

DRAFT COPY SUBJECT TO REVISIONS BY BOARD
SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING JULY 16, 2012

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, July 16, 2012 at 7:00 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, 2012.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Patricia Venezia

2. ROLL CALL

Present: Mr. Anthony Delia, Mr. Steven Friedman (arrived at 7:06), Mr. Brian Kass, Mr. Irwin Sablosky, Mr. Scott Samansky, Mrs. Jacqueline Shanes, Mr. Scott Silverstein, Mr. Steven Wolcott, Mrs. Patricia Venezia

Also

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

3. CLOSED SESSION (7:01 – 7:35 PM)

Moved by Mr. Silverstein, seconded by Mr. Kass, 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 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. Superintendent's Evaluation

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. RECONVENE

Moved by Mr. Silverstein, 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. Garden State Coalition of Schools eNet from June 22nd and June 29th.
- c. NSBA weekly report from June 21st and June 28th.

7. MINUTES

a. Moved by Mr. Silverstein, seconded by Mr. Samansky, to approve the following minutes:

Regular Meeting	- June 18, 2012
Executive Meeting	- June 18, 2012

Yeas: Unanimous by all Members present.

MOTION CARRIED

b. Moved by Mr. Silverstein, and seconded by Mrs. Shanes, to approve the following minutes:

Executive Meeting	- July 6, 2012
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Yeas: Mr. Steven Friedman, Mr. Scott Samansky, Mrs. Jacqueline Shanes, Mr. Scott Silverstein, Mrs. Patricia Venezia

Abstention: Mr. Anthony Delia, Mr. Brian Kass, Mr. Irwin Sablosky, Mr. Steven Wolcott

MOTION CARRIED

8. SUPERINTENDENT'S REPORT

Moved by Mr. Silverstein, seconded by Mr. Sablosky, to accept and approve the Superintendent's Report as presented:

Mr. Davino presented the following

1. Refinance Bond – Steve Rogut, Bond Counsel
2. Student/Staff Recognitions
3. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
4. Building Usage Request
5. Fund Raiser Request
6. Fieldtrip Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

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9. FIRST PUBLIC SESSION (7:53 PM)

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

10. BILL LIST

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve computer checks numbered 029094 through 029326, wire transfers 800093 and reissue check numbers 928083 and 928579 for a total of \$3,408,976.93 minus check numbers 027804 and 028465 in the amount of \$1,777.55 for a grand total of \$3,407,199.38.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. BOARD'S SECRETARY REPORT

Moved by Mr. Sablosky, seconded by Mrs. Shanes, approve the Board Secretary's Report dated May 31, 2012 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. TREASURER'S REPORT

Moved by Mr. Sablosky, seconded by Mrs. Shanes, approval of the Treasurer's Report dated May 31, 2012 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. TRANSFERS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. LEGAL CERTIFICATION

Moved by Mr. Sablosky, seconded by Mrs. Shanes, Pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of May 31, 2012 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. TAX SHELTER PLAN 529

Moved by Mr. Sablosky, seconded by Mrs. Shanes, that the Board of Education of the Township of Springfield authorize the Secretary of the Board to make payroll deductions for those employees who have indicated their desire by completing an appropriate salary reduction agreement with AXA Equitable and Lincoln Investment Planning, for the purchase of a 529 Plan and to be purchased at no cost to the Board, and at no cost to the community, and to transmit such funds to the proper agency for the 2012-2013 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

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16. TAX SHELTER PLAN 457

Moved by Mr. Sablosky, seconded by Mrs. Shanes, that the Board of Education of the Township of Springfield authorize the Secretary of the Board to make payroll deductions for those employees who have indicated their desire by completing an appropriate salary reduction agreement with AXA Equitable and Lincoln Investment Planning, for the purchase of a 457 Plan and to be purchased at no cost to the Board, and at no cost to the community, and to transmit such funds to the proper agency for the 2012-2013 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. PERSONNEL APPOINTMENTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. IDEA GRANT FY2013

Moved by Mr. Wolcott, seconded by Mr. Delia, at the recommendation of the Superintendent, approval authorizing the Springfield Board of Education to submit its application for the Individuals with Disabilities Education Act, Part B (IDEA-B) both basic (\$431,352) and preschool (\$16,594) FY2013 and to forward to the office of Grants & Management Dept. in Trenton, NJ

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. ANTI-BULLYING FUNDS

Moved by Mr. Wolcott, seconded by Mr. Delia, at the recommendation of the Superintendent, I move approval that the Board accept funds to support implementation of the *Anti-Bullying Bill of Rights Act* for the purposes described in the application, in the amount of \$389 starting on July 1, 2011, and ending on June 30, 2012

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. SUBSTITUTE HIRING WAIVER

Moved by Mr. Wolcott, seconded by Mr. Delia, approval of submission of Waiver Application to the NJ Department of Education to permit substitutes credentialing before notification of criminal history review is received

Yeas: Unanimous by all Members present.

MOTION CARRIED

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22. DONATION TO WALTON

Moved by Mr. Wolcott, seconded by Mr. Delia, approval to accept the following donation to be utilized in the Springfield School District for the purpose of:

<u>Company/Organization</u>	<u>Purpose</u>	<u>Worth (less than \$500/more than \$500)</u>
1. EVW PTA	Donation	More than \$500

(Funds to purchase iPads at EVW value \$4,500.00)

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. CHILDREN OF STAFF ATTENDING SPRINGFIELD SCHOOLS

Mr. Wolcott, seconded by Mr. Delia, the recommendation of the Superintendent, to approve the following staff member's child to attend the Springfield Public Schools for the 2012-2013 school year in accordance with the negotiated contract and Board Policy."

- Gillian Dillard
- Kendra Kinney

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. HIB CASE #0050 RESOLUTION REGARDING STUDENT 7

Moved by Mrs. Shanes, seconded by Mr. Silverstein, that the Board of Education affirms the following HIB Resolution:

WHEREAS, the Board has held a hearing as requested by the parents of student 7 in connection with HIB Case No. 0050; and

WHEREAS, the Board has determined that the finding of HIB and the discipline and services imposed were appropriate and correct.

NOW THEREFORE BE IT RESOLVED THAT the Superintendent's report as relates to Case No. 0050 as presented to the Board at its June 18, 2012 meeting be and hereby is affirmed.

