

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING AUGUST 17, 2009

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

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

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Instructional Media Center-First Floor on Monday, August 17, 2009 at 7:09 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on April 27, 2009.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Jacqueline Shanes

Present: Mr. Donato Circelli, Miss Linda Duke, Mr. Andrew Fekete, Mr. Brian Kass, Mr. Irwin Sablosky, Mrs. Patricia Venezia, Mrs. Jacqueline Shanes

Absent: Mr. Anthony Delia, Mr. Jeff Strumpf

Also

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

2. CLOSED SESSION (7:10 – 7:39 PM)

Moved by Miss Duke, seconded by Mrs. Venezia, 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 of 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.”

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Closed Conference Items

1. Matters protected by Attorney/Client privilege

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. RECONVENE

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. PLEDGE OF ALLEGIANCE

5. COMMUNICATIONS

Upcoming events sponsored by NJ School Boards Association -

- a. The Delegate Assembly is November 21st. Resolutions cut-off date is September 8th.
- b. Bargaining (Negotiations) Training for Beginners is September 12th, and Intermediates on September 26th.
- c. The Fall Public Relations Forum is September 29th.

5. MINUTES

Moved by Mr. Sablosky, seconded by Mr. Delia, to approve the following minutes:

- | | |
|-------------------|-----------------|
| Executive Meeting | - July 20, 2009 |
| Regular Meeting | - July 20, 2009 |

Yeas: Mr. Donato Circelli, Mr. Andrew Fekete, Mr. Brian Kass, Mr. Irwin Sablosky, Mrs. Patricia Venezia, Mrs. Jacqueline Shanes

Abstention: Miss Linda Duke

MOTION CARRIED

6. SUPERINTENDENT'S REPORT

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

Mr. Davino reviewed the following items:

- a. Reminder – Football team begins camp on Wednesday, August 19th
- b. Presentations for the NJ State Department of Education
 1. Organization and Professional Development (Boston)
 2. 21st Century Paradigm with respect to Special Education (Paramus)
- c. Curriculum Update
 1. Self-contained program at Dayton
 2. Culinary Arts program
 3. CISCO technology program
- d. Monthly Reports
 1. Building Usage Request
 2. Fund Raiser Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

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7. FIRST PUBLIC SESSION (8:16 – 8:20 PM)

The following members of the public had comments or suggestions regarding the Superintendent's Report:

Dwayne Williams

8. BILL LIST

Moved by Mr. Sablosky, seconded by Miss Duke, to approve computer checks numbered 022468 through 022591 and wire transfers numbers 800057 and 800058 in the amount of \$1,847,950.91.

Yeas: Unanimous by all Members present.

MOTION CARRIED

9. BOARD SECRETARY'S REPORT

Moved by Mr. Sablosky, seconded by Miss Duke, to approve the Board Secretary's Report dated June 30, 2009 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. TREASURER'S REPORT

Moved by Mr. Sablosky, seconded by Miss Duke, to approve the Treasurer's Report dated June 30, 2009 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 Miss Duke, 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 Miss Duke, 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, move that the Board certify that to the best of its knowledge as of June 30, 2009 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. ELECTRIC SERVICE THROUGH ACES

Moved by Mr. Sablosky, seconded by Miss Duke, approval for the Board of Education to adopt the attached resolution to participate in the Alliance for Competitive Energy Services (ACES) Cooperative Pricing System for the purchase of electric generation services number E8801-ACESCPS in accordance with the Public Schools Contract Laws. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

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14. NATURAL GAS SERVICE THROUGH ACES

Moved by Mr. Sablosky, seconded by Miss Duke, approval for the Board of Education to adopt the attached resolution to participate in the Alliance for Competitive Energy Services (ACES) Cooperative Pricing System for the purchase of natural gas generation services number E8801-ACESCPS in accordance with the Public Schools Contract Laws. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

9. PERSONNEL APPOINTMENTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. PROFESSIONAL DEVELOPMENT TRAVEL

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements for the 2008 - 2009 school year. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. JOB DESCRIPTION

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, to approve the attached job description. (Attachment G)

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. NEW CURRICULUM

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, to approve the attached new curriculum for the 2009 - 2010 school year. (Attachment H)

Yeas: Unanimous by all Members present.

MOTION CARRIED

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14. SETTLEMENT AGREEMENT SM

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, to approve the settlement agreement and general release in the matter bearing docket numbers UNN-L-1191-08 in accordance with the terms therein.

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. PHYSICIAN DR. GREGORY GALLICK

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the appointment of the following medical specialist for examination/evaluation services in the amount of \$720/exam for the 2009-10 school year:

- Gregory Gallick, MD 2780 Morris Avenue, Union, NJ 07083

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. STAFF TUITION STUDENTS

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, to approve the following staff member's child to attend the Springfield Public Schools for the 2009-2010 school year in accordance with the negotiated contract and Board Policy.

- Gillian Dillard
- Melissa Lagemann

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. RECYCLING OF EQUIPMENT

Moved by Mr. Circelli, seconded by Mr. Sablosky, approval authorizing the Springfield Board of Education to participate in the EZ PC Recycling (Sinking Springs, PA) green program and that the attached list of obsolete technology equipment be identified as surplus property. (Attachment I)

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. BOILER BID AWARD

Moved by Mr. Circelli, seconded by Mr. Sablosky, approval to authorize the Business Administrator to award a contract for the replacement of Boiler #3 at FMG to Silva's Mechanical Services, Inc., 171 Midland Avenue, Kearny, NJ in the amount of \$25,300 in accordance with bid specifications dated August 13, 2009. (Attachment J)

Yeas: Unanimous by all Members present.

