

DRAFT COPY SUBJECT TO REVISIONS BY BOARD
SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING NOVEMBER 19, 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, November 19, 2012 at 7:40 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 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, 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 Clarke, Business Administrator/Board Secretary
Mrs. Ellyn Atherton, Director of Human Resource

3. PLEDGE OF ALLEGIANCE

4. COMMUNICATIONS

- a. Letter referred to closed session
- b. JDHS Fall Varsity Sports Awards will be held on Dec 5th at 7 PM.
- c. NJSBA School Board Notes from October 17th, Nov 7th and 14th.
- d. NJSBA Hurricane Sandy Helpline
- e. NSBA weekly report from October 18th, 25th, Nov 1st, 8th & 15th.
- f. NSBA 73rd Annual Conference is being held in San Diego CA. April 13-15.
- g. NSBA Call to Action regarding Congress to Stop Sequestration.
- h. Garden State Coalition of Schools email of Oct 18th and Nov 14th.
- f. Garden State Coalition of Schools sent an additional Nov 14th email network regarding DOE Educator Evaluation Update.

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5. MINUTES

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

Regular Meeting	- October 15, 2012
Executive Meeting	- October 15, 2012

Yeas: Unanimous by all Members present.

MOTION CARRIED

6. SUPERINTENDENT'S REPORT

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

Mr. Davino presented the following -

1. 2012-13 Goals & Objectives (District)

Sharon Nagy-Johnson	Technology
Kathryn Warlick	Special Services
Ellyn Atherton	Curriculum & Professional Development
Matthew Clarke	Operations

2. NJQSAC results were presented by Ellyn Atherton with the district achieving 100%.

3. Springfield has been selected to be a part of Project Red, a technology based consortium.

4. The ASK test scores from 2011-2012 were reviewed.

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

6. Building Usage Request

7. Fund Raiser Request

8. Fieldtrip Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

7. FIRST PUBLIC SESSION (8:35 PM)

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

8. BILLS LIST

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve computer checks numbered 029852 through 030035, and wire transfers 800097, 888008, 888009, 888010 and 888011 in the amount of \$2,869,735.01 minus voided check number 888001 in the amount of \$20,774.05 for a grand total of \$2,848,960.96.

Yeas: Unanimous by all Members present.

MOTION CARRIED

9. BOARD SECRETARIES REPORT

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve the Board Secretary's Report dated September 30, 2012 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. TREASURERS REPORT

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve the Treasurer's Report dated September 30, 2012 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. 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

12. 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 September 30, 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

13. 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

14. PERSONNEL TRANSFERS

Moved by Mr. Wolcott, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of transfers of personnel. (Attachment B1)

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. PROFESSIONAL DEVELOPMENT

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. 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

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

17. HIB REPORT

Moved by Mr. Wolcott, seconded by Mr. Delia, that the Board of Education affirms the HIB Report previously presented at the following Board meeting:
October 15, 2012.

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. OVERNIGHT FIELD TRIP

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

- French Classes – Trip to Montreal, Canada (April 11 – April 14, 2013)
- Ski Club – Stowe, VT (February 22 – February 24, 2013)

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. MEMORANDUM OF AGREEMENT

Moved by Mr. Wolcott, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of the Memorandum of Agreement between the Springfield Board of Education and the Springfield Police Department for the 2012-13 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. TUITION GRANTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. MEMORANDUM OF UNDERSTANDING PROJECT RED

Moved by Mr. Wolcott, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of the Memorandum of Understanding between the Springfield Board of Education and Project Red for the 2012-13 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. 2012-2013 CURRICULUM

Moved by Mr. Wolcott, seconded by Mr. Delia, at the recommendation of the Superintendent, the recommendation of the Superintendent, approval of the following new courses for the 2013 - 2014 school year –

- | | | |
|--------------------------------------|---|--------------|
| • Environmental Science | - | High School |
| • Rock Shop Music Industry Discovery | - | High School |
| • Senior Seminar DCA | - | High School |
| • College Discovery | - | High School. |

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. SCHOOL SAFETY PLANS

Moved by Mr. Wolcott, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of the safety plans for

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. CERTIFICATE OF PAYMENT #2

Moved by Mr. Delia, seconded by Mrs. Shanes, approval of the Certificate for Payment #2 in the amount of \$103,932.92 to Rochelle Contracting Co., Inc., Landing, NJ for project number 2012-10. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

25. CHANGE ORDER #1

Moved by Mr. Delia, seconded by Mrs. Shanes, approval of Change Order #1 in the amount of \$26,404.00 to Rochelle Contracting Co., Inc., Landing, NJ for project number 2012-10. (Attachment G)

Yeas: Unanimous by all Members present.

MOTION CARRIED

26. CHANGE ORDER #2

Moved by Mr. Delia, seconded by Mrs. Shanes, approval of Change Order #2 in the amount of \$17,959.55 to Rochelle Contracting Co., Inc., Landing, NJ for project number 2012-10. (Attachment H)

Yeas: Unanimous by all Members present.

MOTION CARRIED

27. CHANGE ORDER #3

Moved by Mr. Delia, seconded by Mrs. Shanes, approval of Change Order #3 in the amount of \$16,251.80 to Rochelle Contracting Co., Inc., Landing, NJ for project number 2012-10. (Attachment I)

Yeas: Unanimous by all Members present.