Yeas: Unanimous by all Members present.

MOTION CARRIED

25. HIB CASE #0050 RESOLUTION REGARDING STUDENT 3

Moved by Mrs. Shanes, seconded by Mr. Silverstein, that the Board of Education affirms the following HIB Resolution:

WHEREAS, the Board has held a hearing as requested by the parents of student 3 in connection with HIB Case No. 0050; and

WHEREAS, the Board has determined that the finding of HIB and the discipline and services imposed were appropriate and correct.

NOW THEREFORE BE IT RESOLVED THAT the Superintendent's report as relates to Case No. 0050 as presented to the Board at its June 18, 2012 meeting be and hereby is affirmed.

Yeas: Unanimous by all Members present.

MOTION CARRIED

26. HIB CASE #0050 RESOLUTION REGARDING STUDENT 6

Moved by Mrs. Shanes, seconded by Mr. Silverstein, that the Board of Education affirms the following HIB Resolution:

WHEREAS, the Board has held a hearing as requested by the parents of student 6 in connection with HIB Case No. 0050; and

WHEREAS, the Board has determined that the finding of HIB and the discipline and services imposed were appropriate and correct.

NOW THEREFORE BE IT RESOLVED THAT the Superintendent's report as relates to Case No. 0050 as presented to the Board at its June 18, 2012 meeting be and hereby is affirmed.

Yeas: Unanimous by all Members present.

MOTION CARRIED

27. HIB REPORTS

Moved by Mrs. Shanes, seconded by Mr. Silverstein, at the recommendation of the Superintendent, that the Board of Education affirms the HIB Report previously presented at the following Board meeting:

June 18, 2012.

Yeas: Unanimous by all Members present.

MOTION CARRIED

28. 2ND AND FINAL READING OF POLICY

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

Policy #1330	- Use of School Facilities
Policy #4119.23/4219.23	- Employee Smoking, Drinking, Illegal Gambling and Use of Drugs on School Grounds
Regulation #5131.9	- Computer/Internet Acceptable Use Policy Agreement
Acceptable Use Regulations	
Policy #6142.10	- Technology
Staff Laptop Agreement	

Yeas: Unanimous by all Members present.

MOTION CARRIED

29. SECOND PUBLIC SESSION (7:56 – 8:01 PM)

The following members of the public had questions or concerns regarding HIB cases:

Maria Maneiro

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30. ADJOURNMENT (8:02 PM)

Moved by Mr. Silverstein, seconded by Mr. Samansky, to adjourn the meeting at 8:02 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – August 20, 2012 at 7:30 PM in the IMC at JDHS
2. Regular Meeting – September 10, 2012 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

SPRINGFIELD BOARD OF EDUCATION
LINE ITEM TRANSFERS
JUNE 2012

Attachment (A)

accode	comment	amt_xfer	amt_xfer
11-000-100-562-98-11	TUITION SPECIAL ED OTHER DISTR		-\$6,000.00
11-000-100-562-98-11	TUITION SPECIAL ED OTHER DISTR		-\$7,900.00
11-000-100-563-98-11	TUITION CNTY VO TECH REGULAR		-\$3,000.00
11-000-100-564-98-11	TUITION COUNTY VOC TECH SPECIA		-\$13,000.00
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC		-\$1,000.00
11-000-100-567-98-11	TUITION OUT OF STATE	\$22,000.00	
11-000-100-567-98-11	TUITION OUT OF STATE	\$8,900.00	
11-000-211-100-00-10	SALARY ATTENDANCE	\$400.00	
11-000-213-100-00-10	SALARIES HEALTH SERVICES - NUR	\$1,700.00	
11-000-213-100-73-11	NS MEDICAL - DOCTORS	\$8,400.00	
11-000-213-300-70-11	HEALTH SERVICES SPEC ED THERAP	\$37,300.00	
11-000-213-300-73-11	HEALTH SERV SPEC ED PHYSICAL	\$12,400.00	
11-000-213-600-72-14	HEALTH SERVICE SUPPLIES JDHS		-\$1,100.00
11-000-218-104-00-10	SAL.GUIDANCE COUNSELORS		-\$31,900.00
11-000-218-104-02-10	GUIDANCE SUMMER		-\$16,000.00
11-000-218-600-71-06	SUPPLIES-GUIDANCE/FMG		-\$700.00
11-000-219-104-00-10	SAL.OTHER INSTR.STAFF CST	\$2,430.00	
11-000-219-600-70-11	OTHER EXP OFFICE/PROF/TEST BKS		-\$380.00
11-000-219-890-70-11	MEMBERSHIP/DUES/SPEC.SERVICES		-\$2,790.00
11-000-221-104-00-10	SALARY SUPERVISORS		-\$9,760.00
11-000-221-500-06-04	OTHER EXP TRAVEL CUR+STAFF DEV		-\$3,800.00
11-000-222-600-01-07	LIBRARY BOOKS TLS	\$1,200.00	
11-000-222-600-71-14	GUIDANCE SOFTWARE CAI		-\$7,000.00
11-000-222-600-81-07	LIBRARY SUPPLIES TLS		-\$8,600.00
11-000-222-600-93-15	INSTRUCT SOFTWARE TECH		-\$4,800.00
11-000-223-102-00-10	SAL.SUPER.INSTR.STAFF TRAINING	\$2,700.00	
11-000-223-320-80-04	INSTR.STAFF TR.SVS/ED.SERVICE	\$1,050.00	
11-000-223-500-80-04	INSTR.STAFF TRAIN.PURCH.SERVIC	\$9,400.00	
11-000-223-500-80-04	INSTR.STAFF TRAIN.PURCH.SERVIC	\$9,300.00	
11-000-223-600-80-04	STAFF TRAINING SUPPLIES		-\$3,900.00
11-000-230-100-01-10	SUPT. SALARIES		-\$3,600.00
11-000-230-100-02-10	SECRETARY SUPT		-\$600.00
11-000-230-331-01-01	CNTR SERV LEGAL FEES	\$9,500.00	
11-000-230-331-01-01	CNTR SERV LEGAL FEES	\$10,250.00	
11-000-230-339-01-01	OTHER PROF SERV		-\$3,000.00
11-000-230-339-01-01	OTHER PROF SERV	\$6,700.00	
11-000-230-340-01-01	CONTR SERV ASB/RIGHT TO KNOW		-\$5,000.00
11-000-230-530-95-01	T-1 LINES		-\$5,400.00
11-000-230-580-09-04	WORKSHOPS/TRAVEL		-\$1,700.00
11-000-240-440-82-06	COPIER RENTAL		-\$6,200.00
11-000-251-105-00-10	BUSINESS OFF SECRETARIES	\$500.00	
11-000-251-600-05-03	SUPPLIES CENTRAL SERV	\$1,000.00	
11-000-251-600-05-03	SUPPLIES CENTRAL SERV		-\$500.00
11-000-261-110-94-05	OVERTIME MAINTENANCE SALARIES		-\$7,800.00
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES	\$2,600.00	
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES	\$56,500.00	
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES	\$450,750.00	
11-000-261-610-94-05	BUILDING SUPPLIES		-\$2,600.00
11-000-261-610-94-05	BUILDING SUPPLIES	\$70,850.00	
11-000-262-100-95-10	OPER PLANT SERV SAL	\$2,700.00	
11-000-262-110-46-10	SUBSTITUTE CUSTODIANS		-\$20,700.00
11-000-262-300-95-05	PURCHASED PROF&TECH SERV.		-\$1,500.00
11-000-262-300-95-05	PURCHASED PROF&TECH SERV.		-\$11,200.00

