

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, May 20, 2013 at 7:18 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 7, 2013.

1. CALL TO ORDER

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

Present: Mrs. Robin Cornelison, Mr. Steven Friedman, Mr. Dermot McLeer, Mr. Irwin Sablosky, Mr. Scott Samansky (arrived at 7:29), Mr. Scott Silverstein, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia Mr. Steve Wolcott

Also Present:

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

2. CLOSED SESSION (7:19 – 7:30 PM)

Moved by Mr. Silverstein, seconded by Mrs. Cornelison, 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, Negotiations and the Superintendent Evaluation, 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
2. Negotiations
3. Superintendent Evaluation

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. RECONVENE

Moved by Mr. Silverstein, seconded by Mrs. Shanes, approval to reconvene the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. PLEDGE OF ALLEGIANCE5. COMMUNICATIONS

## 1. NJSBA

Annual Workshop in Atlantic City will be Oct 22<sup>nd</sup>-Oct 24<sup>th</sup>.

Online Radio Talk Show topic is "Union City A Model for Increasing Student Achievement will be on May

Union County Meet-Up is on May 22<sup>nd</sup> at 6 PM at the UCVTS in Scotch Plains

Regional Training Programs topic will be 'What Board members need to know about the new evaluation system'.

Grant Funded Sustainability Training, check listing for dates and times.

"Annual School Leader Award" submission deadline is June 7<sup>th</sup>.

Reflections from Executive Director May 7<sup>th</sup> and 15<sup>th</sup>.

School Board Notes May 8<sup>th</sup> and 15<sup>th</sup>.

2. GSCS eNet from May 3<sup>rd</sup>, 7<sup>th</sup> and 15<sup>th</sup>.3. NSBA weekly reports from May 9<sup>th</sup> and 16<sup>th</sup>.4. The Varsity Spring Sports Awards will be held on June 5<sup>th</sup> at 7 PM.6. MINUTES

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

Regular Meeting - May 6, 2013

Executive Meeting - May 6, 2013

Yeas: Unanimous by all Members present.

MOTION CARRIED

7. SUPERINTENDENT'S REPORT

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

## 1. Student/Staff Recognitions

a. JDHS Boys Basketball – UC Valley Conference Champions, Group 1 North 2 Sectional Champion, and Group 1 State Runner-up

b. Mena Soliman, Grade 11, JDHS, has had her poem accepted for publication by Creative Communications in the book *A Celebration of Poets*. This is an honor as most students are not invited to be published.

## c. The Class of 2013 top 20 students:

Benjamin Chabanon  
 Frances San George  
 Lindsey Gaon  
 Alexandra Golden  
 Charles Melman  
 Michael Sandford  
 Teresa Arpino  
 Catherine Coleman  
 Andrew Batallas  
 Thomas Kirk  
 Tara Don  
 Nicole Paya  
 Rachel Usdin  
 Christopher Scalzo  
 Dawn Wilkenfeld  
 Ilyssa Frank  
 Blessing Martins  
 Matthew Disko  
 Heather Fritzen  
 Lea Ginefra

d. Morris-Union Jointure expressed their appreciation to the Dayton Cheerleading Squad for their participation in the annual Autism Awareness Walk.

e. Chris Scalzo has been awarded a scholarship from Comcast based on his community service, leadership, positive attitude and academic achievements.

2. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
3. Building Usage Request
4. Fund Raiser Request
5. Fieldtrip Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. PUBLIC SESSION (8:07 PM)

At this time there were no questions or concerns/comments regarding items on the Agenda:

9. BILL LIST

Moved by Mr. Sablosky, seconded by Mr. Samansky, approve computer checks numbered 030964 through 031100 and wire transfers 800103, 888036, 888037, 888038, 888039, and 999201 for a grand total of \$3,207,130.79.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. PERSONNEL APPOINTMENTS

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

Yeas: Unanimous by all Members present. MOTION CARRIED

11. SUMMER HIRING PROCEDURE

Moved by Mr. Silverstein, seconded by Mr. McLeer, approval for the Superintendent to hire staff between meetings in July and August, with the Board of Education affirming such hiring by public vote at the earliest possible meeting

Yeas: Unanimous by all Members present. MOTION CARRIED

12. STAFF PROFESSIONAL DEVELOPMENT

Moved by Mr. Silverstein, seconded by Mr. McLeer, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment B)