MOTION CARRIED

28. FINANCING OF DAYTON BLEACHERS

Moved by Mr. Delia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, approval to submit to the Department of Education School Facilities that the bleachers (including electric automatic open/close) at JDHS will be funded fully from the operating budget of the Springfield Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

29. FINANCING OF GAUDINEER BLEACHERS

Moved by Mr. Delia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, approval to submit to the Department of Education School Facilities that the bleachers (including electric automatic open/close) at FMG will be funded fully from the operating budget of the Springfield Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

30. FINANCING OF DAYTON GENERATOR

Moved by Mr. Delia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, approval to submit to the Department of Education School Facilities that the Generator at JDHS will be funded fully from the operating budget of the Springfield Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

31. 2nd AND FINAL READING POLICY #5131.6

Moved by Mr. Silverstein, seconded by Mr. Delia, to approve the second and final reading of the following policy (Attachment G):
Policy #5131.6 - Drugs, Alcohol, Tobacco

Yeas: Unanimous by all Members present.

MOTION CARRIED

32. SECOND PUBLIC SESSION (9:11 PM)

There were no comments regarding the Agenda.

33. NEW BUSINESS

- a. TLS will hold their holiday boutique on November 29th and their next PTA meeting will be in January 2013.
- b. Township update
- c. Election results
- d. School Government Committee discussed the possible days to remove from the calendar to make up for days lost due to weather conditions.
- e. Bulldog Basket Auction has been rescheduled for January 30th.
- f. The Board members will meet for a holiday dinner on December 10th.

34. OLD BUSINESS

- a. Dayton students under the direction of Anthony DeNicolo presented the drama *Diary of Anne Frank*.
- b. Many thanks to Mr. Davino and the administration for getting the schools reopened after hurricane Sandy.

35. CLOSED SESSION (9:25 – 9:50 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 protected by Attorney/Client privilege which are not appropriate subjects to be discussed in a public meeting and which are within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

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

Closed Conference Items

1. Matters protected by Attorney/Client privilege

Yeas: Unanimous by all Members present.

MOTION CARRIED

36. 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

37. ADJOURNMENT (9:51 PM)

Moved by Mr. Silverstein, seconded by Mr. Wolcott, to adjourn the meeting at 9:51 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – December 3, 2012 at 7:30 PM in the IMC at JDHS
2. Regular Meeting – December 17, 2012 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

OCTOBER 2012
TRANSFERS

Attachment (A)

ACCOUNT NUMBER	DESCRIPTION	FROM	TO
11-000-221-102-00-10	SAL CURR COORD OF INSTR	-\$36,000.00	
11-000-221-104-00-10	SALARY SUPERVISORS		\$36,000.00
11-000-263-100-94-05	SALARY GROUNDS	-\$2,000.00	
11-000-263-110-94-05	OVERTIME GROUNDS		\$2,000.00
11-190-100-106-00-10	SALARIES OTHER INSTRUCTION	-\$11,000.00	
11-190-100-106-02-10	AIDES X		\$11,000.00

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name Certificated	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Schiano	Candice	MS LA Teacher	FMG	----	----	----	Revised Leave	9/6/12-6/30/13
Powers	Jacqueline	Leave Replac LA Teacher	FMG	Step 0/BA	\$52,495.00	----	cover for CS	9/6/12-6/30/13
Powers	Jacqueline	Chaperone, Event Staff	FMG	----	25.13/hr	----	----	9/6/12-6/30/13
Krumholz	Drew	Mentor	JDHS	----	\$550.00	----	for JG	10/16/12-6/30/13
Reich	Linda	Elementary Lv Replacement	Walton	Step 0/MA	\$57,229.00	----	revised	11/7/12-3/22/13

Last Name Substitute/Home instructor	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Gambino	Jenna	Home Instructor	district	---	***	new	---	10/1/12-6/30/13
Beller	Laura	Home Instructor	district	---	***	new	---	10/1/12-6/30/13
Weiss	Michele	Substitute Teacher	District	---	***	renewal	---	11/20/12-6/30/13
Rothbard	Lori	Substitute Teacher/Aide	District	---	***	New	---	11/20/12-6/30/13
Resnick	Melissa	Substitute Teacher	District	---	***	New	---	11/20/12-6/30/13
Resnick	Daria	Substitute Teacher	District	---	***	New	---	11/20/12-6/30/13
Steinman	David	Substitute Teacher	District	---	***	New	---	11/20/12-6/30/13

Last Name Non-Certificated	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Alpizar	Suzanne	Asst Swim Coach	JDHS	----	\$3,387.00	new	----	11/7/12-6/30/13
Rogers	Danny	Vol Asst Boys Basketball Coa	JDHS	----	----	----	----	11/20/12-6/30/13
McWhite	Michael	Custodian	District	Step 1	\$37,062.00	replaces RB	----	12/3/12-6/30/13
McWhite	Michael	Custodian	District	night stipend	\$1,304.00	----	----	12/3/12-6/30/13
Cerciello	Luigi	Custodian	District	Step 1	\$37,062.00	replaces HJ	----	12/3/12-6/30/13
Cerciello	Luigi	Custodian	District	night stipend	\$1,304.00	----	----	12/3/12-6/30/13

Last Name Before and After School Program/Childcare	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
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* 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 2012-2013

2012-2013
Custodian Transfers

Attachment (B1)

LName	Fname	from	to	position	effective
	Valdi	Caldwell	FMG	Custodian	12/3/12
Steward	Brian	FMG	JDHS	Custodian	12/3/12
Perez	Felix	JDHS	FMG	Custodian	12/3/12

Staff Professional Development
Travel

Attachment (C)