SPRINGFIELD BOARD OF EDUCATION
LINE ITEM TRANSFERS
JUNE 2012

Attachment (A)

accode	comment	amt_xfer	amt_xfer
11-000-262-420-82-06	REPAIR EQUIP OFFICE FMG	\$6,200.00	
11-000-262-420-93-15	REPAIR/MAINT CONTRACTS TECH	\$2,500.00	
11-000-262-490-95-05	WATER AND SEWAGE		-\$2,500.00
11-000-262-490-95-05	WATER AND SEWAGE		-\$7,400.00
11-000-262-610-93-05	UNIFORMS AND SHOES		-\$5,000.00
11-000-262-610-93-15	SUPPLIES TECH		-\$18,000.00
11-000-262-620-94-05	ENERGY: OIL&GAS		-\$101,000.00
11-000-262-621-95-05	NATURAL GAS		-\$30,500.00
11-000-262-621-95-05	NATURAL GAS		-\$180,000.00
11-000-262-622-95-05	ELECTRICITY		-\$34,000.00
11-000-262-624-95-05	VEHICLE FUEL OIL/GAS		-\$8,800.00
11-000-262-890-93-15	MISC TECH		-\$12,400.00
11-000-263-100-94-05	SALARY GROUNDS		-\$2,000.00
11-000-263-110-94-05	OVERTIME GROUNDS		-\$4,600.00
11-000-263-300-94-05	MAINTENANCE OF GROUNDS		-\$3,200.00
11-000-263-610-84-05	SUPPLIES GROUNDS		-\$5,200.00
11-000-270-160-96-10	SALARIES FOR PUPIL TRANS	\$630.00	
11-000-270-162-96-10	SALARIES OTHER THAN TO/FRO		-\$5,300.00
11-000-270-420-96-03	PUPIL TRANS MAINT/REPAIR	\$7,100.00	
11-000-270-420-96-03	PUPIL TRANS MAINT/REPAIR		-\$6,100.00
11-000-270-503-96-03	AID IN LIEU		-\$2,200.00
11-000-270-512-46-14	TRANS.ATHLETICS JDHS	\$200.00	
11-000-270-512-46-14	TRANS.ATHLETICS JDHS	\$3,100.00	
11-000-270-515-96-03	PUPIL TRANS.SPEC.ED.JOINT AGRE		-\$200.00
11-000-270-515-96-03	PUPIL TRANS.SPEC.ED.JOINT AGRE		-\$1,600.00
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		-\$11,000.00
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		-\$12,000.00
11-000-270-600-96-03	TRANS.FUEL/OIL,TIRES,REP.PARTS	\$3,900.00	
11-000-270-600-96-03	TRANS.FUEL/OIL,TIRES,REP.PARTS	\$5,000.00	
11-000-270-890-96-03	MISC.EXP. TRASPORTATION		-\$1,200.00
11-000-291-220-97-03	SOCIAL SECURITY CONTRIBUTION		-\$103,000.00
11-000-291-250-97-03	INSURANCE UNEMPLOYMENT	\$8,000.00	
11-000-291-260-97-03	WORKER'S COMPENSATION		-\$14,000.00
11-000-291-270-97-03	HEALTH INSURANCE	\$30,500.00	
11-000-291-270-97-03	HEALTH INSURANCE	\$32,100.00	
11-000-291-290-97-03	DISABILITY INS.-ADMINISTRATORS		-\$10,900.00
11-105-100-101-00-10	SALARIES PRE-K		-\$5,700.00
11-110-100-101-00-10	SALARIES OF TEACHERS KINDERGAR	\$8,300.00	
11-110-100-101-01-10	SUBSTITUTES K	\$12,100.00	
11-120-100-101-00-10	SALARIES TEACHERS 1-5	\$79,050.00	
11-120-100-101-00-10	SALARIES TEACHERS 1-5	\$52,800.00	
11-120-100-101-00-10	SALARIES TEACHERS 1-5	\$120,900.00	
11-130-100-101-00-10	SAL.TEACHERS 6-8	\$9,500.00	
11-140-100-101-00-10	SALARIES TEACHER 9-12		-\$150,000.00
11-190-100-106-00-10	SALARIES OTHER INSTRUCTION		-\$35,000.00
11-190-100-500-97-03	TUITION REIMBURSEMENT		-\$62,000.00
11-190-100-590-37-04	OTHER EXP DUES G+T FMG		-\$15,000.00
11-190-100-610-93-15	COMPUTER UPGRADES-DISTRICT	\$130,000.00	
11-190-100-640-19-14	TEXTBOOKS MATH JDHS		-\$8,630.00
11-190-100-640-80-04	TEXTBOOKS CURR STAFF DEV		-\$7,800.00
11-204-100-101-50-10	SALARIES OF TEACHERS N.I.		-\$79,050.00
11-204-100-101-50-10	SALARIES OF TEACHERS N.I.	\$16,450.00	
11-204-100-101-50-10	SALARIES OF TEACHERS N.I.		-\$16,400.00

