complaint and proceed to a hearing. The hearing is scheduled for October 18, 2011.

Contrary to unfounded allegations in various media outlets over the past several months that the Board is "defying the law" or acting irresponsibly by challenging the aid-in-lieu mandate, the Council's ruling makes clear that the Board's complaint raises a significant legal issue warranting further fact-finding and consideration. Indeed, the Council has unanimously rejected the State's allegation that the Board's position lacks merit.

The Board continues to believe, as it has from the start, that it is satisfying its obligation to the taxpayers to pursue this appeal as part of its effort to run a fiscally prudent, but educationally sound, school district. Though the outcome of the Board's appeal of course remains uncertain, the Board is heartened by the Council's recent ruling, acknowledging that the Board has presented a legitimate, lawful challenge to the aid-in-lieu mandate.

10. FIRST PUBLIC SESSION (7:52 PM)

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

11. BILL LIST

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve computer checks numbered 027074 through 027259 and wire transfers 800082 and for a grand total of \$2,027,796.13.

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. DISCOVERY BENEFITS FLEXIBLE SPENDING ADMINISTRATION

Moved by Mr. Sablosky, seconded by Mr. Delia, approval to authorize the Business Administrator/Board Secretary to sign a contract with Discovery Benefits to provide the Flexible Spending Administration (FSA), Section 125 Plan in accordance with Chapter 78, PenBen Law, for the 2011-2012 school year, and the broker of record for the section 125 program to be G.R. Murray.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. INSURANCE COVERAGE REVISION

Moved by Mr. Sablosky, seconded by Mr. Delia, approval to authorize the Business Administrator/Board Secretary to contract the Springfield Public School District's Multi-Peril Package and Automobile, \$10 million Primary Umbrella and School Board Legal Liability coverage with G.R. Murray, agent; and insurance coverage through Zurich Insurance Company for the revised total amount of \$132,716 for the 2011-2012 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. CANCELATION OF THE WALTON MEMORIAL FUND ACCOUNT

Moved by Mr. Sablosky, seconded by Mr. Delia, approval to authorize the Business Administrator/Board Secretary to closeout the Edward Walton Memorial Fund for FMG students with Wells Fargo in the amount of \$2,626.19 and return the funds to FMG.

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. PERSONNEL APPOINTMENTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. STUDENT TEACHERS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

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18. CURRICULUM REVISIONS/ADDITIONS

Moved by Mrs. Shanes, seconded by Mr. Sablosky, at the recommendation of the Superintendent, to approve the following curriculum for the 2011 - 2012 school year.

- Restaurant I - High School
- Pre Restaurant II - High School
- Restaurant II - High School
- Food Fundamental - High School
- Intro to Lighting and Sound Design - High School
- Biology Honors - High School.

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. STAFF CHILDREN'S PLACEMENT FOR 2011-2012

Moved by Mrs. Shanes, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval for the following staff member's child to attend the Springfield Public Schools for the 2011-2012 school year in accordance with the negotiated contract and Board Policy.

- Gillian Dillard
- Melissa Lagemann
-

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. POLICY 2nd AND FINAL READING on #5512 and #5141.8

Moved by Mr. Kass, seconded by Mr. Friedman, to approve the second and final reading of the following policies (Attachment D):

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. REVISION TO LRFP

Moved by Mr. Delia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, approval to revise the LRFP and to include athletic facilities improvements.

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. ED SPECS FOR CULINARY ARTS

Moved by Mr. Delia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, approval to submit the Ed Specs for the culinary arts room at JDHS to the Department of Education School Facilities.

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. APPLICATION FOR PAYMENT #2 ARCHITECTURAL PRODUCTS - EVW
Moved by Mr. Delia, seconded by Mrs. Shanes, approval of the Certificate for Payment #2 in the amount of \$5,890.00 to R.D. Architectural Products, Inc. for project number 2011-008 & 009 - EVW. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. SECOND PUBLIC SESSION (7:58 PM)

There were no comments or concerns from the public at this time.

25. NEW BUSINESS

- a. Sandmeier PTA meeting is scheduled for September 13th, Back to School Night is September 27th.
- b. Update on the Township meeting
Springfield will continue sharing Board of Health services with Westfield.
State Police met with township regarding how to handle major incidents
- c. Update on field usage; permits, cleanup
- d. Wishing a speedy recovery to custodian, Harold Johns, from injuries he received after being hit by a car in the Dayton parking lot.