School Year 2012-13

Workshop Requests 2012-2013						
Last Name	First Name	Description	Date	Amount	Location	School
Zika	Jacqueline	Track & Field Cross Country Clinic	12/13, 12/14	294.96	A.C.	JDHS
Westhead	Liz	AE CIP	10/26/12	25.00	PACE UNIV.	District
DeBiasio	Wayne	Project Red Institute 1:Implementation	12/3, 12/4		Riverdell, NJ	District
Nagy-Johnson	Sharon	Project Red Institute: 1: Implementation	12/3, 12/4	\$ 450.00	Riverdell, NJ	District
		Total for 2 participants is \$450.00				
Susser	Carly	Northeast Conference for Speech- Language Pathologists	12/3, 12/4	\$389.00	West Orange, NJ	TLS

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

Attachment (D)

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>
Ferraro, Sharon So. Plainfield, NJ	Interpreter Services	150.00	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>
High Point School Morganville, NJ	2225	61,200.00	2012-13 SY	Change in placement

TUITION GRANTS
 SPRING 2012/2013

Attachment (E)

Christine Alamorian	Motivation: The Art & Science of Inspiring Classroom Success	Graduate
	Dealing with AD/HD type Behavior In The Classroom	Graduate
	Cooperative Discipline	Graduate
Kim Connolly	Research Applications in Educational Technology II	Graduate
Joseph David	International Conflict Resolution	Graduate
	The Growth of the Modern President	Graduate
	History of Anti-Semitism	Graduate
Anthony DeNicolo	Special Topics in Theatre and Drama	Graduate
	Modern and Contemporary Theatre History	Graduate
Sandra Diez	Advanced Structure of American English	Graduate
Kerilyn Ann Foley	Seminar - Language Acquisition	Graduate
	Systematic Observation & Field Experience In Bilingual or Multicultural Schools	Graduate
	Language and Society	Graduate
Leonard Gabriel	Painting	Graduate
Shannon Perrone	Analytical Studies for Conductors	Graduate
Gregory Salmon	Quantum Mechanics	Graduate
	Physics of Materials	Graduate
	Classical Electrodynamics II	
Stephanie Shack	Interdisciplinary Seminar Liberal Studies	Graduate
	Social Psychology of Adolescence	Graduate
Katherine Stevenson	Motivation: The Art & Science of Inspiring Classroom Success	Graduate
	Dealing with AD/HD type Behavior In The Classroom	Graduate
	Cooperative Discipline	Graduate

TUITION GRANTS
SPRING 2012/2013

Attachment (E)

Francesca Vernioia	Educational Strategies for the Exceptional Child	Graduate
	Assessment in Special Education	Graduate
	Differentiating Instruction in the Inclusive Classroom	Graduate
	Learning Disabilities and Literacy	Graduate

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER:
Springfield Board of Education
139 Mountain Avenue
Springfield, NJ 07081
Rochelle Contracting Co., Inc.
PO Box 8553 - Landing, NJ 07850
CONTRACT FOR: GC

PROJECT:
Johnathan Dayton High School
Athletic Field Improvements

APPLICATION #002
DATE: 10/22/12
PERIOD FROM: 10/1/12
PERIOD TO: 10/26/12
CONTRACT NO.
CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$ 3,256,352.00
2. Net change by Change Orders	_____
3. CONTRACT SUM TO DATE (Line 1+/- 2)	\$ 3,256,352.00
4. TOTAL COMPLETED & STORED TO DATE (Colum G on Continuation Sheet)	\$ 157,237.00
5. RETAINAGE (2% of Work Completed & Stored Materials for balance to finish greater than \$500,000)	\$ 3,144.74
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	\$ 154,092.26
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 50,159.34
8. CURRENT PAYMENT DUE	\$ 103,932.92
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 3,102,259.74

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 the current payment shown herein is now due.

CONTRACTOR: Rochelle Contracting Co., Inc.
By: Renee Feldman
Renee Feldman, Project Administrator

State of: New Jersey
County of: Morris

Subscribed and sworn to before me this 8 day of Nov 12.
PAMELA A. MOORE
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 5/19/2016
Notary Public: Pamela A. Moore
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 \$ 103,932.92

(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: Pennoni Associates, Inc.

By: [Signature] Date: 11/12/12

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: Johnathan Dayton
APPLICATION AND CERTIFICATION FOR PAYMENT

APPLICATION #002
 DATE: 10/22/12
 PERIOD FROM: 10/1/12
 PERIOD TO: 10/26/12
 CONTRACT NO.