MOTION CARRIED

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19. BERGEN COUNTY SPECIAL SERVICES FOOD SERVICE

Moved by Mr. Circelli, seconded by Mr. Sablosky, approval authorizing the Springfield Board of Education to contract for Vending Services (Lunch Program) with the Bergen County Special Services (Milburn Regional Day School in Millburn) for the 2009-10 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. FIRST READING POLICY # 3000, 3326, 3510

Moved by Mr. Fekete, seconded by Miss Duke, to approve the first reading of the following policies (Attachment K):

- Policy #3000/3010 - Concepts and Roles in Business and Non-Instructional Operations Goals and Objectives
- Policy #3326 - Payment for Goods and Services
- Policy #3510 - Operation and Maintenance of Plant

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. SECOND AND FINAL READING POLICY #4141 & #5141.21

Moved by Mr. Fekete, seconded by Miss Duke, to approve the second & final reading of the following policies (Attachment L):

- Policy #4141 - Salary Advancement
- Policy #5141.21 - Administering Medication

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. SECOND PUBLIC SESSION (8:25- 8:55 PM)

The following members of the public had comments concerning special education programs:

Hugh Keffer
Maria Stevens

18. NEW BUSINESS

- a. Reminder - Opening of schools is September 10th

19. ADJOURNMENT (8:56 PM)

Moved by Miss Duke, seconded by Mrs. Venezia, to adjourn the meeting at 8:56 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

- 1. Regular Meeting – September 14, 2009 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

Springfield Board of Education

Transfers Report

Start date 7/1/2008 Period date 6/1/2009 End date 6/30/2009 Expenditure

Adv Line#	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
00770 X111__100 Regular Programs - Instruction					
11-120-100-101-00-10 SALARIES TEACHERS 1-5	\$2,765,929.00	\$130,000.00	(\$69,175.00)	\$2,826,754.00	2%
11-140-100-101-01-10 SUBSTITUTES 9-12	\$125,000.00	(\$56,442.00)	(\$7,000.00)	\$61,558.00	-51%
11-150-100-101-63-11 SALARIES HOME INST/BED SD TUT	\$30,000.00	\$0.00	(\$10,350.00)	\$19,650.00	-35%
11-150-100-320-63-11 HOME INSTRUCTION PURCH.PROF.ED	\$5,000.00	\$5,200.00	\$3,350.00	\$13,550.00	171%
11-190-100-106-00-10 SAL AIDES REG/TUTORIAL	\$311,692.00	\$30,000.00	\$41,675.00	\$383,367.00	23%
11-190-100-610-10-14 TEACHER SUPPLIES ART JDHS	\$8,936.00	\$0.00	(\$2,600.00)	\$6,336.00	-29%
11-190-100-610-12-06 TEACHER SUPPLIES COMPUTER F	\$9,000.00	\$0.00	(\$2,400.00)	\$6,600.00	-27%
11-190-100-610-12-09 TEACHER SUPPLIES COMP ED EVW	\$9,590.00	\$0.00	(\$2,800.00)	\$6,790.00	-29%
11-190-100-610-14-07 TEACHER SUPPLIES ENGLISH TLS	\$8,000.00	\$0.00	(\$4,800.00)	\$3,200.00	-60%
11-190-100-610-15-14 TEACHER SUPPLIES FOREIGN LANG.	\$7,312.00	\$345.00	(\$2,600.00)	\$5,057.00	-31%
11-190-100-610-93-15 COMPUTER UPGRADES-DISTRICT	\$30,490.00	\$53,890.31	\$76,850.00	\$161,230.31	429%
11-190-100-640-14-06 TEXTBOOKS ENGLISH FMG	\$4,576.00	\$0.00	\$49,000.00	\$53,576.00	1071%
11-190-100-640-80-04 TEXTBOOKS CURR STAFF DEV	\$307,451.00	(\$38,000.00)	\$33,200.00	\$302,651.00	-2%
Total	\$3,622,976.00	\$124,993.31	\$102,350.00	\$3,850,319.31	6%
00780 X112__100 Special Education - Instruction					
11-204-100-106-50-10 SALARIES OF AIDES N.I.	\$562,000.00	(\$32,300.00)	(\$25,575.00)	\$504,125.00	-10%
11-213-100-101-53-10 SAL. TEACHERS RES RM	\$886,424.00	\$0.00	\$40,475.00	\$926,899.00	5%
11-215-100-101-40-11 SAL.EXTENDED SUMMER PSH	\$0.00	\$0.00	\$1,075.00	\$1,075.00	0%
11-215-100-106-57-10 SALARIES AIDE PSH	\$27,402.00	\$2,300.00	\$6,650.00	\$36,352.00	33%
Total	\$1,475,826.00	(\$30,000.00)	\$22,625.00	\$1,468,451.00	-0%
00790 X11230100 Basic Skills/Remedial - Instruction					
11-230-100-101-33-10 SALARIES TEACHERS BASIC SKILLS	\$245,343.00	\$0.00	(\$40,475.00)	\$204,868.00	-16%
Total	\$245,343.00	\$0.00	(\$40,475.00)	\$204,868.00	-16%
00850 X11800330 Community Services Programs/Operations					
11-800-330-100-95-10 SALARIES COMMUNITY SERVICES	\$95,000.00	\$0.00	(\$9,020.00)	\$85,980.00	-9%
Total	\$95,000.00	\$0.00	(\$9,020.00)	\$85,980.00	-9%
00860 X11000100 Instruction					
11-000-100-562-98-11 TUITION SPECIAL ED OTHER DISTR	\$798,906.00	\$11,940.00	(\$18,500.00)	\$792,346.00	-1%
11-000-100-565-98-11 TUITION TO CSSD & REG DAY SCHO	\$46,400.00	(\$38,200.00)	(\$8,020.00)	\$180.00	-100%
11-000-100-566-98-11 TUITION PRIVATE SCHOOLS HANDIC	\$886,018.00	\$129,812.36	\$520.00	\$1,016,350.36	15%
Total	\$1,731,324.00	\$103,552.36	(\$26,000.00)	\$1,808,876.36	4%