26. ADJOURNMENT (8:05 PM)

Moved by Mrs. Shanes, seconded by Mr. Delia, to adjourn the meeting at 8:05 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – September 19, 2011 at 7:30 PM in the IMC at JDHS
2. Regular Meeting – October 3, 2011 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

**Springfield Public Schools
Personnel**

Attachment (A)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement Renewal/New	Additional Information	Effective Date
<i>Certificated</i>								
Blanchard-Salmo	Karen	Nurse	JCS	Step 13/6th	\$77,833.00	----	Attainment of +30	9/1/11-6/30/12
Hadzimichalis	Anthony	Special Education Teacher	JDHS	Step 5/6th	\$65,098.00	----	Attainment of +30	9/1/11-6/30/12
Goerge	Joseph	Weight Room Supervisor	JDHS	---	25.13/hr	---	up to 10 hrs/ week	6/13/11-8/12/11
De La Llave	Pamela	Asst Girls Tennis Coach	JDHS	----	\$2,841.00	---	---	9/1/11-6/30/12
Guida	Constance	Summer Nurse	JDHS	----	49.17/hr	---	up to 26 hrs	6/22/11 - 8/31/11
Susser	Carly	Speech/Language Specialist	District	Step 0/MA	\$56,805.00	New	----	9/1/11-6/30/12
Handy	Dolores	Concert Chaperone	TLS	----	\$25.13/hr	---	revised amount	9/1/11-6/30/12
Hofman	Veronica	Peer Leadership Co-Advisors	JDHS	*	\$929.00	---	---	9/1/11-6/30/12
Hadzimichalis	Anthony	Peer Leadership Co-Advisors	JDHS	*	\$929.00	---	---	9/1/11-6/30/12
Higginson	Jaclyn	G&T Teacher	FMG/JDHS	Step 1/BA	\$52,710.00	Replaces K.P.	---	9/1/11-6/30/12
Gray	Janet	IEP Teacher	District	----	49.17/hr	---	as per IEP	6/22/11 - 8/31/11
Scudero	Erica	Supervisor of Ed Programs	District	----	\$90,729.00	---	revised	7/1/11-6/30/12
Slate	Ronald	High School Supervisor/ of the	District	----	\$98,407.00	---	revised	7/1/11-6/30/12
Jacobs	Lance	Supervisor of Athletics/PE	District	----	\$94,605.00	---	revised	7/1/11-6/30/12
Carlson	Stephanie	6th class English	JDHS	----	\$5,806.10	---	half year	9/1/11-6/30/12
Delikaris	Barbara	6th class Art	JDHS	----	\$17,055.60	---	full year	9/1/11-6/30/12
Diez	Sandra	6th class Spanish	JDHS	----	\$11,740.00	---	full year	9/1/11-6/30/12
DiGangi	Steve	6th class Industrial Arts	JDHS	----	\$8,353.70	---	half year	9/1/11-6/30/12
Doring	William	6th class Culinary Arts	JDHS	----	\$11,053.00	---	full year	9/1/11-6/30/12
Gutierrez	Tamara	6th class Special Education	JDHS	----	\$10,793.20	---	full year	9/1/11-6/30/12
Krumholz	Drew	6th class Spanish	JDHS	----	\$10,542.00	---	full year	9/1/11-6/30/12
Perone	John	(2) 6th class Cisco	JDHS	----	\$14,257.19	---	full year	9/1/11-6/30/12
Soriano	Maria	6th class Special Education	JDHS	----	\$14,211.60	---	full year	9/1/11-6/30/12
White	Chris	6th class Math	JDHS	----	\$12,219.40	---	full year	9/1/11-6/30/12
Goerge	Michael	6th class Physical Ed/Health	FMG	----	\$10,665.60	---	full year	9/1/11-6/30/12
Noto	Michelle	6th class Physical Ed/Health	FMG	----	\$11,488.60	---	full year	9/1/11-6/30/12
Berglund	Eileen	6th class Physical Ed/Health	FMG	----	\$12,015.00	---	full year	9/1/11-6/30/12
Florio	Christina	6th class Technology	FMG	----	\$6,318.22	---	full year	9/1/11-6/30/12
Pastine	Kimberly	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/1/11 - 8/31/11