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Stored Materials	G Total Completed D+E+F	H % G/C	I Retainage
			Previous	This Period				
1	Mobilization	\$ 21,000.00	\$ 15,750.00	\$ 5,250.00		\$ 21,000.00	100%	\$ 420.00
2	Clearing Site	\$ 20,000.00	\$ 17,000.00	\$ 3,000.00		\$ 20,000.00	100%	\$ 400.00
3	Temporary Construction Fence	\$ 4,200.00	\$ 4,998.00			\$ 4,998.00	119%	\$ 99.96
4	Temporary Site Sign	\$ 1,500.00				\$ -	0%	\$ -
5	Earth Moving/Site Grading	\$ 108,000.00		\$ 14,000.00		\$ 14,000.00	13%	\$ 280.00
6	Remove Pavement, Full Depth	\$ 5,250.00				\$ -	0%	\$ -
7	Remove Tennis Court, Full Depth	\$ 16,980.00		\$ 12,000.00		\$ 12,000.00	71%	\$ 240.00
8	Removal of Unsatisfactory Soil	\$ 33,000.00				\$ -	0%	\$ -
9	Satisfactory Soil Replacement	\$ 22,000.00				\$ -	0%	\$ -
10	Geotechnical Study Allowance	\$ 5,000.00		\$ 5,000.00		\$ 5,000.00	100%	\$ 100.00
11	Contingency Fund	\$ 150,000.00		\$ 26,404.00		\$ 26,404.00	18%	\$ 528.08
12	Silt Fence	\$ 8,400.00	\$ 3,560.00			\$ 3,560.00	42%	\$ 71.20
13	Stabilized Construction Entrance	\$ 2,000.00	\$ 2,000.00			\$ 2,000.00	100%	\$ 40.00
14	Inlet Filter	\$ 1,200.00				\$ -	0%	\$ -
15	36" HDPE Pipe Detention Basin w/Head	\$ 136,500.00				\$ -	0%	\$ -
16	12" Perforated HDPE Collector Pipe	\$ 31,200.00				\$ -	0%	\$ -
17	Slot Drain	\$ 24,000.00				\$ -	0%	\$ -
18	6" HDPE Pipe	\$ 1,530.00				\$ -	0%	\$ -
19	12" HDPE Pipe	\$ 8,190.00				\$ -	0%	\$ -
20	15" Reinforced Concrete Pipe	\$ 2,460.00				\$ -	0%	\$ -
21	6" PVC Pipe Foundation Drain	\$ 2,160.00				\$ -	0%	\$ -
22	4" PVC Pipe Roof Leader	\$ 900.00				\$ -	0%	\$ -
23	Outlet Control Structure	\$ 4,000.00		\$ 2,000.00		\$ 2,000.00	50%	\$ 40.00
24	Inlet Type A	\$ 3,600.00		\$ 1,800.00		\$ 1,800.00	50%	\$ 36.00
25	Lawn Inlet	\$ 1,500.00		\$ 950.00		\$ 950.00	63%	\$ 19.00
26	Manhole, 4'	\$ 1,650.00				\$ -	0%	\$ -
27	Concrete Headwall	\$ 2,000.00		\$ 1,400.00		\$ 1,400.00	70%	\$ 28.00
28	Flap Gate	\$ 1,500.00				\$ -	0%	\$ -
29	Stone Rip Rap Outlet Control 8"	\$ 600.00				\$ -	0%	\$ -
30	15" PVC Sanitary Sewer Pipe	\$ 34,125.00	\$ 7,875.00	\$ 26,250.00		\$ 34,125.00	100%	\$ 682.50
31	6" PVC Sanitary Sewer Pipe	\$ 8,400.00				\$ -	0%	\$ -
Page Total		\$ 662,845.00	\$ 51,183.00	\$ 98,054.00	\$ -	\$ 149,237.00	23%	\$ 2,984.74

CONTINUATION SHEET: Johnathan Dayton
APPLICATION AND CERTIFICATION FOR PAYMENT

APPLICATION #002
 DATE: 10/22/12
 PERIOD FROM: 10/1/12
 PERIOD TO: 10/26/12
 CONTRACT NO.

A	B	C	D	E	F	G	H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Stored Materials	Total Completed D+E+F	% G/C	Retainage
			Previous	This Period				
	Balance brought forward	\$ 662,845.00	\$ 51,183.00	\$ 98,054.00		\$ 149,237.00	23%	\$ 2,984.74
32	Manhole Sanitary Sewer	\$ 14,000.00		\$ 8,000.00		\$ 8,000.00	57%	\$ 160.00
33	Sanitary Sewer Cleanout	\$ 500.00				\$ -	0%	\$ -
34	4" Ductile Iron Water Pipe Class 52	\$ 23,250.00				\$ -	0%	\$ -
35	Water Meter Pit	\$ 2,000.00				\$ -	0%	\$ -
36	Water Service Connection	\$ 3,500.00				\$ -	0%	\$ -
37	1 1/2" Rigid Metallic Conduit PVC Coe	\$ 16,590.00				\$ -	0%	\$ -
38	15" X 15" Junction Box	\$ 750.00				\$ -	0%	\$ -
39	4" Concrete Sidewalk	\$ 84,320.00				\$ -	0%	\$ -
40	6" Reinforced Concrete Driveway	\$ 1,290.00				\$ -	0%	\$ -
41	Flexible Porous Pavement System Ve	\$ 13,000.00				\$ -	0%	\$ -
42	Flexible Porous Pavement System Ag	\$ 11,400.00				\$ -	0%	\$ -
43	9" X 20" Vertical Concrete Curb	\$ 14,250.00				\$ -	0%	\$ -
44	Handicap Ramp w/Detectable Warnin	\$ 1,500.00				\$ -	0%	\$ -
45	Chain Link Fence 10'	\$ 58,800.00				\$ -	0%	\$ -
46	Chain Link Fence 7' w/3' Transom	\$ 6,000.00				\$ -	0%	\$ -
47	Ornamental Black Vinyl Fence 10'	\$ 33,950.00				\$ -	0%	\$ -
48	Ornamental Black Vinyl Fence 6'	\$ 29,250.00				\$ -	0%	\$ -
49	Ornamental Black Vinyl Gate 10' X 15'	\$ 4,000.00				\$ -	0%	\$ -
50	Ornamental Black Vinyl Gate 6' X 10'	\$ 3,000.00				\$ -	0%	\$ -
51	Ornamental Black Vinyl Gate 6' X 6'	\$ 1,600.00				\$ -	0%	\$ -
52	Concrete Block Retaining Wall	\$ 115,425.00				\$ -	0%	\$ -
53	Steel Hand Rail	\$ 43,680.00				\$ -	0%	\$ -
54	4" Traffic Stripes L-L Epoxy Resin	\$ 3,220.00				\$ -	0%	\$ -
55	6" Traffic Stripes L-L Epoxy Resin	\$ 275.00				\$ -	0%	\$ -
56	12" Traffic Stripes L-L Epoxy Resin	\$ 360.00				\$ -	0%	\$ -
57	Traffic Markings Handicap Symbol	\$ 300.00				\$ -	0%	\$ -
58	Sign "One Way"	\$ 200.00				\$ -	0%	\$ -
59	Sign "Do Not Enter"	\$ 400.00				\$ -	0%	\$ -
60	Sign "No Parking Any Time"	\$ 800.00				\$ -	0%	\$ -
61	Sign Handicap Parking w/Penalty	\$ 400.00				\$ -	0%	\$ -
	Total	\$ 1,150,855.00	\$ 51,183.00	\$ 106,054.00	\$ -	\$ 157,237.00	14%	\$ 3,144.74