Yeas: Unanimous by all Members present. MOTION CARRIED

13. PROFESSIONAL DEVELOPMENT

Moved by Mr. Silverstein, seconded by Mr. McLeer, approval to submit to New Jersey Department of Education the 3 Year Technology Plan 2013 - 2016

Yeas: Unanimous by all Members present. MOTION CARRIED

14. SPECIAL EDUCATION PLACEMENTS

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

Yeas: Unanimous by all Members present. MOTION CARRIED

15. STUDENT TEACHER

Moved by Mr. Silverstein, seconded by Mr. McLeer, to approve the attached list of Student Teachers for the 2013 – 2014 school year. (Attachment D)

Yeas: Unanimous by all Members present. MOTION CARRIED

16. HIB REPORT

Moved by Mr. Silverstein, seconded by Mr. McLeer, the Board of Education affirms the HIB Report previously presented at the following Board meeting:  
May 6, 2013.

Yeas: Unanimous by all Members present. MOTION CARRIED

17. REVISED CURRICULUM

Moved by Mr. Silverstein, seconded by Mr. McLeer, at the recommendation of the Superintendent, to approve the following revised curriculum for the 2013 - 2014 school year –

- Italian Grade 6 Units 1-4 - Middle School
- Italian Grade 7 Units 1-4 - Middle School
- Italian Grade 8 Units 1-4 - Middle School
- French Grade 6 Units 1-4 - Middle School
- Social Studies Grade 7 Units 1-4 - Middle School
  
- Social Studies Grade 8 Units 1-4 - Middle School
- US History to 1900 Units 1-4 - High School

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. COURSE REVISION

Moved by Mr. Silverstein, seconded by Mr. McLeer, the recommendation of the Superintendent, to approve the following course revision in the program of studies for the 2013 - 2014 school year –

- Anatomy and Physiology - High School.

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. UNION COUNTY ED SERVICES NON PUBLIC TEXTBOOKS

Moved by Mr. Silverstein, seconded by Mr. McLeer, approval for the Springfield School District to enter into an agreement with the Union County Educational Services Commission to administer its Non-Public Textbook Program P.L. 192-193 for the 2013-14 school year. (Attachment E1))

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. UNION COUNTY ED SERVICES CHAPTER 192/193

Moved by Mr. Silverstein, seconded by Mr. McLeer, approval authorizing the Union County Educational Services Commission to be designated to carry-out all responsibilities of 407.1 Applications for Individual Services Pursuant to Chapters 192/193 for the 2013-14 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. UNION COUNTY ED SERVICES NON PUBLIC NURSING

Moved by Mr. Silverstein, seconded by Mr. McLeer, approval authorizing the Springfield Board of Education to enter into an agreement with Union County Educational Services Commission for the Nonpublic School Nursing Services for the 2013-14 school year. (Attachment E3)

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. UNION COUNTY ED SERVICES SPECIAL ED TUITION

Moved by Mr. Silverstein, seconded by Mr. McLeer, approval authorizing the Springfield Board of Education to enter into an agreement with Union County Educational Services Commission for the Special Education Tuition Contract Services for the 2013-14 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. UNION COUNTY ED SERVICES NON PUBLIC TECHNOLOGY

Moved by Mr. Silverstein, seconded by Mr. McLeer, approval authorizing the Springfield Board of Education to enter into an agreement with Union County Educational Services Commission for the Nonpublic Technology Services for the 2013-14 school year. (Attachment E4)

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. UNION COUNTY VOCATIONAL-TECHNICAL

Moved by Mr. Silverstein, seconded by Mr. McLeer, approval of the resolution authorizing the Springfield Board of Education to enter into an agreement with Union County Vocational-Technical Schools for tuition students for the 2013-14 school year.(Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

25. MORRIS UNION JOINTURE COMMISSION SWIMMING POOL

Moved by Mr. Friedman, seconded by Mr. Silverstein, approval to authorize the Board President to execute a contract with Morris Union Jointure Commission, New Providence, NJ for use of swimming pool for practices and games during the 2013 - 2014 season, at a fee not to exceed \$7,750.

Yeas: Unanimous by all Members present.