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Blackwood	Basiel	Substitute Custodian	District	----	***	renewal	----	7/1/11-6/30/12

**Springfield Public Schools
Personnel**

Attachment (A)

Ernst	Tom	Substitute Custodian	District	----	***	renewal	----	7/1/11-6/30/12
Henribenson	Jules	Substitute Custodian	District	----	***	renewal	----	7/1/11-6/30/12
Johnson	Ken	Substitute Custodian	District	----	***	renewal	----	7/1/11-6/30/12
Murray	Eugene	Substitute Custodian	District	----	***	renewal	----	7/1/11-6/30/12
Sabol	Robert	Substitute Custodian	District	----	***	renewal	----	7/1/11-6/30/12
Scarillo	Edward	Substitute Custodian	District	----	***	renewal	----	7/1/11-6/30/12
Severt	David	Substitute Custodian	District	----	***	renewal	----	7/1/11-6/30/12
Barrasso	Claudio	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Barrett	Kathleen	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Biunno	James	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Bright	Marcia	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Brown	Kenneth	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Cohen	Carin	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Corcione	Annmarie	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Doren	Lisa	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Fish	Lori	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Fish	Yeda	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Garfinkel	Andrew	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Ginefra	Deborah	Substitute Teacher & Nurse	District	----	****	Renewal	----	9/1/11-6/30/12
Huber	Rita	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Kindler	William	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Levinson	Kathi	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Licatese	Ann Marie	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Lico	Adelino	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Magee	Joan	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
McCormack	Sheila	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Mucci	John	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Nacci	Marilyn	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
O'Sullivan	Maria	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Oyer	Robert	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Paolella	Janene	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Reich	Linda	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Reilly	Donna	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Rupa	Wendy	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Szczepanski	Victor	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Weiss	Michele	Substitute Teacher	District	----	****	Renewal	----	9/1/11-6/30/12
Zinberg	Greg	Substitute Teacher & Aide	District	----	****	Renewal	----	9/1/11-6/30/12

**Springfield Public Schools
Personnel**

Bellino	Denise	Substitute Nurse	District	----	****	Renewal	----	9/1/11-6/30/12
Campos	Mary Jo	Substitute Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Carvajales	Rose	Substitute Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Johnson	Lafonda	Substitute Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Kerr	Heather	Substitute Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Majewski	Pat	Substitute Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Mirto	Evelyn	Substitute Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Zurabova	Nataliya	Substitute Aide	District	----	****	Renewal	----	9/1/11-6/30/12
Massoni	Erin	Substitute Teacher	District	----	****	New	for L.T.	9/1/11-6/30/12
Borton	Bonnie	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Cioffi	Josephine	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Fish	Lori	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Herrington	Amy	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Honer	Jaclyn	Home Instructor	District	----	28.00/hr.	----	----	9/1/11-6/30/12
Hofman	Veronica	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Krumholz	Drew	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Mortensen	Jennifer	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Parker	Sundra	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Salow	Barry	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Samons	Wes	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Telesca	Jon	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
Wasserman	Risa	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12
White	Chris	Home Instructor	District	----	28.00/hr	----	----	9/1/11-6/30/12

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement Renewal/New	Additional Information	Effective Date
<i>Non-Certificated</i>								
Lico	Adelina	Aide	District	----	----	----	Leave	9/1/11-9/30/11
Boettcher	Luke	Cusdodian	District	----	\$50,076.00	----	revised	7/1/11-6/30/12
Tornatore	Julie	Lunch Aide	District	*	15.78/hr	----	----	8/1/11-6/30/12

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

Attachment (B)

1. RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
Mlawski, Elisabeth Springfield, NJ	Speech/Language Therapy	\$100/hr.	Per IEP	2011 - 12 SY	
Morris-Union Jointure Commission New Providence, NJ	Adaptive Physical Education	\$190/hr.	Per IEP	2011 12 SY	
SBMC Pediatric Psychiatry (Dr. Faber) Newark, NJ	Psychiatric Evaluations	\$550	Per IEP	2011-12 SY	