Start date 7/1/2008 Period date 6/1/2009 End date 6/30/2009

Expenditure

Adv Line#	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
00880 X11000213					
Health Services					
11-000-213-100-00-10	\$356,188.00	\$0.00	\$4,125.00	\$360,313.00	1%
11-000-213-300-70-11	\$279,660.00	\$261,870.25	\$7,000.00	\$548,530.25	96%
11-000-213-300-73-11	\$22,000.00	\$0.00	(\$2,300.00)	\$19,700.00	-10%
Total	\$657,848.00	\$261,870.25	\$8,825.00	\$928,543.25	41%
00881 X1100021					
Other Supp Serv-Stdts-Related & Extraordi					
11-000-216-101-55-10	\$191,271.00	\$0.00	(\$4,125.00)	\$187,146.00	-2%
Total	\$191,271.00	\$0.00	(\$4,125.00)	\$187,146.00	-2%
00890 X11000218					
Other Support Services-Students-Regular					
11-000-218-104-00-10	\$784,640.00	\$0.00	(\$70,975.00)	\$713,665.00	-9%
11-000-218-104-02-10	\$10,980.00	\$0.00	(\$10,900.00)	\$80.00	-99%
11-000-218-105-99-10	\$68,544.00	\$0.00	\$1,300.00	\$69,844.00	2%
Total	\$864,164.00	\$0.00	(\$80,575.00)	\$783,589.00	-9%
00900 X11000219					
Other Support Services-Students_Special					
11-000-219-104-00-10	\$507,477.00	\$72,353.00	(\$63,800.00)	\$516,030.00	2%
11-000-219-105-00-10	\$113,197.00	\$0.00	(\$3,750.00)	\$109,447.00	-3%
11-000-219-890-70-11	\$2,885.00	\$0.00	(\$2,200.00)	\$685.00	-76%
Total	\$623,559.00	\$72,353.00	(\$69,750.00)	\$626,162.00	0%
00910 X11000221					
Improvement of Instructional Services					
11-000-221-102-00-10	\$81,500.00	\$0.00	(\$9,400.00)	\$72,100.00	-12%
11-000-221-500-07-04	\$14,177.00	\$0.00	(\$4,800.00)	\$9,377.00	-34%
Total	\$95,677.00	\$0.00	(\$14,200.00)	\$81,477.00	-15%
00920 X11000222					
Educational Media Services-School Librar					
11-000-222-100-00-10	\$0.00	\$185,906.00	\$20,650.00	\$206,556.00	0%
11-000-222-105-99-10	\$247,335.00	(\$185,906.00)	(\$16,700.00)	\$44,729.00	-82%
11-000-222-600-81-09	\$9,500.00	\$0.00	\$525.00	\$10,025.00	6%
Total	\$256,835.00	\$0.00	\$4,475.00	\$261,310.00	2%
00930 X11000230					
Support Services-General Administration					
11-000-230-100-02-10	\$0.00	\$104,000.00	\$4,300.00	\$108,300.00	0%
11-000-230-331-01-01	\$125,000.00	\$3,936.70	\$12,900.00	\$141,836.70	13%
11-000-230-339-01-01	\$14,630.00	\$0.00	(\$10,100.00)	\$4,530.00	-69%
11-000-230-340-01-01	\$13,650.00	\$310.00	(\$5,200.00)	\$8,760.00	-36%
11-000-230-530-82-09	\$1,468.00	\$0.00	(\$125.00)	\$1,343.00	-9%

Start date 7/1/2008 Period date 6/1/2009 End date 6/30/2009

Expenditure

Adv Line#	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
Adv Line# 00930 X11000230___ Support Services-General Administration					
11-000-230-530-93-03	\$10,450.00	(\$142.00)	(\$3,600.00)	\$6,708.00	-36%
11-000-230-530-95-01	\$31,980.00	(\$21,300.00)	(\$10,475.00)	\$205.00	-99%
11-000-230-530-95-05	\$120,000.00	\$0.00	(\$3,000.00)	\$117,000.00	-3%
11-000-230-580-04-01	\$3,750.00	\$0.00	(\$3,750.00)	\$0.00	-100%
11-000-230-580-09-04	\$2,500.00	\$0.00	(\$2,500.00)	\$0.00	-100%
11-000-230-590-09-04	\$22,000.00	\$0.00	(\$9,000.00)	\$13,000.00	-41%
11-000-230-610-05-02	\$7,000.00	\$0.00	(\$4,600.00)	\$2,400.00	-66%
	Total	\$86,804.70	(\$35,150.00)	\$404,082.70	15%
Adv Line# 00940 X11000240___ Support Services-School Administration					
11-000-240-103-00-10	\$742,518.00	\$0.00	\$33,950.00	\$776,468.00	5%
11-000-240-105-00-10	\$266,532.00	\$0.00	\$4,750.00	\$271,282.00	2%
11-000-240-530-82-14	\$8,400.00	\$0.00	\$125.00	\$8,525.00	1%
11-000-240-600-80-04	\$15,400.00	\$0.00	(\$14,000.00)	\$1,400.00	-91%
11-000-240-600-82-08	\$24,380.00	\$0.00	(\$11,000.00)	\$13,380.00	-45%
	Total	\$0.00	\$13,825.00	\$1,071,055.00	1%
Adv Line# 00942 X1100025___ Central Services & Admin. Information Te					
11-000-251-100-00-10	\$316,199.00	(\$170,000.00)	(\$4,400.00)	\$141,799.00	-55%
11-000-251-105-00-10	\$0.00	\$170,000.00	(\$10,300.00)	\$159,700.00	0%
11-000-252-100-00-10	\$84,771.00	\$0.00	\$1.00	\$84,772.00	0%
	Total	\$0.00	(\$14,699.00)	\$386,271.00	-4%
Adv Line# 00950 X1100026___ Operation and Maintenance of Plant Servi					
11-000-261-100-94-10	\$111,862.00	\$0.00	(\$7,800.00)	\$104,062.00	-7%
11-000-261-110-94-05	\$19,269.00	\$0.00	(\$19,000.00)	\$269.00	-99%
11-000-261-420-94-05	\$215,000.00	\$316,104.34	\$214,000.00	\$745,104.34	247%
11-000-261-610-94-05	\$69,680.00	\$7,000.95	\$106,500.00	\$183,180.95	163%
11-000-262-100-95-10	\$1,453,329.00	(\$90,600.00)	(\$62,950.00)	\$1,299,779.00	-11%
11-000-262-300-95-05	\$131,100.00	(\$20,100.00)	\$4,250.00	\$115,250.00	-12%
11-000-262-490-95-05	\$30,014.00	\$4,650.00	\$7,100.00	\$41,764.00	39%
11-000-262-520-97-03	\$101,942.00	\$10,000.00	(\$7,100.00)	\$104,842.00	3%
11-000-262-610-95-05	\$6,039.00	\$0.00	\$12,075.00	\$18,114.00	200%
11-000-262-620-94-05	\$403,697.00	\$101,533.32	(\$13,650.00)	\$491,580.32	22%