MOTION CARRIED

26. UNION COUNTY ED SERVICES TRANSPORTATION

Moved by Mr. Friedman, seconded by Mr. Silverstein, approval authorizing the Springfield Board of Education to participate in coordinated transportation agreements hosted by the Union County Educational Services Commission for the 2013 - 2014 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

27. MORRIS UNION JOINTURE COMMISSION TRANSPORTATION

Moved by Mr. Friedman, seconded by Mr. Silverstein, approval authorizing the Springfield Board of Education to participate in coordinated transportation agreements hosted by the Morris Union Jointure Commission for the 2013 - 2014 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

28. MORRIS UNION JOINTURE COMMISSION VEHICLE MAINTENANCE  
 Moved by Mr. Friedman, seconded by Mr. Silverstein, approval authorizing the Springfield Board of Education to contract for vehicle maintenance agreement hosted by the Morris Union Jointure Commission for the 2013 - 2014 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

29. NJ STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION  
 Moved by Mr. Samansky, seconded by Mr. Sablosky, the recommendation of the Superintendent, to approve membership in the New Jersey State Interscholastic Athletic Association (NJSIAA) for the 2013-2014 school year at an annual dues fee of \$2,150.

Yeas: Unanimous by all Members present.

MOTION CARRIED

30. FIRST READING OF POLICY #5131.9  
 Moved by Mr. Silverstein, seconded by Mrs. Shanes, to approve the first reading of the following policy (Attachment G):
- Policy #5131.9 - Computer/Internet Acceptable Use

Yeas: Unanimous by all Members present.

MOTION CARRIED

31. PUBLIC SESSION (8:13 – 8:35 PM)

The following member of the public had questions or concerns regarding graduation and required community service:

Nancy Kaplan Warman

32. NEW BUSINESS

1. JDHS Senior Awards will be held on May 30<sup>th</sup>.
2. Varsity baseball will play at home tomorrow in the 1<sup>st</sup> round of the Sectional tournament.
3. Dayton Tennis team is competing in the sectional finals today.
4. UCESC is requesting an alternate board member be selected as a representative. Any Board member wishing to volunteer, please contact the Board President.
5. Caldwell PTA will be holding their Variety Show on June 7<sup>th</sup>.
6. JDHS will be holding a mandatory Prom meeting for the parents Wednesday evening.
7. Reminder! Students will not be in school on Friday, staff will be attending a professional development day.
8. Relay For Life will be held on June 1<sup>st</sup>.
9. The last meeting of FMG PTA was canceled.

33. CLOSED SESSION (8:37 – 10:20 PM)

Moved by Mr. Silverstein, seconded by Mr. Friedman 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, Negotiations and the Superintendent Evaluation, 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
2. Negotiations
3. Superintendent Evaluation

Yeas: Unanimous by all Members present.

MOTION CARRIED

34. RECONVENE

Moved by Mr. Silverstein, seconded by Mrs. Venezia, approval to reconvene the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

35. ATTAINMENT OF MERIT GOALS

Moved by Mr. Sablosky, seconded by Mrs. Shanes, the Board approves the attainment/completion of all merit goals for the superintendent’s 2012-13 contract and that this be sent to the ECS for final approval as follows –

- Quantitative Goal #1 - Attained/Completed 3.33%
- Quantitative Goal #2 - Attained/Completed 3.33%
- Quantitative Goal #3 - Attained/Completed 3.33%
- Qualitative Goal #1 - Attained/Completed 2.50%
- Qualitative Goal #2 - Attained/Completed 2.50%.”

Yeas: Unanimous by all Members present.

MOTION CARRIED

36. ADJOURNMENT

Moved by Mr. Silverstein, seconded by Mrs. Shanes, to adjourn the organizational meeting at 10:22 PM. and move on to the regular meeting.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – June 3, 2013 at 7:30 PM in the IMC at JDHS
2. Regular Meeting – June 17, 2013 at 7:30 PM in the IMC at JDHS

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Matthew A. Clarke  
Business Administrator/Board Secretary



**Springfield Public Schools  
Personnel**

Attachment ( A )