APPLICATION AND CERTIFICATION FOR PAYMENT

APPLICATION #002
 DATE: 10/22/12
 PERIOD FROM: 10/1/12
 PERIOD TO: 10/26/12
 CONTRACT NO.

A	B	C	D	E	F	G	H	I
Item No.	Description of Work	Scheduled Value	Work Completed Previous	This Period	Stored Materials	Total Completed D+E+F	% G/C	Retainage
	Balance brought forward	\$ 1,150,855.00	\$ 51,183.00	\$ 106,054.00		\$ 157,237.00	14%	\$ 3,144.74
62	Sign Ped X-ing w/Arrow	\$ 500.00				\$ -	0%	\$ -
63	Sign Handicap Access	\$ 250.00				\$ -	0%	\$ -
64	HMA 9.5M64 Surface Course, 2"	\$ 11,340.00				\$ -	0%	\$ -
65	Dense Graded Aggregate 6"	\$ 5,005.00				\$ -	0%	\$ -
66	Tennis Court Surface	\$ 121,440.00				\$ -	0%	\$ -
67	Synthetic Turf Field Surface	\$ 756,651.00				\$ -	0%	\$ -
68	Bleachers & Press Box	\$ 153,000.00				\$ -	0%	\$ -
69	Reinforced Concrete Pad 5" (bleacher	\$ 36,000.00				\$ -	0%	\$ -
70	Prefabricated Structure	\$ 290,000.00				\$ -	0%	\$ -
71	Brick Building Façade	\$ 21,000.00				\$ -	0%	\$ -
72	Interpretive Panels	\$ 4,000.00				\$ -	0%	\$ -
73	Tennis Court Posts & Net	\$ 9,000.00				\$ -	0%	\$ -
74	Soccer Goal Nets	\$ 5,000.00				\$ -	0%	\$ -
75	Football Goal Posts & Pads	\$ 12,000.00				\$ -	0%	\$ -
76	Softball Hooded Backstop	\$ 11,000.00				\$ -	0%	\$ -
77	Softball Pitchers Mound	\$ 3,200.00				\$ -	0%	\$ -
78	Softball Home Plate	\$ 450.00				\$ -	0%	\$ -
79	Softball Bases	\$ 450.00				\$ -	0%	\$ -
80	Portable 15' Team Benches	\$ 11,200.00				\$ -	0%	\$ -
81	Portable 8' Spectator Benches	\$ 7,200.00				\$ -	0%	\$ -
82	Trash Receptacles Flat	\$ 2,700.00				\$ -	0%	\$ -
83	Trash Receptacles Dome	\$ 7,200.00				\$ -	0%	\$ -
84	Scoreboard	\$ 35,000.00				\$ -	0%	\$ -
85	Field Lighting	\$ 580,000.00				\$ -	0%	\$ -
86	Topsoil 4"	\$ 8,660.00				\$ -	0%	\$ -
87	Fertilizing & Seeding Type A-3	\$ 5,196.00				\$ -	0%	\$ -
88	Straw Mulch	\$ 4,330.00				\$ -	0%	\$ -
89	Sodding	\$ 3,725.00				\$ -	0%	\$ -
90	CO#01 \$26,404.00 out of Item 11							
91	CO#02 \$17,959.55 out of Item 11							
92	CO#03 \$16,251.80 out of Item 11							
	Page Total	\$ 3,256,352.00	\$ 51,183.00	\$ 106,054.00	\$ -	\$ 157,237.00	5%	\$ 3,144.74

CHANGE ORDER
AIA DOCUMENT G701

PROJECT: Springfield Board of Education
(Name, address) 139 Mountain Avenue.
Springfield, NJ 07081
TO (Contractor): Rochelle Contracting Co., Inc.
PO Box 8553
Landing, NJ 07850

CHANGE ORDER NUMBER: 01
INITIATION DATE: 10/22/12
ARCHITECT'S PROJECT NO:
CONTRACT FOR: GC
CONTRACT DATE:

You are directed to make the following changes in this Contract:

10/10 attempt to locate water main		
3 hrs. laborer	\$	270.00
3 hrs. operator	\$	360.00
3 hrs. mini excecavator	\$	90.00
10/12 locate sewer line & supply co-ordinates		
3 hrs. laborer	\$	270.00
3 hrs. operator	\$	360.00
3 hrs. mini excecavator	\$	90.00
10/11 re-set MH #2		
2 hrs. for crew	\$	1,600.00
10/16 crew for sewer correction	\$	6,400.00
10/17 crew for sewer correction	\$	6,400.00
10/18 crew for sewer correction	\$	6,400.00
40 tons 3/4" stone @ \$18/	\$	720.00
+ GC 15%	\$	3,444.00
Total deducted from Item 11/Contingency Fund*	\$	26,404.00
Contingency Fund	\$	150,000.00
Deduct CO#01	\$	(26,404.00)
Contingency Fund Balance	\$	123,596.00