Start date 7/1/2008 Period date 6/1/2009 End date 6/30/2009

Expenditure

Adv Line#	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
Adv Line# 00950 X1100026___ Operation and Maintenance of Plant Servi					
11-000-262-620-95-01	\$12,600.00	(\$1,200.00)	(\$11,400.00)	\$0.00	-100%
	\$2,554,532.00	\$327,388.61	\$222,025.00	\$3,103,945.61	22%
Total					
Adv Line# 00960 X11000270___ Student Transportation Services					
11-000-270-420-96-03	\$43,500.00	\$0.00	(\$1,700.00)	\$41,800.00	-4%
11-000-270-512-46-14	\$0.00	\$22,500.00	(\$13,200.00)	\$9,300.00	0%
11-000-270-515-96-03	\$165,590.00	\$202,300.00	(\$1,100.00)	\$366,790.00	122%
11-000-270-517-96-03	\$0.00	\$59,800.00	(\$150.00)	\$59,650.00	0%
11-000-270-518-96-03	\$516,932.00	(\$82,300.00)	(\$33,950.00)	\$400,682.00	-22%
11-000-270-519-96-03	\$181,100.00	(\$22,500.00)	\$1,950.00	\$160,550.00	-11%
11-000-270-593-96-03	\$13,952.00	\$0.00	(\$850.00)	\$13,102.00	-6%
11-000-270-600-96-03	\$38,313.00	\$1,200.00	(\$6,800.00)	\$32,713.00	-15%
11-000-270-890-96-03	\$2,715.00	\$0.00	(\$875.00)	\$1,840.00	-32%
Total	\$962,102.00	\$181,000.00	(\$56,675.00)	\$1,086,427.00	13%
Adv Line# 00971 X11___2___ Personal Services-Employee Benefits					
11-000-291-220-97-03	\$487,890.00	(\$91,130.00)	\$2,000.00	\$398,760.00	-18%
11-000-291-250-97-03	\$37,440.00	\$0.00	\$10,800.00	\$48,240.00	29%
11-000-291-260-97-03	\$226,903.00	(\$55,000.00)	\$0.00	\$171,903.00	-24%
11-000-291-270-97-03	\$3,744,205.00	(\$208,000.00)	\$18,395.00	\$3,554,600.00	-5%
11-000-291-280-97-03	\$90,000.00	\$0.00	(\$145.00)	\$89,855.00	-0%
Total	\$4,586,438.00	(\$354,130.00)	\$31,050.00	\$4,263,358.00	-7%
Adv Line# 01020 X12___73___ Equipment					
12-000-100-730-93-15	\$448,000.00	\$60,750.19	\$81,225.00	\$589,975.19	32%
12-000-240-732-82-07	\$14,244.00	\$0.00	(\$14,200.00)	\$44.00	-100%
12-000-260-730-94-05	\$189,500.00	(\$62,700.00)	\$8,715.00	\$135,515.00	-28%
12-140-100-731-26-14	\$0.00	\$43,701.00	\$65.00	\$43,766.00	0%
Total	\$651,744.00	\$41,751.19	\$75,805.00	\$769,300.19	18%
Adv Line# 01400 X20___ Other Special Projects					
20-296-100-101-00-10	\$0.00	\$0.00	\$500.00	\$500.00	0%
Total	\$0.00	\$0.00	\$500.00	\$500.00	0%

A RESOLUTION BINDING THE Springfield Board of Education
TO PURCHASE ELECTRIC GENERATION SERVICES
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid
Cooperative Pricing System ID#E8801-ACESCPS

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Springfield Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2014 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2014 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

A RESOLUTION BINDING THE Springfield Board of Education
TO PURCHASE NATURAL GAS SERVICES
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid
Cooperative Pricing System ID#E8801-ACESCPS

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Springfield Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2014, hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2014 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

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**Springfield Public Schools
Personnel**

Attachment (D)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Certificated</i>								
Marketta	Kathleen	.5 Pre-Kindergarten	Walton	Step 0/BA	\$25,525.00	new	----	9/1/09-6/30/10
Powers	Mary Ellen	SRA	JDHS	----	47.74/hr	----	Additional 2 hrs	7/1/09-8/31/09
Diez	Sandra	Sp. Independent Study	JDHS	----	\$1,000.00	----	----	9/1/09-6/30/10
Goerge	Michael	Recess Runners	Walton	----	43.71/hr	----	up to 10 hours	9/1/09-6/30/10
Maul	Theresa	CST-summer	District	----	47.74/hr	----	up to 20 hours	6/22/09-8/30/09
Florio	Marie	CST-summer	District	----	47.74/hr	----	up to 40 hours	6/22/09-8/30/09
Buban	Julie	ESY Nurse	District	----	47.74/hr	----	additional 5 hours	6/22/09-8/30/09
<i>Non-Certificated</i>								
	Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Effective Date
	Koch	Jeff	Frosh Football	JDHS	----	\$6,556.00	----	9/1/09-6/30/10
	Mullman	Jason	Frosh Football	JDHS	----	----	resignation	9/1/09-6/30/10
	Leone	Chris	Night Stipend/Custodian	District	----	1304	----	7/1/09-6/30/10
	Colandrea	Veronica	ESY Aide	District	----	\$15.67/hr	additional 15 hours	6/22/09-7/30/09
	Cohen	Fran	ESY Aide	District	----	15.67/hr	additional 15 hours	6/22/09-7/30/09
	Medina	Sue	ESY Aide	District	----	14.87/hr	additional 15 hours	6/22/09-7/30/09
	Stockle	Karen	Aide	District	----	----	Renewal	9/1/09-6/30/10
	Stark	Katherine	Aide	District	----	----	resignation	August 17, 2009
	Hahn	Sheila	Transportation Coordinatc	District	----	----	revised retirement	December 31, 2009
<i>Substitute/Home instructor</i>								
	Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Effective Date
	Abad	Alina	Sub Teacher	District	----	****	Renewal	9/1/09-6/30/10
	Abramowitz	Tammy	Sub Teacher	District	----	****	Renewal	9/1/09-6/30/10
	Alverna	Dukenson	Sub Teacher/Aide	District	----	****	Renewal	9/1/09-6/30/10
	Basile	Natalie	Sub Teacher/Aide	District	----	****	Renewal	9/1/09-6/30/10
	Bianco	Marisa	Sub Teacher	District	----	****	Renewal	9/1/09-6/30/10
	Biunno	James	Sub Teacher	District	----	****	Renewal	9/1/09-6/30/10
	Bocian	Stephen	Sub Teacher	District	----	****	Renewal	9/1/09-6/30/10
	Bresner	Phyllis	Sub Teacher/Aide	District	----	****	Renewal	9/1/09-6/30/10
	Bright	Marcia	Sub Teacher	District	----	****	Renewal	9/1/09-6/30/10
	Brodsky	Stacy	Sub Teacher/Aide	District	----	****	Renewal	9/1/09-6/30/10
	Brown	Margaret	Sub Teacher	District	----	****	Renewal	9/1/09-6/30/10