<b>Last Name Certificated</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
Fortino	Marisa	Elem Leave Replacement Tea	Walton	Step 0/MA	\$57,229.00	----	cover for MK	4/24/13-6/30/13
Tuttle	Kimberly	English Teacher	JDHS	Step 1/MA	\$57,867.00	Replacement	Replaces LR	9/1/13-6/30/14
Steinman	David	Phy Ed/Health Teacher	JDHS	Step 0/BA	\$52,495.00	Replacement	Replaces RK	9/1/13-6/30/14
Balleto	Bryan	Social Studies Teacher	JDHS	Step1/MA	\$53,134.00	Replacement	Replaces JL	9/1/13-6/30/14
Tonzetich	Laura	Elementary Teacher	JCS	----	----	----	Leave	9/1/2013-1/31/14
Fugere	John Barry	Chemistry Teacher	JDHS	----	----	----	retirement	July 1, 2013
Gallo	Allison	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Kirna	Robin	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Ricardo	Deborah	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Elmo	Beth	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Vernoia	Francesca	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
D'Aloisio	Dori	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Funk	Colleen	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Alamorian	Christine	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Schoch	Lisa	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Berger	Debbie	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Harms	Dana	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Leonardis	Deanna	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Jones	Marissa	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Perdomo	Mary	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Howard	Gwen	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Stevenson	Katherine	IDE Summer Curriculum	Walton	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Connolly	Kimberly	IDE Summer Curriculum	TLS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Murray-Plent	Kristine	IDE Summer Curriculum	TLS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Schmidt	Linda	IDE Summer Curriculum	TLS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Handy	Dolores	IDE Summer Curriculum	TLS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Frankhouser	Kathy	IDE Summer Curriculum	TLS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Dillard	Gillian	IDE Summer Curriculum	TLS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Salomon	Rebecca	IDE Summer Curriculum	TLS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Campbell	David	IDE Summer Curriculum	JCS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Chang	Lauren	IDE Summer Curriculum	JCS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Massoni	Erin	IDE Summer Curriculum	JCS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Orr	Jessica	IDE Summer Curriculum	JCS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Bierly	Lisa	IDE Summer Curriculum	JCS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13
Heron	Chris	IDE Summer Curriculum	JCS	----	\$38.25/hr	----	Max of 40 hrs	8/19/13- 8/23/13

**Springfield Public Schools  
Personnel**

Attachment ( A )

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
<b>Substitute/Home instructor</b>								
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
<b>Non-Certificated</b>								
Williams	Freddie	Custodian	District	Step 2	\$37,572.00	Replacement	replaces MM	6/3/13-6/30/13
Williams	Freddie	Custodian	District	night stipend	\$1,304.00	Replacement	replaces MM	6/3/13-6/30/13
Petruzzella	Nicole	Summer Aide	District	-----	16.42/hr.	-----	up to 90 Hours	6/24/13 -7/23/13
<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
<b>Before and After School Program/Childcare</b>								

\* 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



**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>
Maxim Healthcare Services, Inc. North Brunswick, NJ	Nursing Services	LPN: 50.13/hr; 100.25/Ride RN: 52.51/hr; 106.02/Ride	Per IEP	7/1/2013-8/30/2013; 2013-14 SY	1111
Morris Union Jointure Commission New Providence, NJ	Adaptive Physical Education Applied Behavioral Analysis (ABA)	\$195/hr. \$200/hr; \$140/hr.	Per IEP Per IEP	7/1/2013-8/30/2013; 2013-14 SY 7/1/2013-8/30/2013; 2013-14 SY	
Muchnik, Marina Springfield, NJ	Speech/Language	\$80/hr; \$375/eval	Per IEP	7/1/2013-8/30/2013; 2013-14 SY	
Stark, Catherine Cranford, NJ	ABA	\$100/hr.	Per IEP	7/1/2013-8/30/2013; 2013-14 SY	
Trinitas Children's Therapy Services Springfield, NJ	Occupational Therapy Physical Therapy	\$83.50/hr.	Per IEP	7/1/2013-8/30/2013; 2013-14 SY	
Samons, Wes Montclair, NJ		\$60/hr.	Per IEP	7/1/2013-8/30/2013; 2013-14 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	2508, 2219	12,990	7/1/2013 - 8/30/2013	Summer Tuition
Arc Kohler Mountainside, NJ	1111	10,558.02	7/1/2013 - 8/30/2013	Summer Tuition
Calais School Whippany, NJ	1913	7655.00 7655.00	7/1/2013 - 8/30/2013 2012-13 SY	Summer Tuition Tuition is prorated
CP of North Jersey (Horizon Upper School)	1303	10,261.80	7/1/2013 - 8/30/2013	Summer Tuition
CP of North Jersey (Horizon Lower School) Livingston, NJ	1910	9,473.70	7/1/2013 - 8/30/2013	Summer Tuition

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

Attachment ( C )