SPRINGFIELD BOARD OF EDUCATION
 LINE ITEM TRANSFERS
 JUNE 2012

Attachment (A)

accode	comment	amt_xfer	amt_xfer
11-204-100-106-50-10	SALARIES OF AIDES N.I.	\$16,500.00	
11-204-100-610-50-11	SUPPLIES N.I.		-\$1,600.00
11-213-100-101-53-10	SAL. TEACHERS RES RM		-\$52,800.00
11-213-100-610-53-11	SUPPLIES RESOURCE ROOM		-\$3,800.00
11-215-100-101-40-11	SAL.EXTENDED SUMMER PSH		-\$4,500.00
11-215-100-106-40-11	EXTENDED SAL AIDES		-\$4,900.00
11-215-100-320-40-11	PURCH.PROF.ED SERVICES PSH		-\$1,650.00
11-215-100-320-40-11	PURCH.PROF.ED SERVICES PSH		-\$7,000.00
11-215-100-320-40-11	PURCH.PROF.ED SERVICES PSH	\$3,625.00	
11-230-100-101-33-10	SALARIES TEACHERS BASIC SKILLS		-\$3,625.00
11-402-100-100-46-14	SALARIES COACHES JDHS		-\$39,000.00
11-402-100-610-46-14	SUPPLIES ATHLETICS JDHS	\$11,200.00	
11-402-100-890-46-14	OTHER EXPENSES ATHLETICS JDHS		-\$11,200.00
11-800-330-100-95-10	SALARIES COMMUNITY SERVICES		-\$5,000.00
12-000-218-731-71-14	GUIDANCE EQUIPMENT		-\$6,700.00
12-000-252-731-91-15	TECHNOLOGY CAPITAL OUTLAY		-\$24,900.00
12-000-261-730-94-05	EQUIP BLDS & GROUNDS	\$31,600.00	

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Certificated								
Tabachnick	Jeff	Physics Teacher	JDHS	----	----	----	resignation	July 17, 2012
Guida	Constance	School Nurse	JDHS	----	----	----	retirement	August 31, 2012
Goerge	Joseph	Phy Ed Teacher	JDHS	----	----	----	resignation	July 17, 2012
Murray Plent	Kristine	Elementary Teacher	TLS	----	----	----	Leave	9/21/12-3/15/13
Jones	Marissa	Elementary Teacher	Walton	----	----	----	Leave	10/30/12-3/22/13
Connolly	Kimberly	Elementary Teacher	TLS	----	----	----	Leave	10/15/12-3/1/13
Salmon	Gregory	Summer Curriculum	JDHS	----	\$38.25/hr	----	up to 15 hours	6/25/12-8/31/12
Hofman	Maeve	Summer Curriculum	JDHS	----	\$38.25/hr	----	up to 15 hours	6/25/12-8/31/12
Carlson	Stephanie	Summer Curriculum	JDHS	----	\$38.25/hr	----	up to 15 hours	6/25/12-8/31/12
Rouso	Regine	Guidance scheduling	JDHS	----	50.27/hr	----	up to 15 hours	6/25/12-8/31/12
Collins	Trish	MS Math Teacher	FMG	MA/Step 0	\$57,299.00	----	replaces MC	9/1/12-6/30/13
D'Angelo	Laure	French Teacher	FMG/JDHS	BA/Step 1	\$53,134.00	----	replaces BB	9/1/12-6/30/13
Mirabella	Dana	Special Education	Walton	MA/Step 1	\$57,867.00	new	----	9/1/12-6/30/13
Massoni	Erin	Elementary Teacher	JCS	BA/Step 0	\$52,495.00	----	replaces MS	9/1/12-6/30/13
Reilly	Donna	Pre-K Teacher	Walton	BA/Step 1	\$53,134.00	new	----	9/1/12-6/30/13
Tofte	Michael	Physics Teacher	JDHS	BA/Step 8	\$59,303.00	----	replace JT	9/1/12-6/30/13
Kaplan	Kelsey	AIS Leave Replacement	TLS	BA/Step 0	\$52,495.00	----	covers SM	10/15/12-3/29/13
Tuttle	Kimberly	English Leave Replacement	JDHS	MA/Step 0	\$57,229.00	----	covers LR	9/1/12-6/30/13
Long	Jill	SchoolCouselor Leave repl	FMG	MA/Step 0	\$57,229.00	----	cover for BL	9/1/12-11/21/12
Gray	Janet	Summer School Teacher	FMG	----	\$ 49.17 /hour	----	based on enrollment	6/25/12-7/23/12
Breen	Sue	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
Gambino	Jenna	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
Krupp	Allen	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
Lassi	James	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
Ornovitz	Irene	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
Pastine	Kim	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
Powers	MaryEllen	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
Salmon	Greg	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
VanDeursen	Matt	IDE Summer Curriculum	JDHS	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
Collins	Trish	IDE Summer Curriculum	FMG	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
D'Angelo	Laure	IDE Summer Curriculum	FMG	----	\$38.25/hr	----	Max of 40 hrs	8/20/12- 8/31/12
Herrington	Amy	Summer Transition Teacher	FMG	----	\$ 49.17 /hour	----	up to 48 hours	6/25/12-7/23/12
Carter	Donie	Asst Girls Winter Track	JDHS	----	\$2,950.00	----	----	9/1/12-6/30/13
Carter	Donie	Asst Boys Tennis Coach	FMG	----	\$2,841.00	----	----	9/1/12-6/30/13
Abbate	Michael	Asst Football Coach	JDHS	----	\$6,556.00	----	----	9/1/12-6/30/13

**Springfield Public Schools
Personnel**

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Hofman	Maeve	Home Instructor	district	----	****	renewal	----	6/25/12-6/30/13
Sanford	Rose	Home Instructor	district	----	****	renewal	----	6/25/12-6/30/13