**Springfield Public Schools
Personnel**

Attachment (D)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Brown	Kenneth	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Cabelo	Manny	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Caivano	Gina	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Coccia	Patricia	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Cogan	Barry	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Cohen	Carin	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Cohn	Anne	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Colluci	Gina	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Cunningham	Mary Beth	Sub Teacher/Nurse	District	----	****	Renewal	----	9/1/09-6/30/10
De La Llave	Laura	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
De La Llave	Pamela	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
D'Ecclessis	Lindsey	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
DiCesare	Angela	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Dowd	Joseph	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Dymek	Catherine	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Elliot	Betty	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Ferretti	Cindy	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Fish	Lori	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Fish	Yeda	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Gardner	Geraldine	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Geiger	Ira	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Gelband	Stacey	Sub Teacher/Nurse	District	----	****	Renewal	----	9/1/09-6/30/10
George	Jason	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Goger	Karen	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Gottfried	Cheryl	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Guida	Lisa	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Guida	Melissa	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Gunther-Reilly	Paula	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Hagel	Ellen	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Hanbicki	Edward	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Henrichs	Helene	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Huang	Yu-Mei	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Huber	Rachel	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Huber	Rita	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Huang	Yu-Mei	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10

**Springfield Public Schools
Personnel**

Attachment (D)

Last Name <i>Substitute/Home instructor</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Jeans	Stacie	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Johnson	Melissa	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Jung	Peter	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Karl	Jennifer	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Kaunfer	Mindi	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Kenter	Gayle Willner-	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Kindler	William	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Krumholz	Caryl	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Kunie	Kristen	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Levinson	Kathi	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Lico	Adelino	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Lieberman	Robert	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Maier	Eleanor	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Maragni	Lucie	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Marketta	Kathleen	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Mazur	Jay	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
McCormack	Sheila	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
McCullough	Margaret	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Meskin	Michael	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Meyer	Gary	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Moore	Kaitlyn	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Morano	Jake	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Moriello	Antonio	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Murphy	Ellen	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Nacci	Marilyn	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Nemiroff	Kenneth	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Nozza	Nicole	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
O'Sullivan	Maria	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Oyer	Robert	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Parke	David	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Paskovich	Lauren	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Petrzelli	Jacqueline	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Proto	Marisa	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Rees	Sheila	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Reich	Linda	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10

**Springfield Public Schools
Personnel**

Attachment (D)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Ricci	Elaine	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Rivkind	Susan	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Rosenberg	Michael	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Salazar	Jennifer	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Salow	Barry	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Salow	Jeremy	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Sanford	Heather	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Scanzillo	Joseph	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Schachtel	Matthew	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Schaeffer	Emily	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Schulte	Robert	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Schwartz	Monica	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Shehady	Rita	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Sinnathamby	Sivasorpee	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Skelly	Margaret	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Sokalski	Deborah	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Spada	Brette	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Stern	Rhonda	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Stewart	Courtney	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Stockl	Karen	Sub Teacher/Nurse/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Szczepanski	Victor	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Tawfik	Faten	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Teixeira	Nicole	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Thomas	Thresiamma	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Tratenberg	Linda	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Wade	Thomas	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Weiss	Jarred	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Weiss	Michele	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Wlazlowski	Carol	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Yablonsky	Linda	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Bellino	Denise	Sub Nurse	District	----	****	Renewal	----	9/1/09-6/30/10
Ginefra	Deborah	Sub Nurse	District	----	****	Renewal	----	9/1/09-6/30/10
Cariani	Alyssa	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10
Genovese	Lisa	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10
Marinzulich	Gerald	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10

**Springfield Public Schools
Personnel**

Attachment (D)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Robinson	Roxanne	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10
Rupa	Wendy	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10
Finnegan	Patricia	Sub Aide	District	----	****	New	----	9/1/09-6/30/10
Catullo	Christina	Sub Aide	District	----	****	New	----	9/1/09-6/30/10
McClary	Mattie	Sub Aide	District	----	****	New	----	9/1/09-6/30/10
Cammarata	Gary	Sub Custodian	District	----	****	New	----	9/1/09-6/30/10
Bocchino	Felice	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Boetcher	Dina	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Bornstein	Jeffrey	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Corigliano	Nicole	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Delia	Laura	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Dotoli	Justin	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Dotoli	Craig	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
DuBeau	Eric	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Galindo	Cecilia	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Guida	Lauren	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Johnson	Kenneth	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Lopez	Marta	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Matti	Ritze	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Maul	Carolyn	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Stockl	Alyssa	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Thiemer	Kathleen	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Williamson	Rose	Sub Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Janish	Dolores	Sub Secretary	District	----	****	Renewal	----	9/1/09-6/30/10
Ottenstein	Thelma	Sub Secretary	District	----	****	Renewal	----	9/1/09-6/30/10
Camporeale	Vincenza	Sub Secretary	District	----	****	Renewal	----	9/1/09-6/30/10
Boetcher	Dina	Sub Secretary	District	----	****	Renewal	----	9/1/09-6/30/10
Williamson	Rose	Sub Secretary	District	----	****	Renewal	----	9/1/09-6/30/10