Childrens' Institute Verona, NJ	1201 1201	6856.30 2750.00	7/1/2013 - 8/30/2013 7/1/2013 - 8/30/2013	Summer Tuition 1:1 Aide
Cornerstone Day School Mountainside, NJ	0701, 1108	10,478.00	7/1/2013 - 8/29/2013	Summer Tuition
Craig School Mountain Lakes, NJ	2201 2201	2660.00 135/hr.	7/1/2013 - 8/30/2013 7/1/2013 - 8/30/2013	Summer Tuition Speech/Language Services
The Developmental Center for Children Dover, NJ	1919 1919	4500.00 2200.00	7/1/2013 - 8/30/2013 7/1/2013 - 8/30/2013	Summer Tuition 1:1 Aide
East Mountain School Belle Mead, NJ	2210	9455.70	7/1/2013 - 8/30/2013	Summer Tuition
E.C.L.C. of New Jersey Chatham, NJ	2005, 1210, 0301 2005	4775.00 2272.4	7/1/2013 - 8/30/2013 7/1/2013 - 8/30/2013	Summer Tuition 1:1 Aide
High Point School Morganville, NJ	1008	8246.5	7/1/2013 - 8/30/2013	Summer Tuition
JFK Johnson Rehab Institute Edison, NJ	2304	4451.00	7/1/2013 - 8/30/2013	Summer Tuition
Midland School North Branch, NJ	1301	7756.5	7/1/2013 - 8/30/2013	Summer Tuition
Millburn Public Schools (So. Mountain Sch.) Millburn, NJ	0110	8825.00	7/1/2013 - 8/30/2013	Summer Tuition
Montgomery Academy Gladstone, NJ	0302, 0803, 2213	5670.00	7/1/2013 - 8/30/2013	Summer Tuition
New Beginnings Fairfield, NJ	0702, 0713	9483.30	7/1/2013 - 8/30/2013	Summer Tuition
Phoenix Center	0601	5727.96	7/1/2013 - 8/30/2013	Summer Tuition

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

Attachment ( C )

Nutley, NJ	0601	2755.00	7/1/2013 - 8/30/2013	1:1 Aide
Somerset Hills School Warren, NJ	2220	11910.00	7/1/2013 - 8/30/2013	Summer Tuition
Summit Speech School New Providence, NJ	1313	4350.00	7/1/2013 - 8/30/2013	Summer Tuition
Morris Union Jointure Commission (DLC) New Providence/Warren, NJ	0705, 1803, 1913, 1318	13704.00	7/1/2013 - 8/30/2013	Summer Tuition
U.M.D.N.J. Piscataway	1819	11275.00	7/1/2013 - 8/30/2013	Summer Tuition
Willow Glen Newton, NJ	1911	8670.30	7/1/2013 - 8/30/2013	Summer Tuition

**STUDENT TEACHERS/INTERNSHIPS**

**2013-2014 SCHOOL YEAR**

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**Student Teacher:** Veronica Pogorzelski  
College/University: Kean University  
Assigned to: Walton & Dayton  
Assignment Date: September 3, 2013- December 23, 2013  
Cooperating Teacher: Christine Alamorian/Tracey Saladino

**Student Teacher:** Caitlin Murphy  
College/University: College of New Jersey  
Assigned to: FMG  
Assignment Date: September 3, 2013 – December 13, 2013  
Cooperating Teacher: Michelle Major

**Student Teacher:** Jessica Kachinsky  
College/University: College of Saint Elizabeth  
Assigned to: Dayton & FMG  
Assignment Date: September 18, 2013- December 13, 2013  
Cooperating Teacher: Karyn Chomko/Dave Schottland

<b>Student Teacher:</b>	<b>Michelle Maletta Spiegel</b>
College/University	Kean University
Assigned to:	Walton School
Assignment Date:	September 9, 2013 – October 25, 2013
Cooperating Teacher	Gwen Howard

May 20, 2013



**STUDENT TEACHERS/INTERNSHIPS**

**2013-2014 SCHOOL YEAR**

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**Student Teacher:** Veronica Pogorzelski  
**College/University:** Kean University  
**Assigned to:** Walton & Dayton  
**Assignment Date:** September 3, 2013- December 23, 2013  
**Cooperating Teacher:** Christine Alamorian/Tracey Saladino