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Non-Certificated								
Kozyra-Halawa	Caroline	Instructional Aide	District	----	16.02/hr.	----	up to 90 Hours	6/25/12 - 8/31/12
Goerge	Jason	Asst football coach	JDHS	----	----	----	resignation	July 17, 2012
Giordino	Susan	Clerk	FMG	Step 1	\$27,343.00	Replacement	for LP	7/9/12-6/30/13
Mannino	Patricia	Confidential Secretary	District	----	\$48,500.00	replacement	for CR	8/1/12-6/30/13
Moss	Adam	Vol Asst Boys Soccer Coach	JDHS	----	----	----	----	9/1/12-6/30/13
Jamnack	Dan	Vol asst Boys Soccer Coach	JDHS	----	----	----	----	9/1/12-6/30/13
James	Netu	Head Custodian	FMG	Step 2	\$39,845.00	----	replaces HJ	7/18/12-6/30/13

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Before and After School Program/Childcare								
Klarfield	Summer	Group Aide	District	----	----	14.59 hr.	based on enrollment	9/1/12-6/30/13
Wilkenfeld	Ilene	Group Aide	District	----	----	14.59hr.	based on enrollment	9/1/12-6/30/13
Okseniuk	Monica	Group Aide	District	----	----	14.59 hr.	based on enrollment	9/1/12-6/30/13
Turner	Lauren	Group Leader	District	----	----	22.44hr.	based on enrollment	9/1/12-6/30/13
Zurabova	Nataliya	Group Aide	District	----	----	14.59 hr.	based on enrollment	9/1/12-6/30/13
Medina	Suzanne	Childcare center	District	----	----	27.50 hr	up to 10 hours	6/25/12-8/31/12
Bratash	Parascevia	Childcare center	District	----	----	22.00 hr	up to 6 hours	6/25/12-8/31/12
Delviscovo	Rachel	Childcare center	District	----	----	14.30 hr	up to 6 hours	6/25/12-8/31/12
Nozza Juzefyk	Nicole	Childcare center	District	----	----	27.50 hr	up to 10 hours	6/25/12-8/31/12
Vogan	Kathryn	Childcare center	District	----	----	22.00 hr	up to 10 hours	6/25/12-8/31/12

* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2011 - June 30, 2013)

**** Special Salaries, Compensation and Fees 2011- 2012

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

Attachment (C)

1. RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
Dr. Elliot Grossman Florham Park, NJ	Neurological Eval	\$300/Eval	Per IEP	7/1/2012 - 8/31/2012 2012 - 13 SY	
NJ Comm. for the Blind & Visually Impaired Newark, NJ	Educational Services	\$1,700	Per IEP	2012 - 13 SY	1303
Middlesex Regional Ed Services Commission Piscataway, NJ	Bilingual Psychological Eval	\$562.00	Per IEP	2011 - 12 SY 2012 - 13 SY	
Mlawski, Elisabeth Springfield, NJ	Speech/Language	\$100/hr.	Per IEP	2012 -13 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 Cedar Knolls, NJ	0825	3600.00	7/1/2012 - 8/31/2012	1:1 Aide
The Childrens' Institute Verona, NJ	1201	2750.00	7/1/2012 - 8/31/2012	1:1 Aide
Cornerstone Day School Mountainside, NJ	2210	10725.00	7/1/2012 - 8/31/2012	
Celebrate the Children Wharton, NJ	1919	1982.00	2010-11 SY	Tuition Adjustment
CP of No. Jersey Livingston, NJ	1303	4077.60	7/1/2012 - 8/31/2012	

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: USE OF SCHOOL FACILITIES

The facilities of the district belong to the community, which paid for them for the primary purpose of offering a full educational program for the children of the district. Prudent use and management of school facilities outside of the regular operating schedules, providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education, allows the community to benefit more broadly from the use of its own property.

The Board will permit the use of school facilities with appropriate fees when such permission has been requested in writing and has been approved by the chief school administrator giving the following priority for use:

- A. Users and groups directly related to the school and the operations of the school;
- B. Users and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes.

In the event the Chief School Administrator deems it advisable, any application may be submitted to the Board of Education for action.

The Chief School Administrator or Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused.

Anyone using any district building or grounds shall comply fully with current school policy on smoking and alcohol. *In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all district buildings and on the surround grounds and athletic fields. Smoking is not permitted by district employees, pupils, or any visitors or contractors. Smoking shall not be permitted at any time in classrooms, lecture halls, auditoriums or on school grounds.* All facility use shall comply with state and local fire, health, safety and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is
Springfield Board of Education Regular Meeting July 16, 2012

granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, a qualified operator must use school equipment.

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. Non-district personnel shall not remove district equipment from the premises for their use.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Once each year, the Chief School Administrator shall report to the Board the outside uses of the district buildings, grounds and equipment for the past year and the year to come and address any conflicts in scheduling and the setting of appropriate fees for the coming year.

Legal References:

N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A: 20 –34 Use of school and grounds for various purposes
N.J.S.A. 26:3D – 55 et seq. New Jersey Smoke Free Air Act
N.J.S.A. 18A 54 – 20 Powers of the board
N.J.A.C. 6A: 26-12.2 (a)4 Policies and Procedures for school facility operation
20 U.S.C.A. 4071-4074 Equal Access Act
GOALS 2000: Educate American Act, (Pro Children Act of 1994)
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et. Seq
Resnick v. East Brunswick Twp. Board of Ed, 77 NJ 88 (1978)
Boy Scouts of America v. Dale, 120 S. Ct. 2446 (2000)
Good News Club v. Milford Central School, 121 S. Ct. 2093 (2001)

Cross References:

1230 School Connected Organizations
3514 Equipment
3515 Smoking prohibition
6145 Extracurricular activities

Approved: June 30, 1997
Revised: December 20, 2004
Revised: August 20, 2007
Revised: July 2012

4119.23/4219.23

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

**POLICY: EMPLOYEE SMOKING, DRINKING, ILLEGAL GAMBLING
AND USE OF DRUGS ON SCHOOL GROUNDS**

General - All Employees

The use of alcoholic beverages, smoking, illegal gambling and drugs on school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action which may include but is not limited to nonrenewal, suspension, or termination at the discretion of the Board of Education.

The unlawful manufacture, distribution, dispensing, possession of, use of or sale of any narcotic and/or hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance on or in school worksites is prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action including but not limited to; nonrenewal, suspension, or termination at the discretion of the Board of Education.

For the purposes of this policy "worksite" shall include any school building, or any school grounds as well as any school-owned vehicles, or any other school approved vehicle, used to transport students to and from school or school activities. Worksite also includes off-school grounds during any school-sponsored or school approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.