**Springfield Public Schools
Personnel**

Attachment (D)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Huber	Rachel	Lead Childcare Provider	District	-----	\$35,000.00	new	-----	9/1/09-6/30/10
Medina	Sue	Childcare Provider	District	-----	\$27.50/hr	new	-----	9/1/09-6/30/10
Vogan	Katherine	Childcare Provider	District	-----	\$27.50/hr	new	-----	9/1/09-6/30/10
Vogan	Katherine	B/ASP Site Director	District	-----	\$27.50/hr	new	-----	9/1/09-6/30/10

* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2007 - June 30, 2010)
 **** Special Salaries, Compensation and Fees 2009 - 2010

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

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>	
Four Winds Hospital Katonah, NY	Tutorial Services	\$45/Hr.	Per IEP	08 - 09 SY	1913	
Union County Ed Services Commission Westfield, NJ	Home Instruction Transition	35.70/Hr. \$9950/Contract	Per IEP Per IEP	08 - 09 SY 09 - 10 SY	various 0218	
Bethel Ridge Corp. Basking Ridge, NJ	Employment & Transition Transportation	\$50/Hr. \$60/Hr.	12 Hours 4 Hours	09 - 10 SY	0218	
Catherine Stark Cranford, NJ	ABA Therapist	\$100/Hr.	Per IEP	09 - 10 SY		
Mountain Lakes BOE Mountain Lakes, NJ	Itinerant Services	\$145/hr.	Per IEP	09 - 10 SY	1303, 1904	

2. OUT OF DISTRICT PLACEMENT REQUEST				
<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
CP of North Jersey Livingston, NJ	1303, 1904	24,804	09 - 10 SY	1:1 Aide

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

Vocational Teacher of Culinary Arts

QUALIFICATIONS:

1. Valid New Jersey Technical and Career Education Teacher of Culinary Arts Certificate
2. Holds required specific sanitation and food safety and protection certificates for providing food service
3. Demonstrated knowledge of effective teaching and technical methods
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOALS:

To provide an approved technical and career education culinary arts and food service management program. Establish a class environment that fosters learning and career growth. Assist students to develop skills, attitudes and knowledge needed to provide a good foundation for continued education and career growth. Maintain positive relationships with parents and staff members.

JOB RESPONSIBILITIES:

1. Teach culinary arts/food service management related technology, career and technical skills.
2. Works to achieve state core curriculum content standards and district technical and career education goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
3. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
5. Assesses pupil academic progress and personal growth toward stated objectives of instruction.
6. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
7. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
8. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

Vocational Teacher of Culinary Arts

QUALIFICATIONS:

1. Valid New Jersey Technical and Career Education Teacher of Culinary Arts Certificate
2. Holds required specific sanitation and food safety and protection certificates for providing food service
3. Demonstrated knowledge of effective teaching and technical methods
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOALS:

To provide an approved technical and career education culinary arts and food service management program. Establish a class environment that fosters learning and career growth. Assist students to develop skills, attitudes and knowledge needed to provide a good foundation for continued education and career growth. Maintain positive relationships with parents and staff members.

JOB RESPONSIBILITIES:

1. Teach culinary arts/food service management related technology, career and technical skills.
2. Works to achieve state core curriculum content standards and district technical and career education goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
3. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
5. Assesses pupil academic progress and personal growth toward stated objectives of instruction.
6. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
7. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
8. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

9. Budgets class time effectively.
10. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
11. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
12. Supervises the setup and implementation of food service to staff and outside organizations.
13. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
14. Participates in school-level planning, faculty meetings/committees and other school system groups.
15. Makes effective use of community resources to enhance the instructional program.
16. Upholds and enforces school rules, administrative regulations and board policy.
17. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Board approval date: tentative date 8/17/09

Legal References:

- N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
 - N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
 - N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
 - N.J.S.A. 18A:16-2 Physical examinations; requirement
 - N.J.S.A. 18A:25-2 Authority over pupils
 - N.J.S.A. 18A:25-4 School register; keeping
 - N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
 - N.J.S.A. 18A:26-1.1 Residence requirement prohibited
 - N.J.S.A. 18A:26-2 Certificates required; exception
 - N.J.S.A. 18A:27 Employment and contracts
 - N.J.S.A. 18A:28-3 No tenure for noncitizens
 - N.J.S.A. 18A:28-5 Tenure of teaching staff members
 - N.J.S.A. 18A:28-8 Notice of intention to resign required
 - N.J.A.C. 18A:37 Discipline of pupils
 - N.J.A.C. 6:3-3.1 et seq. Conditions of employment for teachers
 - N.J.A.C. 6:3-4A.4 Requirements of physical examinations
- Springfield Board of Education Regular Meeting August 17, 2009

N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation
N.J.A.C. 6:3-5.1 et seq. Seniority
N.J.A.C. 6:3-6 Pupil records
N.J.A.C. 6:8 Thorough and efficient system of free public schools
N.J.A.C. 6:3-9 Attendance and pupil accounting
N.J.A.C. 6A:7 Managing for equality and education in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9-5 General certification policies
N.J.A.C. 6A:9-8 Requirements for instructional certificate
N.J.A.C. 6A:9-9.1 Authorizations-general
N.J.A.C. 6A:9-9.2 Endorsements and authorizations
N.J.A.C. 6A:9-15 Required professional development for teachers
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:19-2.1(c,d,e) Administration of career and technical education programs
N.J.A.C. 6A:19-3.1 Program requirements
N.J.A.C. 6A:19-3.2 Program approval
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

Vocational Teacher of Computer Applications and Business-Related Information
Technology

QUALIFICATIONS:

1. Valid New Jersey Technical and Career Education Teacher of Business: Computer Applications and Business-Related Information Technology
2. Demonstrated knowledge of effective teaching and technical methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOALS:

To provide an approved career and technical education information technology program. Establish a class environment that fosters learning and career growth. Assist students to develop skills, attitudes and knowledge needed to provide a good foundation for continued education and career growth. Maintain positive relationships with parents and staff members.