2. OUT OF DISTRICT PLACEMENT REQUEST

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
Allegro School	0825, 2219	74,160.00	2011-12 SY	
Cedar Knolls, NJ	0825	21,600.00		1:1 Aide
Calais School Whippany, NJ	0203	52,984.80	2011-12 SY	
Center School Highland Park, NJ	2210	47,820.00	2011-12 SY	
Celebrate the Children Dover, NJ	1919	59,175.00	2011-12 SY	
Childrens Institute Verona, NJ	1201, 0610 1201	50,634.22 22,750.00	2011-12 SY	1:1 Aide
Cornerstone Day School Mountainside, NJ	1308	6,615.00 58,905.00	7/1/2011 - 8/31/2011 2011-12 SY	
CP of North Jersey Livingston, NJ	1303	59,587.20 23,986.80	2011-12 SY	1:1 Aide
Craig School	1918	17,535.00	2011-12 SY	

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

Mountain Lakes, NJ	2201	35,070.00		
East Mountain School Belle Meade, NJ	1419; 0616	1182.00	2004-05 SY	Tuition Adjustment
L.E.A.P. Program Cranford, NJ	0801	44,780.00	2011-12 SY	
Developmental Learning Center (MUJC) New Providence, NJ	0705, 1803	80,466.00	11-12 SY	
E.C.L.C. of New Jersey Chatham, NJ	0520, 1210, 1315 0520	39,864.60 23,413.28	2011-12 SY	1:1 Aide
High Point School Morganville, NJ	1911	61,200.00	2011-12 SY	
Holmstead School Ridgewood, NJ	0518	45,182.00	2011-12 SY	
Jardine Academy (CP League) Union, NJ	0620	55,620.00 24,300.00	2011-12 SY	1:1 Aide
Lamberts Mill Academy (UCESC)	2516	47,206.00	2011-12 SY	
Midland School North Branch, NJ	1301	42,768.00	2011-12 SY	
Montgomery Academy Gladstone, NJ	0803	50,254.20	2011-12 SY	
New Beginnings Fairfield, NJ	0702, 0713	56,923.20	2011-12 SY	
New Road School of Somerset	1802	37,002.60	2011-12 SY	

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

Attachment (B)

Somerset, NJ

Newmark School Cararet, NJ	1610	10,000.00	2011-12 SY
Roselle Park High School Roselle Park, NJ	1901 1008	16,066.00 47,975.00	2011-12 SY
Somerset Hills School Middlesex, NJ	2219	74,239.00 11,910.00	2011-12 SY 7/1/2011 - 8/31/2011
Summit Speech School New Providence, NJ	0609 1910	52,200.00 26,100.00	2011-12 SY 2011-12 SY
Union County Ed Services Commission Westfield, NJ	0603	33,190.00	2011-12SY
UMDNJ Piscataway, NJ	1918	54,000.00	2011-12 SY
Watchung Hills Regional High School Warren, NJ	0301	53,285.00	2011-12 SY
Westlake School (UCESC) Westfield, NJ	0714 1913	16,546.00 44,119.00	2011-12 SY
Windsor School West Milford, NJ	0218	55,344.60	2011-12 SY

Student Teachers/Internships

2011-2012 School Year

Guidance Intern: Patricia Moseley
College/University: Kean University
Assigned to: JDHS
Assignment Date: September 2011 thru June 2012
Cooperating Counselor: Lillian Abadir

Speech/Lang. Student: Jamie Leigh Hyler
College/University: Seton Hall University
Assigned to: EVW, JC, TLS
Assignment Date: October 2011 thru June 2012
Cooperating Teacher: Camille Paolino

Speech/Lang. Student: Melanie Dominko-Richards
College/University: Seton Hall University
Assigned to: EVW, JC, TLS
Assignment Date: October 2011 thru June 2012
Cooperating Teacher: Traci Glazner

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: HARASSMENT, INTIMIDATION AND BULLYING

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: HARASSMENT, INTIMIDATION AND BULLYING

A. Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

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

1. Is reasonably perceived as being motivated by either;
 - a. any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
 - b. by any other distinguishing characteristic; and that
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any pupil or group of pupils; or

- c. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

C. Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

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

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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2,

the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

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

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

D. Consequences and Appropriate Remedial Actions

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

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;