The Board of Education, as a result of criminal convictions of any criminal drug statute violation by an employee occurring outside of the worksite, may discipline said employee. Disciplinary action may include, but is not limited to; nonrenewal, suspension, or termination at the discretion of the board.

Illegal gambling is not permitted in the school worksite.

In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all district buildings and on the surround grounds and athletic fields. Smoking is not permitted by district employees, pupils, or any visitors or contractors. Smoking shall not be permitted at any time in classrooms, lecture halls, auditoriums or on school grounds.

The Chief School Administrator shall establish a drug-free awareness program which includes

Springfield Board of Education Regular Meeting July 16, 2012

notice of the dangers of drug abuse in the workplace and available drug counseling programs and shall distribute this policy to all employees annually. New employees shall be provided with a copy of this policy prior to beginning work assignments.

Work performance in connection with a federal grant

In order for the school district to qualify for any direct federal grant, the district must certify that it will provide a drug-free workplace and maintain a good faith effort to continue to maintain a drug-free workplace. To this end, employees engaged in school worksites as a result of federal grant monies shall in addition to complying with requirements of the programs shall also be in strict compliance with this policy.

The Chief School Administrator shall notify all employees whose work performance is done in connection with federal grant that they are to notify their respective supervisors of convictions of any criminal drug statute violation occurring in the workplace. Employees must notify their supervisors no later than five days after each conviction. To be in compliance, the district must notify the federal grant program of such conviction within 10 days of a receipt of said conviction.

Legal References:

N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 2C:35 Controlled dangerous substances
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher; etc; employment of teacher; etc; employment thereunder
N.J.S.A. 18A:40A-5 Cigarette vending machines prohibited
N.J.S.A. 18A:54-20 Powers of board
N.J.S.A. 24:21-19 Prohibited acts A. - Manufacturing
N.J.S.A. 24:21-20 Prohibited acts B. - Possession, use or being under influence - Penalties
N.J.S.A. 26:30-15 Legislative findings and declarations (smoking in educational institutions)
N.J.A.C. 6:3-6 Enforcement of drug-free school zone
N.J.A.C. 6:29-1.3(a)8 Policies and procedures

Anti-Drug Abuse Act of 1988
Drug-Free Workplace Act of 1988
34 CFR Part 85, Government-wide Debarment and Suspension (nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)
34 CFR Part 86 Drug-Free Schools and Campuses
Attorney General's Executive Directive No. 1988-1

Cross References:

1330 Use of School Facilities
1410 Local Units
3220/3230 State funds; federal funds
3515 Facilities use
4117.5 Disciplinary action
4146 Employment-related accommodations (employee assistance programs)
4217.5 Disciplinary action
Springfield Board of Education Regular Meeting July 16, 2012

4246 Employment related accommodations (employee assistance programs)
5131.6 Drugs, alcohol, tobacco

Adopted: November 20, 1989
Revised: June 30, 1997
Revised: November 19, 2007
Revised: July 2012

5131.9

**Springfield public schools
SPRINGFIELD, NEW JERSEY 07081**

policy: COMPUTER/INTERNET ACCEPTBLE USE POLICY AGREEMENT

Overview

Access to information is fundamental to citizenship and the foundation for further educational attainment. The Board generally supports access by staff and students to educational technology that allows rich information resources along with the development of appropriate skills to analyze and evaluate such resources. Our goal in providing educational technology to teachers, staff and students, is to promote educational excellence in Springfield Public Schools by facilitating resource sharing, innovation and communication.

The Internet, for example, is an electronic communications network that provides vast, diverse and unique resources. To support the proper delivery of information via the Internet, the District has in place filtering software. Filtering software, however, is not 100% effective; while filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. It is the user's responsibility not to initiate access to materials that are inconsistent with the goals, objectives and policies of the educational mission of the District. The Board believes that the benefits to staff and students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. Recognizing that the Internet is neither a regulated nor a policed entity, the Board requests that students and staff agree to use this resource of information as an aid in the learning according to the guidelines set forth. Therefore, the smooth operation of this resource relies upon the proper conduct of the end users who must adhere to these strict guidelines. These guidelines are provided so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the equipment, computers, software and network resources.

Terms and Conditions

Springfield Board of Education Regular Meeting July 16, 2012

The use of equipment, computers, network resources and the Internet is a privilege, not a right, and inappropriate use will minimally result in a *suspension and/or cancellation* of those privileges. No reasonable expectation of continued use or access shall exist. The administration, faculty and staff of the Springfield Public Schools may deny, revoke or suspend specific user accounts/access. Violation of the terms of the policy may also result in more severe penalties as deemed necessary.

1. The use of an account and/or access must be consistent with the educational objectives of the Springfield Public Schools.
2. To transmit or knowingly receive any materials in violation of any United States, New Jersey, or Springfield Public Schools regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret. *Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology will be dealt with disciplinarily and will result in the suspension and/or cancelation of privileges.*
3. Commercial activities, product advertising, political lobbying and extensive personal use, including spamming, are prohibited.
4. Network Etiquette (Netiquette) – All computer users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images.
 - c. Do not reveal the full name, phone number, or home address, or those of other persons when using the Internet.
 - d. Note that electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by District personnel and may be accessed by other computer users.
 - e. Do not use computers or the network in such a way that would disrupt the use by other people. *Talk, Write, and Chat* commands may be intrusive and should only be used after receiving permission from a teacher. Chain letters and Inter-Relay Chat are misuses of the system.

- f. Permission of the supervising staff member must be obtained before downloading large files.
 - g. Disk space is limited. Remove outdated or unneeded files promptly.
 - h. Gaining access to network resources with another person's account or a fictitious name is illegal.
5. Installation of software on any of the district's computer system is not allowed without approval of the Technology Department.
 6. Students found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Parents and/or guardians are financially responsible for acts of vandalism committed by their children. Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system.
 7. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to "hack" into restricted systems or attempting to use administrative commands.
 8. Only public domain files and files in which the author has given expressed written consent for online distribution, may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the U. S. Copyright law.
 9. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If a security problem on the Internet, is identified, a system administrator or faculty member must be notified. No one should demonstrate the problem to other users. No one should use another user's account or share his/her account. Doing so will result in the loss of privileges for both parties.
 10. Any problems that arise from the use of an account are the liability or responsibility of the account holder or user. All account holders or users hereby release Springfield Public Schools from any and all claims or damages of any nature arising from the access, use, or inability to access or use computers or the network system and by obtaining an account or use of the computers or network system agree to such and agree to indemnify and hold Springfield Public Schools harmless from same. Springfield Public School District makes no warranties of any kind for the information or the service it is providing.
 11. Based upon needs determined by designated staff, independent student use of telecommunications and electronic resources may be permitted upon demonstration of proficiency. Independent student use shall require submission of permission forms and agreement forms by the parent and by the student.