JOB RESPONSIBILITIES:

1. Able to instruct informational technology skills related technology, career and technical skills.
2. Works to achieve state core curriculum content standards and district technical and career education goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
3. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
5. Assesses pupil academic progress and personal growth toward stated objectives of instruction.
6. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
7. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
8. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

9. Budgets class time effectively.
10. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
11. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
12. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
13. Understand and implement the CISCO Academy program.
14. Participates in school-level planning, faculty meetings/committees and other school system groups.
15. Makes effective use of community resources to enhance the instructional program.
16. Upholds and enforces school rules, administrative regulations and board policy.
17. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Board approval date:

Legal References:

- N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
 - N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
 - N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
 - N.J.S.A. 18A:16-2 Physical examinations; requirement
 - N.J.S.A. 18A:25-2 Authority over pupils
 - N.J.S.A. 18A:25-4 School register; keeping
 - N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
 - N.J.S.A. 18A:26-1.1 Residence requirement prohibited
 - N.J.S.A. 18A:26-2 Certificates required; exception
 - N.J.S.A. 18A:27 Employment and contracts
 - N.J.S.A. 18A:28-3 No tenure for noncitizens
 - N.J.S.A. 18A:28-5 Tenure of teaching staff members
 - N.J.S.A. 18A:28-8 Notice of intention to resign required
 - N.J.A.C. 18A:37 Discipline of pupils
 - N.J.A.C. 6:3-3.1 et seq. Conditions of employment for teachers
 - N.J.A.C. 6:3-4A.4 Requirements of physical examinations
 - N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation
- Springfield Board of Education Regular Meeting August 17, 2009

N.J.A.C. 6:3-5.1 et seq. Seniority
N.J.A.C. 6:3-6 Pupil records
N.J.A.C. 6:8 Thorough and efficient system of free public schools
N.J.A.C. 6:3-9 Attendance and pupil accounting
N.J.A.C. 6A:7 Managing for equality and education in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9-5 General certification policies
N.J.A.C. 6A:9-8 Requirements for instructional certificate
N.J.A.C. 6A:9-9.1 Authorizations-general
N.J.A.C. 6A:9-9.2 Endorsements and authorizations
N.J.A.C. 6A:9-15 Required professional development for teachers
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:19-2.1(c,d,e) Administration of career and technical education programs
N.J.A.C. 6A:19-3.1 Program requirements
N.J.A.C. 6A:19-3.2 Program approval
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

**CURRICULUM FOR
BOARD OF EDUCATION APPROVAL**

Culinary Arts & Food Service Management High School

Pre - Restaurant 1 and 2
Food Fundamentals 1 and 2
Restaurant 1 & 2

CISCO Curriculum for Network Administration High School

CCNA 1 - Networking Basics
CCNA 2 - Routers and Routing Basics
CCNA 3 - Switching Basics and Intermediate Routing
CCNA 4 - WAN Technologies

8/17/09

Springfield Board of Education
Technology Department

Attachment (I)

Item	Category	Model	Serial
HP Deskjet	Printer	850c	uscd110299
HP Laserjet	Printer	C4216A	uscc016536
HP Laserjet	Printer	C4216A	uscc011633
HP Laserjet	Printer	C4216A	uscc016500
HP Laserjet	Printer	C4216A	uscc016522
HP Laserjet	Printer	C4216A	uscc016531
Tystar Monitor	Monitor	TY-1415P	11ty2323110
HP Laserjet	Printer	2100TN	uscb047020
HP Laserjet	Printer	2100TN	uscb047112
HP Laserjet	Printer	2100TN	uscb047512
HP Laserjet	Printer	2300n	uscb057009
Gateway Desktop	Computer	E-4200	24612538
Gateway Desktop	Computer	E-4200	24612578
Gateway Desktop	Computer	E-4200	24622545
Gateway Desktop	Computer	E-4200	24612330
Gateway Desktop	Computer	E-4200	24712440
Gateway Desktop	Computer	E-4200	24611660
Gateway Desktop	Computer	E-4200	24612521
Dell Laptop	Laptop	PP01L	cn04e6414815521q5885
Dell Laptop	Laptop	PP01L	cn04e6414114521q3885
Dell Laptop	Laptop	PP01L	cn04e6414715511q5844
Dell Laptop	Laptop	PP01L	cn04e6414813321q2185
Dell Laptop	Laptop	PP01L	cn04e6414815681q0085
Dell Laptop	Laptop	PP01L	cn04e6124715521q5885
Dell Laptop	Laptop	PP01L	cn04e6414814421q5885
Dell Laptop	Laptop	PP01L	cn04e6414815521q1144
Dell Laptop	Laptop	PP01L	cn04e641481361q5885
Dell Laptop	Laptop	PP01L	cn04e6415574121q5885
Dell Laptop	Laptop	PP01L	cn04e6414815521q5844
Dell Laptop	Laptop	PP01L	cn06e6444815521q5885
HP Compaq Laptop	Laptop	nx9010	cnf3220lk4
HP Compaq Laptop	Laptop	nx9010	cnf3336lk7
HP Compaq Laptop	Laptop	nx9010	cnf3344lm4
HP Compaq Laptop	Laptop	nx9010	cnf3448lk9
HP Compaq Laptop	Laptop	nx9010	cnf3330lm9
HP Compaq Laptop	Laptop	nx9010	cnf3366lm8
HP Compaq Laptop	Laptop	nx9010	cnf6388lk4
HP Compaq Laptop	Laptop	nx9010	cnf2250lk4
HP Compaq Laptop	Laptop	nx9010	cnf9960lk4
HP Compaq Laptop	Laptop	nx9010	cnf3326lk4
HP Compaq Laptop	Laptop	nx9010	cnf3355ln7
HP Compaq Laptop	Laptop	nx9010	cnf35534lm7
HP Compaq Laptop	Laptop	nx9010	cnf3366lk5
HP Compaq Laptop	Laptop	nx9010	cnf3310lk8
HP Compaq Laptop	Laptop	nx9010	cnf3330lm1
HP Compaq Laptop	Laptop	nx9010	cnf3336ln4
HP Compaq Laptop	Laptop	nx9010	cnf3377lc5
HP Compaq Laptop	Laptop	nx9010	cnf3330jj8