**Student Teacher:** Caitlin Murphy  
**College/University:** College of New Jersey  
**Assigned to:** FMG  
**Assignment Date:** September 3, 2013 – December 13, 2013  
**Cooperating Teacher:** Michelle Major

**Student Teacher:** Jessica Kachinsky  
**College/University:** College of Saint Elizabeth  
**Assigned to:** Dayton & FMG  
**Assignment Date:** September 18, 2013- December 13, 2013  
**Cooperating Teacher:** Karyn Chomko/Dave Schottland

<b>Student Teacher:</b>	<b>Michelle Maletta Spiegel</b>
College/University	Kean University
Assigned to:	Walton School
Assignment Date:	September 9, 2013 – October 25, 2013
Cooperating Teacher	Gwen Howard

May 20, 2013

## **Resolution for Nonpublic School Textbooks**

WHEREAS 18A:58-37-1 et seq. as amended by Chapter 121, Laws of 1984, requires that the State and local community purchase and loan textbooks upon individual request to all students enrolled in grades Kindergarten through 12 in nonpublic schools located within the local school district.

WHEREAS no board of education is required to expend funds for the purchase and loan of textbooks in excess of the amounts provided in State Aide; and

WHEREAS the Union County Educational Services Commission has agreed to handle the purchasing and processing of nonpublic school textbooks for local public school districts for the purpose of greater cost effectiveness through joint purchasing and centralized administration,

THEREFORE, BE IT RESOLVED that the \_\_Springfield\_\_ Board of Education enter into an agreement with the Union County Educational Services Commission whereby the Commission will administer a nonpublic textbook program for those eligible students attending nonpublic schools located within \_\_Springfield\_\_ for the 2013-2014 school year, in accordance with 18A:58-37.1 et seq; and

BE IT FURTHER RESOLVED that the \_\_Springfield\_\_ Board of Education pay a surcharge equal to 10% of the allocation for nonpublic textbooks to cover the Commission's costs for administering the program. The Commission will bill the district for services rendered throughout the 2013-2014 school year. There will be a 10% surcharge on these invoices.

**RESOLUTION FOR CHAPTERS 192-193 SERVICES  
FOR THE 2013-2014 SCHOOL YEARS**

Chapters 192 and 193, Laws of 1977, require the public schools to offer auxiliary services to nonpublic school pupils on the same terms and conditions that they are offered to public school pupils.

Auxiliary Services include:

- Compensatory Education
- English as a Second Language
- Supplemental Instruction
- Examination and Classification
- Corrective Speech
- Home Instruction

The Union County Educational Services Commission has again offered to provide these auxiliary services to eligible nonpublic students in Union County from July 1, 2013 to June 30, 2014.

Therefore, the following Resolution is recommended:

**WHEREAS**, N.J.S.A. 18A:46-6, 8, 19.1, et seq. (Laws of 1977, Chapter 193); N.J.S.A. 18A:46A-1 et seq. (Laws of 1977, Chapter 192) require that the State and local community identify and provide auxiliary and handicapped services for students who attend nonpublic schools; and

**WHEREAS**, the cost of providing these services is funded entirely by the State of New Jersey; and,

**WHEREAS**, the Union County Educational Services Commission has agreed to provide these services to eligible students who attend non-public schools in Springfield Board of Education;

**THEREFORE, BE IT RESOLVED**, that the Springfield Board of Education enter into an agreement with the Union County Educational Services Commission whereby the Commission will provide services during the 2013-2014 for those students who attend nonpublic schools in Springfield Board of Education pursuant to N.J.S.A. 18A:46-19.7 and N.J.S.A. 18A:46A-7; and,

**BE IT FURTHER RESOLVED**, that projected cost will be based on the most recent notification of the Department of Education, Division of Finance and Regulatory Services setting forth anticipated aide to the Public School District pursuant to N.J.S.A. 18A:46A-12 and N.J.S.A. 18A46-19.8. Invoices shall correspond to payments from the State of New Jersey. The cost of services provided by the Union County Educational Services Commission shall not exceed the funds provided by the State.