12. Parents are ultimately responsible for setting and conveying the standards that their children should follow when using telecommunications and electronic information sources.
13. Any student, staff or community member who seeks to use the technological resource of the district, must sign an Acceptable Use Policy Agreement. In addition, all students must have a signed parent/guardian consent form.
14. *Education will be provided about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.*

Approved: September 1, 1997

Revised: November 2, 1998

Revised: August 18, 2008

Revised: July 2012

Springfield Public Schools

Acceptable Use Policy

Overview

Access to information is fundamental to citizenship and the foundation for further educational attainment. The Board generally supports access by staff and students to educational technology that allows rich information resources along with the development of appropriate skills to analyze and evaluate such resources. Our goal in providing educational technology to teachers, staff and students, is to promote educational excellence in the Springfield Public Schools by facilitating resource sharing, innovation and communication. *Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day.*

The Internet, for example, is an electronic communications network that provides vast, diverse and unique resources. To support the proper delivery of information via the Internet, the District has in place filtering software. Filtering software, however, is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. It is the users responsibility not to initiate access to materials that are

inconsistent with the goals, objectives and policies of the educational mission of the District. The Board believes that the benefits to staff and students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. Recognizing that the Internet is neither a regulated nor a policed entity, the Board requests that students and staff agree to use this resource of information as an aid in the learning according to the guidelines set forth. Therefore, the smooth operation of this resource relies upon the proper conduct of the end users who must adhere to these strict guidelines. These guidelines are provided so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the equipment, computers, software and network resources.

Terms and Conditions

The use of equipment, computers, network resources and the Internet is a privilege, not a right, and inappropriate use will minimally result in the **suspension and/or cancellation** of those privileges. No reasonable expectation of continued use or access shall exist. The administration, faculty and staff of the Springfield Public Schools may deny, revoke or suspend specific user accounts/access. Violation of the terms of the policy may also result in more severe penalties as deemed necessary.

1. The use of your account and/or access must be consistent with the educational objectives of the Springfield Public Schools.
2. To transmit or knowingly receive any materials in violation of any United States, New Jersey, or Springfield Public Schools regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret. *Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action and may result in the suspension and/or cancelation of privileges.*
3. Commercial activities, product advertising, political lobbying and extensive personal use, including spamming, are prohibited.
4. Network Etiquette (Netiquette) - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images.
 - c. Do not reveal your full name, phone number, or home address, or those of other persons when using the Internet.
 - d. Note that electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by District personnel and may be accessed by other computer users.
 - e. Do not use computers or the network in such a way that you would disrupt the use by other people. *Talk, Write, and Chat* commands may be intrusive and should only be used after receiving permission from your teacher. Chain letters and Inter-Relay Chat are misuses of the system.

- f. Permission of the supervising staff member must be obtained before downloading large files.
- g. Disk space is limited. Remove outdated or unneeded files promptly.
- h. Gaining access to network resources with another person's account or a fictitious name is illegal.

Terms and Conditions (continued)

5. Installation of software on any of the district's computer system is not allowed without approval of the technology department.
 6. Students found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Parents and/or guardians are financially responsible for acts of vandalism committed by their children. Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system.
 7. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to "hack" into restricted systems or attempting to use administrative commands.
 8. Only public domain files and files, in which the author has given expressed written consent for online distribution, may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the U. S. Copyright law.
 9. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify a system administrator or faculty member. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
 10. Any problems that arise from the use of an account are the liability or responsibility of the account holder or user. All account holders or users hereby release Springfield Public Schools from any and all claims or damages of any nature arising from the access, use, or inability to access or use computers or the network system and by obtaining an account or use of the computers or network system agree to such and agree to indemnify and hold Springfield Public Schools harmless from same. Springfield Public School District makes no warranties of any kind for the information or the service it is providing.
 11. Based upon needs determined by designated staff, independent student use of telecommunications and electronic resources may be permitted upon demonstration of proficiency. Independent student use shall require submission of permission forms and agreement forms by the parent and by the student.
 12. Parents are ultimately responsible for conveying the standards that their children should follow when using all educational technology, including, but not limited to: hardware, telecommunications and electronic information sources as set forth by the District.
 13. Any student, staff or community member who seeks to use the technological resource of the district, must sign an Acceptable Use Policy Agreement. In addition, all students must have a signed parent/guardian consent form.
-

14. Education will be provided about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Laptop Regulations

1. Prior to the issuance of a laptop, students and parents must sign and agree to adhere to the Acceptable Use Policy. In addition, the student will be required to sign an acknowledgement when the laptop and its equipment are received.
2. The laptop is an educational tool and should be used in that capacity only. *Any use of this educational technology and /or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action and may result in the suspension and/or cancelation of privileges.*
3. Once the laptop is issued, the student is responsible for it at all times. If the laptop or any of its components is suspected to be lost, students must report it immediately to the main office and the technology department.
4. Laptops are subjected to recall at any time by school personnel.
5. Keep all food and drinks away from the laptops.
6. DO NOT physically mark up the laptop or its storage case with writing, stickers, etc.
7. DO NOT remove the inventory tag – if the tag becomes damaged and/or worn, please report it immediately to the technology department.
8. Keep laptop in its storage case when not in use to avoid damage.
9. The student is the only authorized user of their assigned laptop. Never share or swap laptops with another student unless directed by a teacher or school administrator.
10. There is a possibility files or data stored on the laptop may be deleted when it requires repair. Note: All data will be deleted when the laptop is returned at the end of the year. The student is responsible to save and backup any school work or pertinent data.
11. Keep passwords confidential.
12. Use the laptop on a flat, stable surface.
13. Laptops must come to school fully charged.
14. Avoid touching the screen. When cleaning is necessary, wipe the laptop surface lightly with a soft cloth. Never use a cleaner, such as Windex or water, to clean laptop screens.
15. Do not rest pencils/pens or other items on the keyboard. Closing the laptop with items on the keyboard may accidentally damage the screen.