6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

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

Environmental

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

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

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

Examples of Remedial Measures - Personal

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

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

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

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

E. Harassment, Intimidation, and Bullying Off School Grounds

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

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
 - a. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
 - c. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the

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

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

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

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;

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

The school Anti-Bullying Specialist shall:

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

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;

- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

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

H. Harassment, Intimidation, and Bullying Investigation

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

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

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

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

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

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

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

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

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

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

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The Board recognizes that some acts of harassment,

intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

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

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

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and

school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

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

J. Reprisal or Retaliation Prohibited

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

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

K. Consequences and Appropriate Remedial Action for False Accusation

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

1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of

harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

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

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

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

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

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

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

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to school employees, contracted service providers, and volunteers who have significant contact with pupils. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

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

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of

harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

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

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

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

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

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

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

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

The Superintendent shall report two times each school year at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either

serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

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

R. Pupils with Disabilities

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

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

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

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

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

First Reading: July 18, 2011

Final Reading: August 22, 2011

SPRINGFIELD PUBLIC SCHOOLS

Springfield, New Jersey 07081

REGULATION: HARASSMENT, INTIMIDATION AND BULLYING

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

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

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

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident and shall be conducted by a school's Anti-Bullying Specialist.
 - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
 - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).

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

In Effect: August 22, 2011

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

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

Prevention

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

Possible Signs of Concussion:

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

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

Possible Symptoms of Concussion

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

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

Graduated Return to Competition and Practice Protocol

- Complete physical, cognitive, emotional, and social rest is advised while the student-athlete is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limiting overstimulation, multi-tasking etc.)
- After written medical clearance is given by a physician trained in the evaluation and management of concussions stating that the student-athlete is asymptomatic at rest, the student-athlete may begin a graduated individualized return-to-play protocol supervised by a licensed athletic trainer, school/team physician or in cases where the afore mentioned are not available a physician or licensed health care provider trained in the evaluation and management of sports-related concussions. The following steps should be followed:
 1. Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without re-emergence of any signs or symptoms.

If no return of symptoms the student will undergo ImPACT testing. If their scores are within an acceptable range of baseline they may progress to step two on the following day.

2. Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity < 70% maximum percentage heart rate: no resistance training. The objective of this step is increased heart rate. If no return of symptoms, next day advance to:
 3. Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement and continue to increase heart rate. If no return of symptoms, next day advance to:
 4. Non-contact training drills (e.g., passing drills). The student-athlete may initiate progressive resistance training. If no return of symptoms, next day advance to:
 5. Following medical clearance (consultation between school health care personnel, i.e., Licensed Athletic Trainer, School/Team Physician, School Nurse and student-athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and to assess functional skills by the coaching staff. If no return of symptoms, next day advance to:
 6. Return to play involving normal exertion or game activity.
- In the absence of daily testing by knowledgeable school district staff (i.e. Licensed Athletic Trainer, School/Team Physician) to clear a student-athlete to begin the graduated return-to-play protocol a student –athlete should observe a 7 day rest/recovery period before commencing the protocol. Younger students (K-8) should observe the 7 day rest/recovery period (after they are symptom free at rest) prior to initiating the graduated-return-to play protocol. A physician trained in the evaluation and management of concussion as well as the parents/guardians of the student-athlete shall monitor the student-athlete in the absence of knowledgeable school district staff (i.e., Athletic Trainer, School/Team Physician). School Nurses may serve as an advocate for student-athletes in communicating signs and symptoms to physicians and parents/guardians.
 - Utilization of available tools such as symptom checklists, baseline and balance testing are suggested.
 - If the student athlete exhibits a re-emergence of any concussion signs or symptoms once they return to physical activity, he/she will be removed from further exertional activities and returned to his/her school/team physician or primary care physician.
 - If concussion symptoms reoccur during the graduated return-to-play protocol, the student-athlete will return to the previous level of activity that caused no symptoms after a 24 hour symptom free period.

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

- Rest is the best “medicine” for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration and speed of processing significantly impacts learning. Further, exposing the concussed student-athlete to the stimulating school environment may delay the resolution of symptoms needed for recovery.
- Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.

- Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting – even watching movies if a student is sensitive to light/sound – can slow a student's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions boards of education may look to address the student's cognitive needs in the following ways.