\_\_\_\_\_  
**President** **Date**

**Attest:**

\_\_\_\_\_  
**Secretary** **Date**

**RESOLUTION**

**2013-2014 SCHOOL YEAR**

**UNION COUNTY EDUCATIONAL SERVICES COMMISSION**

**CHAPTER 226  
NONPUBLIC SCHOOL NURSING SERVICES**

Motion to contract with the Union County Educational Services Commission to administer the district's Chapter 226 Nonpublic School Nursing Services July 1, 2013 until June 30, 2014. The Board agrees to pay the Commission the amount not to exceed the Nonpublic School Nursing state aide. Billing shall commence in October and shall continue for nine (9) successive months, based on the actual expenditures of the prior month plus a 6% administrative fee. It is understood that the Commission will provide services for all of the eligible Nonpublic schools identified by the district's grant application.

**2013-2014  
NEW JERSEYNONPUBLIC SCHOOL  
TECHNOLOGY PROGRAM**

WHEREAS, the New Jersey Nonpublic School Technology Program has been authorized for Fiscal Year 2013 and 2014.

WHEREAS, Nonpublic School Technology Aide shall be paid to school districts and allocated for nonpublic school pupils at the state aid rate per pupil in a manner that is consistent with the provisions of the federal and state constitutions, and

WHEREAS, said program requires the Board of Education in each public school district in New Jersey to provide technology to all students attending a nonpublic school located in the public school district, and

WHEREAS, it is the responsibility of the chief school administrator of the public school district or designee to confer with the administrator of each participating nonpublic school within the district to advise the nonpublic school of the limit of funds available and to agree upon the technology to be provided to the nonpublic school within the limits of the funds that are available for the nonpublic school, and

WHEREAS, it is the responsibility of the public school district to send written verification that conferences were held with each nonpublic school administrator to the County Superintendent, along with a copy of each agreement, and

WHEREAS, it shall be the responsibility of each public school district to provide the agreed upon technology which may include equipment, software, professional development and/or maintenance of equipment, and

WHEREAS, the Union County Educational Services Commission has agreed to handle the responsibilities associated with this program for the purpose of greater cost effectiveness through joint purchasing and centralized administration,

NOW, THEREFORE, BE IT RESOLVED that the Springfield Board of Education enter into an agreement with the Union County Educational Services Commission, whereby the Commission will administer the Nonpublic School Technology Program for nonpublic schools located within its boundaries for the 2013-2014 school year; and

The total amount allocated by the State for the New Jersey Nonpublic School Technology Program will be paid to the Commission as it becomes available to the district with state aid payments. 5% will be deducted for the Commission's administrative expenses.

(F)

**TUITION AGREEMENT  
2013-2014**

This **Agreement** made this **first** day of **September, 2013** by and between the **BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS IN THE COUNTY OF UNION**, whose address is 1776 Raritan Road, Scotch Plains, New Jersey, hereinafter designated as "**UCVTS**", and

**SPRINGFIELD BOARD OF EDUCATION**, whose office is located at 139 Mountain Avenue, Springfield, New Jersey, hereinafter designated as "**Sending District**".

**WHEREAS**, **UCVTS** is a vocational school district established pursuant to the laws of the State of New Jersey, and

**WHEREAS**, N.J.A.C. 6:43-4.2 requires vocational school districts to enter into written contractual agreements with other Boards of Education from whom students are received, and

**WHEREAS**, the **Sending District** has expressed its intention to send students to **UCVTS**,

**NOW, THEREFORE**, for mutual covenants and promises, the parties herein agree as follows:

**1. TERM OF AGREEMENT**

The term of this agreement shall be from **September 1, 2013 to June 30, 2014** which period shall also be known as the **2013-2014 school year** or a part thereof, whichever is applicable.

**2. STUDENTS**

The **Sending District** agrees to send and **UCVTS** agrees to receive the students enrolled in the programs during the **2013-2014 school year**.

**3. PAYMENT OF TUITION**

The **Sending District** agrees to pay tuition for the students sent to **UCVTS** during the **2013-2014 school year** as follows:

<u>Program</u>	<u>Status</u>	<u>Tuition</u>
Union County Academy for Allied Health Sciences	Full-time	\$6,000.00
Union County Academy for Information Technology	Full-time	\$6,000.00
Union County Magnet High School for Science, Mathematics & Technology	Full-time	\$6,000.00
Union County Vocational-Technical High School	Full-time	\$6,000.00
Union County Academy for the Performing Arts	Full-time	\$6,000.00
Union County Vocational-Technical High School	Shared-time	\$2,500.00
All Self-Contained Special Needs Vocational-Technical Programs	Shared-time	\$4,000.00
<b>**Out of County Tuition</b>		
Full-time		\$9,000.00
Shared-time		\$3,750.00
Self-Contained Special Needs – Shared-time		\$6,000.00

**Tuition for the entire month shall be due and payable if a student attends UCVTS for at least five (5) school days.**

Continued .....