16. Do not insert objects into ports (openings) in the laptop that are not intended to be inserted.
17. Laptops are school district property. If a student fails to surrender their laptop prior to leaving the Springfield Public Schools District, you will be in possession of stolen property and charges will be filed.

Parent or Guardian

As the parent or guardian of _____ I have read the electronic resources Acceptable Use Policy, guidelines and laptop regulations established by the Springfield Public Schools. I understand that my son/daughter has been provided access to educational technology tools, networked computer services and resources such as web-based applications, electronic mail and the internet. I have read and discussed with my child the district's Acceptable Use Policy, laptop regulations and penalties involved. I understand individuals and families may be held liable for violations. I further understand that any violation of the regulations is unethical and should my child commit any violation, his/her access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken and will be responsible for reimbursement of damage and/or loss.

I understand that some materials on the computers or internet may be objectionable, but I accept responsibility for guidance of computer or internet use - setting and conveying standards for my child to follow when selecting, sharing or exploring information and media. I understand that the district has taken reasonable precautions to prevent access by students to objectionable material. I also understand that on a global network it is impossible to effectively control the content of data at all times.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature _____ Date _____

Student User Agreement

I understand and will abide by the procedures and Acceptable Use Policy for educational technology tools and electronic resources of the Springfield Public Schools. I further understand that any violation of the regulations is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken and will be responsible for reimbursement of damage and/or loss.

Student Name (Please Print)

Student Signature _____ Date _____

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: TECHNOLOGY

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

ACCEPTABLE USE OF THE INTERNET

PURPOSE

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

LIMITATION OF LIABILITY

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

DISTRICT RIGHTS AND RESPONSIBILITIES

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The Board designates the Chief School Administrator as the coordinator of the district system. He/she shall recommend to the Board of Education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

ACCESS TO THE SYSTEM

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for Policy 5131 Conduct/discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

Internet Safety Education

Education will be provided about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

World Wide Web

All students and employees of the Board shall have access to the Web through the district's networked or stand alone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

Classroom E-mail Accounts

Students in grades K-8 shall be granted e-mail access through classroom accounts only. To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.

Individual E-mail Accounts for Students

Students in grades K-8 may have individual accounts at the request of teachers and with the consent of parents/guardians. An individual account for any such student shall require an agreement signed by the student and his/her parent/guardian.

Students in grades 9-12 may be granted individual e-mail accounts and dial-up access to the system. An agreement shall be required for an individual e-mail account and must be signed by the student and his/her parent/guardian.

Individual E-mail Accounts for District Employees

District employees shall be provided with an individual account and dial-up access to the system.

An agreement shall be required.

Supervision of Students

Student use of the Internet shall be supervised by qualified staff.

DISTRICT WEB SITE

The Board authorizes the Chief School Administrator to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Individual schools and classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The Chief School Administrator shall publish and disseminate guidelines on acceptable material for these web sites. The Chief School Administrator shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the State Department of Education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

PARENTAL NOTIFICATION AND RESPONSIBILITY

The Chief School Administrator shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

IMPLEMENTATION

The Chief School Administrator shall prepare regulations to implement this policy.

Legal References:

N.J.S.A. 2A:38A-1 et seq Computer System

N.J.S.A. 2C:20-25 Computer Related Theft

N.J.S.A. 18A:7A-11 Annual report of local school district; contents;
annual report of commissioner; report on improvement of basic skills

N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited

N.J.A.C. 6A:10A-1.1 et seq Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts

N.J.A.C. 6A:30-1.1 et seq Evaluation of the Performance of School Districts

17 U.S.C. 101 United States Copyright Law

47 U.S.C. 254(h) Children's Internet Protection Act

N.J. v. T.L.O. 469 U.S. 325 (1985)

O'Connor v. Ortega 480 U.S. 709 (1987)

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

Manual for the Evaluation of Local School Districts

Cross References:

1111 District publications

3514 Equipment
3570 District records and reports
4118.2/4218.2 Freedom of speech (staff)
5114 Suspension and expulsion
5124 Reporting to parents/guardians
5131 Conduct/discipline
5131.5 Vandalism/violence
5142 Pupil safety
5145.2 Freedom of speech/expression (students)
6144 Controversial issues
6145.3 Publications

Approved: August 18, 2008

Revised: July 2012

LAPTOP AGREEMENT

This Agreement is between the Springfield Public Schools and

(name of teacher)

The following are the conditions under which you accept the provision of a laptop for your use from the School. This Agreement will start on receipt of the laptop from the School. The school reserves the right to transfer the laptop to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

Under this Agreement the School will:

1. Provide a laptop computer for your sole use while you are a permanent full-time or part-time teacher at the school. The laptop is for work use. You are encouraged to use it outside work hours, however, it is for your sole use only, and not for use by students, family members or any other person.
2. Set up the laptop to enable you to connect to and make effective use of the school network, and provide a secure location for the safe storage of your laptop during the school day.
3. Plan and manage the integration of laptops into the school environment, and provide the professional development required to enable you to use the laptop effectively in your professional practice.
4. When required, expect you to pay an excess for accidental damage or loss, or repair/replacement costs where the loss or damage is a result of your own negligence.
5. Have an expectation that you will abide by the School's Acceptable Use Policy. Please review and/or download a copy at the following URLs: http://www.springfieldschools.com/downloads/boe_policies/5000/5131_9.pdf and http://www.springfieldschools.com/downloads/boe_policies/6000/6142_10.pdf.

Under this Agreement You will:

1. Use the laptop for the educational purposes it was provided.
2. Provide suitable care and security of the laptop computer at all times and immediately report any damage or loss of the laptop to the School.
3. Be prepared to cover the excess or the cost of repair or replacement of the laptop when the damage or loss has been a result of your own negligence.
4. Make a commitment to achieving the educational goals of the School and take part in the professional development activities provided for you by the School.
5. Make necessary arrangements, for the return of the laptop to the School when You resign or leave the School or when you will be away from the school for an extended period.
6. In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials.

Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of pupils, staff and community members will not be tolerated in or outside of the school facilities or school day.

Laptop Identification Number: _____

Teacher Signature: _____

Date: _____