Not valid until signed by both the Owner and Architect.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original (Contract Sum) (~~Guaranteed Maximum Cost~~) was..... \$ 3,256,352.00
 Net change by previously authorized Change Orders..... \$ -
 The (Contract Sum) (~~Guaranteed Maximum Cost~~) prior to this Change Order was..... \$ 3,256,352.00
 The (Contract Sum) (~~Guaranteed Maximum Cost~~) will be (~~increased~~)(~~decreased~~) (unchanged) \$ -
 by this Change Order.....
 The new (Contract Sum) (~~Guaranteed Maximum Cost~~) including this Change Order will be..... \$ 3,256,352.00
 The Contract Time will be (~~increased~~)(~~decreased~~) (unchanged) by..... (0) Days
 The Date of Substantial Completion as of the date of this Change Order therefore is

Contractor: Rochelle Contracting Co., Inc.; PO Box 8553; Landing, NJ 07850

Renee Feldman 11/8/12
Signature Date

Architect: Pennoni Associates, Inc.; 105 Fieldcrest Ave, Suite 502; Edison, NJ 08837

[Signature] 11/12/12
Signature Date

Owner: Springfield Board of Education; 139 Mountain Avenue; Springfield, NJ 07081

Signature Date

H

CHANGE ORDER
AIA DOCUMENT G701

PROJECT: Springfield Board of Education
(Name, address) 139 Mountain Avenue.
Springfield, NJ 07081
TO (Contractor): Rochelle Contracting Co., Inc.
PO Box 8553
Landing, NJ 07850

CHANGE ORDER NUMBER: 02
INITIATION DATE: 9/26/12
ARCHITECT'S PROJECT NO:
CONTRACT FOR: GC
CONTRACT DATE:

You are directed to make the following changes in this Contract:

Revised Sewer Line Work for uncovered lines from school building:		
MH #5 included in original contract	\$	-
MH #6 changed to DH deeper	\$	1,321.00
MH #7 DH with drop	\$	2,771.00
MH #8 included in original contract	\$	-
Pavement Repair	\$	1,800.00
10' - 6" SDR 35 @ \$21/	\$	210.00
Labor to set-up pumps and remove:		
4" pump	\$	294.00
4" suction	\$	63.00
600' discharge hose	\$	504.00
5 MD to set-up & remove	\$	1,350.00
2" pump	\$	100.00
2" suction	\$	35.00
2" discharge 100'	\$	90.00
increase depth of sewer line	\$	5,579.00
tie into 2 existing lines and install channels	\$	1,500.00
+ GC 10%	\$	2,342.55
Total deducted from Item 11/Contingency Fund	\$	17,959.55

Contingency Fund Balance	\$	123,596.00
Deduct CO#02	\$	(17,959.55)
Contingency Fund Balance	\$	105,636.45

Not valid until signed by both the Owner and Architect.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original (Contract Sum) (~~Guaranteed Maximum Cost~~) was..... \$ 3,256,352.00
 Net change by previously authorized Change Orders..... \$ -
 The (Contract Sum) (~~Guaranteed Maximum Cost~~) prior to this Change Order was..... \$ 3,256,352.00
 The (Contract Sum) (~~Guaranteed Maximum Cost~~) will be (~~increased~~) (~~decreased~~) (unchanged) \$ -
 by this Change Order.....
 The new (Contract Sum) (~~Guaranteed Maximum Cost~~) including this Change Order will be..... \$ 3,256,352.00
 The Contract Time will be (~~increased~~) (~~decreased~~) (unchanged) by..... (0) Days
 The Date of Substantial Completion as of the date of this Change Order therefore is

Contractor: Rochelle Contracting Co., Inc.; PO Box 8553; Landing, NJ 07850

Rochelle Contracting Co., Inc. 11/18/12
Signature Date

Architect: Pennoni Associates, Inc.; 105 Fieldcrest Ave, Suite 502; Edison, NJ 08837

Pennoni Associates, Inc. 11/12/12
Signature Date

Owner: Springfield Board of Education; 139 Mountain Avenue; Springfield, NJ 07081

Signature Date

I

CHANGE ORDER
AIA DOCUMENT G701

PROJECT:	Springfield Board of Education	CHANGE ORDER NUMBER:	03
(Name, address)	139 Mountain Avenue.	INITIATION DATE:	10/22/12
	Springfield, NJ 07081	ARCHITECT'S PROJECT NO:	
TO (Contractor):	Rochelle Contracting Co., Inc.	CONTRACT FOR:	GC
	PO Box 8553	CONTRACT DATE:	
	Landing, NJ 07850		

You are directed to make the following changes in this Contract:


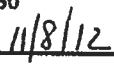
Installation of 16oz. Fabric over 30mil. PVC liner:		
add 16oz fabric	\$	22,972.00
deduct 4 oz liner	\$	(8,840.00)
+ GC 15%	\$	2,119.80
Total	\$	16,251.80
Contingency Fund Balance	\$	105,636.45
Deduct CO#03	\$	(16,251.80)
Contingency Fund Balance	\$	89,384.65

Not valid until signed by both the Owner and Architect.