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS  
1776 Raritan Road \* Scotch Plains, NJ 07076

TUITION AGREEMENT  
2013-2014

Page 2

4. TUITION RATES

The tuition as set forth in paragraph 3 has been developed pursuant to N.J.A.C. 6:20-3.3.

5. ASSURANCES


UCVTS assures the *Sending District* that all its educational programs are operated in accordance with the laws of the State of New Jersey and the rules and regulations of the State Board of Education.

6. ENROLLMENT REPORT

UCVTS agrees to provide the *Sending District* a monthly enrollment and attendance report upon request.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their seals to be affixed hereon the day and year first above written.

BOARD OF EDUCATION OF THE  
VOCATIONAL SCHOOLS IN THE  
COUNTY OF UNION

BY   
PRESIDENT

BY   
SECRETARY

SPRINGFIELD  
BOARD OF EDUCATION

BY \_\_\_\_\_  
PRESIDENT

BY \_\_\_\_\_  
SECRETARY



**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 ultimately students, is to promote educational excellence in 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 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**

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 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 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 – 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 (email) 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 Internet 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 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.

15. Electronic devices provided by the District are equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

Approved: September 1, 1997

Revised: November 2, 1998

Revised: August 18, 2008

Revised: July 16, 2012

**\*\*Revised again 2013\*\***

## **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 schoolwork 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 possessions 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 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 \_\_\_\_\_

# TEACHER IPAD AGREEMENT

This Agreement is between the Springfield Public Schools and

\_\_\_\_\_

*Teacher's Name*

Asset:

Serial Number:

The following are the conditions under which you accept the provision of an iPad for your work use from the District. This Agreement will start on receipt of the iPad from the District. The school reserves the right to transfer the iPad 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 an iPad for your use while you are a permanent full-time or part-time teacher in the district. The iPad is for work use. You may request written permission to use it outside work hours for your sole use only, and not for use by students, family members or any other person.
2. Set up the iPad 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 iPad during the school day.
3. Plan and manage the integration of iPads into the school environment, and provide the professional development required to enable you to use the iPad 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](http://www.springfieldschools.com/downloads/boe_policies/5000/5131_9.pdf) and [http://www.springfieldschools.com/downloads/boe\\_policies/6000/6142\\_10.pdf](http://www.springfieldschools.com/downloads/boe_policies/6000/6142_10.pdf)

## UNDER THIS AGREEMENT YOU WILL:

1. Use the iPad for the educational purposes it was provided.
2. Not logout of the District's Apple ID, reset or erase any of the settings and immediately report all setting changes to the district.
3. Not attempt to login using any Apple ID.
4. Provide suitable care and security of the iPad at all times and immediately report any damage or loss of the iPad to the District.
5. Be prepared to cover the excess or the cost of repair or replacement of the iPad when the damage or loss has been a result of your own negligence.
6. Make a commitment to achieving the educational goals of the District and take part in the professional development activities provided for you by the District.
7. Make necessary arrangements, for the return of the iPad to the School, in the event you were granted written permission to use it after work hours, when you resign or leave the District or when you will be away from the school for an extended period.
8. In accordance with school policies, be held responsible for any involvement by yourself or any other user of the iPad 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.
9. Acknowledge that the iPad is equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

*Teacher's Signature*

*Date*

Date Returned

Received By:

Teacher Initials



# TEACHER LAPTOP AGREEMENT

This Agreement is between the Springfield Public Schools and

Asset:

Serial Number:

Computer Name:

\_\_\_\_\_  
*Teacher's Name*

The following are the conditions under which you accept the provision of a laptop and for your use from the District. This Agreement will start on receipt of the laptop from the District. The District 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 in the District. 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](http://www.springfieldschools.com/downloads/boe_policies/5000/5131_9.pdf) and [http://www.springfieldschools.com/downloads/boe\\_policies/6000/6142\\_10.pdf](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 District.
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 District and take part in the professional development activities provided for you by the District.
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.
7. Acknowledge that the laptop is equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

\_\_\_\_\_  
*Teacher's Signature*

\_\_\_\_\_  
*Date*

Date Returned	Received By:	Teacher Initials
---------------	--------------	------------------