- Students who return to school after a concussion may need to:
 1. Take rest breaks as needed.
 2. Spend fewer hours at school.
 3. Be given more time to take tests or complete assignments. (All courses should be considered)
 4. Receive help with schoolwork.
 5. Reduce time spent on the computer, reading, and writing.
 6. Be granted early dismissal to avoid crowded hallways.
 7. Wear sunglasses if light sensitivity is present

First Reading: July 18, 2011

Final Reading: August 22, 2011

Attachment E

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side) (PAGE ONE of TWO PAGES)

TO (OWNER):
Springfield Board of Education
139 Mountain Avenue
Springfield, NJ 07081

FROM (CONTRACTOR):
R.D. ARCHITECTURAL PRODUCTS, INC.
9-02 Saddle River Road, Fair Lawn, NJ 07410

PROJECT:
Edward V. Walton & Thelma L.
Sandmeier Elementary Schools
(WALTON THIS PAGE)

VIA (ARCHITECT):
Design Ideas Group
15 Bethany Street
New Brunswick, NJ 08901

APPLICATION NO.: Two (2) Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR
 ENGINEER

PERIOD TO: 8/4/2011

ARCHITECT'S PROJECT NO: 2011-008 & 009

CONTRACT FOR: **WINDOW REPLACEMENT** CONTRACT DATE: **23-Mar-11**

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	<u>616,860.00</u>
2. Net change by Change Orders	<u>0.00</u>
3. CONTRACT SUM TO DATE (LINE 1+2)	<u>616,860.00</u>
4. TOTAL COMPLETED & STORED TO DATE	<u>18,720.00</u>
(Column G on G703)	
5. RETAINAGE:	
a 5% of Completed Work	<u>936.00</u>
(Columns D+E on G703)	
b. ___% of Stored Material	<u> </u>
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703)	<u>936.00</u>
6. TOTAL EARNED LESS RETAINAGE	<u>17,784.00</u>
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	<u>11,894.00</u>
8. CURRENT PAYMENT DUE	<u>5,890.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	<u>599,076.00</u>

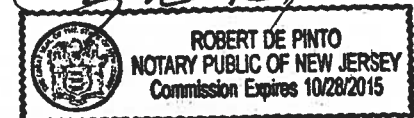
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: R.D. Architectural Products, Inc.

By: *William C. Mullins, Jr.* Date: 8/4/2011

State of: New Jersey
 County of: Bergen
 Subscribed and sworn to before me this 4th day of Aug, 2011
 Notary Public:



My Commission Expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$5890.00

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

ARCHITECT: *Thomas R. Berold* Date: 8-10-11

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

SPRINGFIELD-Walton & Sandmeier ES

Page 2 of 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: Two (2)
 APPLICATION DATE: 08/04/11
 PERIOD TO: 08/04/11
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIAL PRESENTLY STORED TO DATE	G		H BALANCE TO FINISH (C-G)	I RETAINAGE 2%/5%
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED & STORED TO DATE	% (G/C)		
WALTON SCHOOL									
1	Bonds & Insurance	12,520	12520			12,520	100%	0	626
2	Survey & Preliminary Engineering	2,800		2,800		2,800	100%	0	140
3	Shop Drawings & Submittals	3,400		3,400		3,400	100%	0	170
4	Factory Glazed Windows & Trim	370,120				0	0%	370,120	0
5	Doors, Frames & Hardware	20,000				0	0%	20,000	0
6	Laminated Window Stools	26,160				0	0%	26,160	0
7	Installation of Windows	76,400				0	0%	76,400	0
8	Asbestos abatement-caulk	32,600				0	0%	32,600	0
9	Asbestos abatement-stools	28,860				0	0%	28,860	0
10	Installation of Window stools	12,000				0	0%	12,000	0
11	Installation of Doors incl. demo	5,800				0	0%	5,800	0
12	Lift Rental	3,200				0	0%	3,200	0
13	Dumpsters & Trailers	4,000				0	0%	4,000	0
14	Closeout Documents	4,000				0	0%	4,000	0
15	Allowance	15,000				0	0%	15,000	0
TOTAL		616,860	12,520	6,200		18,720	3%	598,140	936