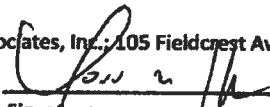
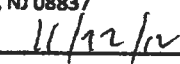
Signature of the Contractor Indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original (Contract Sum) (Guaranteed Maximum Cost) was.....	\$ 3,256,352.00
Net change by previously authorized Change Orders.....	\$ -
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was.....	\$ 3,256,352.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order.....	\$ -
The new (Contract Sum) (Guaranteed Maximum Cost) including this Change Order will be.....	\$ 3,256,352.00
The Contract Time will be (increased) (decreased) (unchanged) by.....	(0) Days
The Date of Substantial Completion as of the date of this Change Order therefore is	

Contractor: Rochelle Contracting Co., Inc.; PO Box 8553; Landing, NJ 07850

	
Signature	Date

Architect: Pennoni Associates, Inc.; 105 Fieldcrest Ave, Suite 502; Edison, NJ 08837

	
Signature	Date

Owner: Springfield Board of Education; 139 Mountain Avenue; Springfield, NJ 07081

_____	_____
Signature	Date

Dear _____:

Your child has been identified in accordance with Board of Education Policy #5131.6 and *N.J.S.A. 18A:40A-1 et seq. as suspected of being under the influence of alcohol or other drugs*. The purpose of this procedure is to assist schools and families in identifying and getting help for students with alcohol or other drug problems. As you are aware, your child has been examined by a physician of your choice, the school physician, or was taken to the emergency room to undergo an alcohol and/or drug examination. According to State law and the Board's policy your child is required to complete the following::

- The physician who conducted the examination shall furnish a report within 24 hours that includes the following data to the District:
 - Physician's examination form showing results as to whether your child was in fact under the influence of alcohol or drugs
 - Physician's verification as to whether your child's ability to perform in school is impaired by his or her use of alcohol or drugs
 - Consent for urine testing either by the District (at no cost to you) or other laboratory
 - Signed Release of Information for laboratory results and physician's exam
- If there is a positive report from the physician, your child will not be permitted to return to school until the physician determines that your child's drug use no longer interferes with his or her ability to perform in school.
- If the report is not furnished within 24 hours, your child will be allowed to return to school pending any receipt of a positive drug or alcohol report.

Failure to comply with the above steps, shall be deemed a violation of the compulsory education (*N.J.S.A. 18A:38-25 and 18A:38-31*) and/or child neglect (*N.J.S.A. 9:6-1 et seq.*) laws. Your child's refusal to submit to the aforementioned examination will result in immediate suspension with alternative instruction provided by the Board.

During your child's suspension, or after his or her return to school, the District will perform an assessment of your child's drug and/or alcohol use to ascertain whether he or she needs additional treatment. If necessary, the District will refer your child to alcohol and/or drug abuse treatment. The District may require a student to obtain an additional assessment by a qualified alcohol and/or drug treatment provider. If such additional assessment is required, the District will provide you with notice. Please note that neither the results of these assessments nor the recommendations made by either the District or the treatment provider will prohibit your child from being readmitted to school.

The above activities, except when the initial examination is performed by the District's physician or at a hospital, are at your expense in accordance with the New Jersey law. Please contact me if you have any questions.

Sincerely,

Elizabeth Cresci

5131.6

SPRINGFIELD PUBLIC SCHOOLS
Springfield Public Schools

POLICY: DRUGS, ALCOHOL, TOBACCO

Drugs, Alcohol, Tobacco, and Steroids

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

- A. The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the following and the law:
1. Pupils who are suspected to be under the influence of alcohol or drugs must be examined by a physician of their parents' choice immediately. If the selected physician is not available, pupils will be examined by the District's school physician. If either physician is not available the District will arrange pupils to be taken to the emergency room at the nearest hospital to conduct the examination.
 - a. The physician who conducted the examination shall furnish a report within 24 hours that includes the following data to the parent, principal, and the superintendent:
 - i. Physician's examination form showing results as to whether the pupil was in fact under the influence of alcohol or drugs

- ii. Physician's verification as to whether the pupil's ability to perform in school is impaired by his or her use of alcohol or drugs
 - iii. Consent for urine testing either by the District (at no cost to parents) or other laboratory
 - iv. Signed Release of Information for laboratory results and physician's exam
 - b. If there is a positive report from the physician, the pupil will not be permitted to return to school until the physician determines that the pupil's drug use no longer interferes with his or her ability to perform in school.
 - c. If the report is not furnished within 24 hours, the pupil will be allowed to return to school pending any receipt of a positive drug or alcohol report.
 - d. During a pupil's suspension, or after his or her return to school, the pupil will be examined by an individual within the District who is trained to assess alcohol and drug abuse to determine whether the pupil needs additional treatment due to his or her alcohol and/or drug use. If necessary, the District will refer the pupil to alcohol and/or drug abuse treatment. The District may require a pupil to obtain an additional assessment by a qualified alcohol and/or drug treatment provider. If such additional assessment is required, the District will provide the parent with notice. Please note that neither the results of these assessments nor the recommendations made by either the District or the treatment provider will prohibit a pupil from being readmitted to school.
- 2. Pupils who are suspected to be have used anabolic steroids must be examined by a physician of their parents' choice immediately. If the selected physician is not available, pupils will be examined by the District's school physician or another physician identified by the principal.
 - a. The physician who conducted the examination shall furnish a report that includes the following data to the parent, principal and superintendent.
 - i. Physician's examination form showing results as to whether the pupil has in fact used anabolic steroids
 - ii. Consent for urine testing either by the District (at no cost to parents) or other laboratory

- iii. Signed Release of Information for laboratory results and physician's exam
 - b. If there is a positive report from the physician, the pupil will be examined by an individual within the District who is trained to assess drug abuse to determine if the pupil should be referred to treatment. If necessary, the District will refer the pupil to drug abuse treatment.
- B. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline, that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.
- C. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The Superintendent shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades seven through 12 offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with Department of Education chemical health guidelines, pursuant to N.J.S.A. 18A:40A-1 et seq. Drug, alcohol, tobacco and steroid education shall be integrated with the health curriculum. Additionally, the district will offer a special class or course designed to meet the needs of pupils with alcohol or other drug use problems.
- D. All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the Superintendent of schools. The Board of Education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, tobacco and/or steroids, and in helping pupils with drug, alcohol, tobacco and steroid-related problems in a program of rehabilitation. The Board directs the establishment of a program designed to provide short-term counseling and support services for pupils who are in care or returning from care for alcohol and other drug dependencies. The district shall establish a parent/guardian substance abuse program offered at times and places convenient to the parents/guardians of the district on school premises or other facilities.
- E. The Superintendent shall develop administrative regulations for:
 1. A comprehensive program of drug, alcohol, tobacco and steroid education;

2. The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;
 3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;
 4. The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the Department of Health; and
 5. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.
- F. The Board of Education shall establish an annual process to review the effectiveness of its alcohol and other drug policies and procedures. The Board of Education shall solicit community input as well as consult with local agencies recommended by the state department of health in the review process. Alcohol and other drug policies and procedures for discipline, evaluation, and treatment of pupils shall be made available annually to all school staff, pupils, and parent/guardians. This policy shall be in each building, and notification of its availability shall appear annually in the parent's handbook.
- G. Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A-1 et seq.
- H. All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.
- Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.
- I. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.

Enforcement of Drug-Free School Zones

The Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in

planning and conducting law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county superintendent of schools. The Memorandum of Agreement shall be consistent with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions).

Law Enforcement Liaison

In order to ensure that such cooperation continues, the Board directs the Superintendent to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

Undercover Operations

The Board hereby recognizes that the Superintendent may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent to request such intervention under these circumstances. The Board recognizes that the Superintendent is not permitted to ask the Board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the Superintendent to request that an undercover operation be established in a district school. The Board recognizes that the Superintendent is prohibited from discussing the request with the board. The Board hereby authorizes the Superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The Board directs the Superintendent and school principals to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent, principal, or any other school staff or district Board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the Superintendent shall report to the Board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances, including anabolic steroids, or drug paraphernalia on school premises shall bring that information to the school principal who, in turn, shall report same to the Superintendent. The Superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the Superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Superintendent or the principal shall immediately notify the student's parent/guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the Superintendent, the Superintendent shall report the reason the police were summoned and any pertinent information to the Board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O., U.S. 325 (1985), and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the Superintendent who shall immediately, in turn, notify the appropriate law enforcement agency. The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Superintendent shall request that the law enforcement officials conduct the search, seizure, or interrogation.

Police Presence at Extracurricular Activities

The Superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the Superintendent believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

Resolving Disputes Concerning Law Enforcement Activities

The Board authorizes the Superintendent to contact the Chief Executive Officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the Chief Executive Officer of the agency, the Superintendent shall work in conjunction with the County Prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the attorney general whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 CFR 2 and N.J.A.C. 6A:16-6.5.

Inservice Training

The Superintendent will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with Board policies and N.J.A.C. 6A:16-3.1.

Annual Review

The Board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the Board will consult with the County Superintendent, local community members, and the County Prosecutor's office.

Availability of Policy

The policies and procedures contained herein shall be made available to all staff, pupils, and parents/guardians on an annual basis.

Legal References:

- N.J.S.A. 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability
- N.J.S.A. 2C:29-3a Hindering apprehension or prosecution
- N.J.S.A. 2C:33-15 Possession or consumption of alcoholic beverage by person under legal age, penalty
- 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:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions
- N.J.S.A. 2C:33-19 Paging devices, possession by students
- N.J.S.A. 2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987
- N.J.S.A. 2C: 35-10.4 Definitions
- N.J.S.A. 9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes
- N.J.S.A. 9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
- N.J.S.A. 18A:25-2 Authority over pupils
- N.J.S.A. 18A:36-19.2 Student locker or other storage facility; inspections; notice to students
- N.J.S.A. 18A:37-1 Submission of pupils to authority
- N.J.S.A. 18A:37-2 Causes for suspension or expulsion of pupils
- N.J.S.A. 18A:38-25 Attendance required of children between six and sixteen, exceptions
- N.J.S.A. 18A:38-31 Violation of article by parents or guardian, penalties N.J.S.A. 18A:40A-1 et seq. Substance abuse
- N.J.S.A. 24:21-2 Definitions (New Jersey controlled dangerous substances) N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act P.L. 2005, c. 209 Random student drug testing
- N.J.A.C. 6A:8-3.1 Curriculum and instruction
- N.J.A.C. 6A:9-13.2 Substance awareness coordinator
- N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion
- N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development N.J.A.C. 6A:32-13.1 et seq. Pupil Behavior

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2

State in the Interest of T.L.O. 94 N.J. 331 (1983), Rev'd, 469 U.S. 325 (1985) State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)

Honig v. Doe 484 U.S. 305 (1988)

Vernonia School District v. Acton, 515 U.S. 646 (1995)

In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)

Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. ____ (2002)

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

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

Cross References:

1330 Use of school facilities

1410 Local units

4131.1 Inservice education/visitations/conferences

4231.1

Inservice

education/visitations/conferences 5114 Suspension and expulsion

5124 Reporting to parents/guardians

5125 Pupil records

5131 Conduct/discipline,

5131.7 Weapons and dangerous instruments 5141.3 Health examinations and immunizations

5141.21 Administering medication

5145.12 Search and seizure

6145.1/6145.2 Intramural competition; interscholastic competition

6154 Homework/makeup work

6172 Alternative educational programs

6173 Home instruction

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