*Springfield Board of Education
FMG Boiler #3 Replacement Bid*

Bid Opening - 10:00 AM - 8/13/2009

	Silva's Mechanical Services	CJ Vanderbeck & Son	Binsky Service
1 Replace Boiler # 3	\$ 25,300.00	\$ 31,000.00	\$ 32,780.00
2 (Alternate #1) Replace Boiler # 2	\$ 25,700.00	\$ 27,000.00	\$ 31,994.00
3 (Alternate #2) Replace Boiler #1 and #2	\$ 25,700.00	\$ 52,000.00	\$ 63,247.00

3000/3010

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

**POLICY: CONCEPTS AND ROLES IN BUSINESS AND NON-
INSTRUCTIONAL OPERATIONS: GOALS AND OBJECTIVES**

Fiscal Management:

The Board of Education recognizes that money and money management are a necessary support of the whole school program. To make the support as effective as possible, the Board intends:

1. To encourage advance planning through the best possible budget procedures;
2. To explore all practical sources of dollar income;
3. To guide the expenditure of funds so as to extract the greatest educational returns;
4. To expect top-quality accounting and reporting procedures; to adopt and implement sound fiscal procedures. The Board Secretary shall prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and sound fiscal practices.
5. To maintain a level of per pupil expenditure sufficient to provide high quality education.

Internal Controls / Standard Operating Procedures

The board of education is committed to financial integrity and directs the chief school administrator to establish specific regulations and standard operating procedures for business functions which are designed to provide district administrators with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of N.J.A.C. 6A:23A-6.5 through 6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies and comply with law and regulation.

Personnel Tracking and Accounting

The district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each in accordance with N.J.A.C. 6A:23A-6.8

Financial and Human Resources Management

The district shall maintain an enterprise resource planning (ERP) system which integrates all data and processes of the district into a unified system in compliance with N.J.A.C. 6A:23A-6.7.

Support Services

The Board of Education expects operation and maintenance of the school plant and equipment to set high standards of safety, to promote the health of pupils and staff, to reflect the aspirations of the community at its best, to support environmentally the efforts of the staff to provide a good education and to preserve the community's major investment.

In order to provide services that sufficiently support the educational program, the Board establishes as broad goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff and public;
2. To provide safe transportation for eligible students;
3. To make nutritious meals available to students;
4. To provide resources, facilities and assistance to meet the needs of the educational program as they develop.

Inspection of Financial Records

In addition to the annual audit, the Board of Education authorizes and directs the Board Secretary at his/her discretion, to inspect from time to time as necessary or at least once a year, any or all financial records of all school and Board-sponsored activities accounts.

Long-range Plans

In compliance with law, the Chief School Administrator will develop a five-year comprehensive maintenance plan. The Board will review this plan, and the district's long-range facilities plan annually, and will revise them as necessary with the advice of the Chief School Administrator.

Legal References:

- N.J.S.A. 2C:30-4 Disbursement of public moneys, incurrence of obligations in excess of appropriation
- N.J.S.A. 18A:4-14 Uniform system of bookkeeping for school districts.
- N.J.S.A. 18A:17-14.1 through -14.3 Appointment of school business administrator; may act as secretary; duties, etc...
- N.J.S.A. 18A: 18A-1 et seq. Public School contracts Law
- N.J.S.A. 18A:20-1 et seq. Acquisition and disposition of Property

N.J.S.A. 18A:33 Facilities in general
N.J.S.A. 18A:39 Transportation to and from schools
N.J.A.C. 6:3-1.18 School Business Administrator
N.J.A.C. 6:8-4.3(a)1 Evaluation of elements and standards (Planning)
N.J.A.C. 6:8-4.3(a)5 Evaluation of elements and standards (facilities)
N.J.A.C. 6:8-4.3(a)10 Evaluation of elements and standards (Financial)
N.J.A.C. 6:8-8.3(b)5 Procedures for evaluation and certification (facilities)
N.J.A.C. 6:8-8.3(b)11 Procedures for evaluation and certification (Financial)
N.J.A.C. 6:20-2 Bookkeeping and accounting in local school districts
N.J.A.C. 6:21 Pupil transportation
N.J.A.C. 6:22 School facilities planning services
N.J.A.C 6A: 23-1.1 et seq. Finance and Business Services
N.J.A.C. 6a:26-1 et seq. Educational facilities
N.J.A.C. 6A:27-1.1 et seq. Student transportation
N.J.A.C. 6:79 Bureau of child nutrition programs

Cross References:

3100 Budget Planning, Preparation and Adoption
3200 series Income
3300 series Expenditures/expending authority
3400 series Accounts
3500 Noninstructional operations
3510 Operation and maintenance of Plant
3541.1 Routes and Service
3570 District Records and Reports operations
3600 evaluation of business and noninstructional operations
7110 Long-range facilities planning
9123 Board Secretary

Adopted: June 29, 1987
Revised: August 28, 1989
Revised: June 30, 2997
Revised: August 20, 2007
Revised:

3326

**SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081**

POLICY: PAYING FOR GOODS AND SERVICES

Before warrants signed by the President, Board Secretary and Treasurer of School Moneys may be issued in payment of bills or claims, the bill or claim must be properly audited and approved according to law.

In general, bills or claims shall be audited by the Board Secretary and approved by resolution of the Board. However, in order to provide for the prompt payment to which vendors are entitled, and which leads to more effective competitive bidding and provision of services to the district, claims duly audited by the Board Secretary for items previously approved by the Board or provided for in the budget may be approved by the Chief School Administrator. Such payments shall be reported to the Board at the next regular meeting.

Items not previously approved by the Board or provided for in the budget must be audited by the Board Secretary and presented for Board approval.

Upon receiving the signed purchase order receiving copy from the respective receiving point, the Business Office will match it with the invoice and signed voucher and verify the propriety of the claim.

A Bill List will be prepared for presentation to the Board of Education listing the purchase order number, the vendor, a brief description of service performed or goods received and the amount to be paid. Upon approval of the Bill List by a roll call vote of the Board, warrants will be created for signature by the President of the Board, the Secretary of the Board, and the Treasurer of School Monies.

Purchase Orders

The district will carefully monitor payments for invoice amounts that are greater than the approved purchase order, in order to avoid over-payments. A new purchase order will be issued (and the original purchase order voided) when the adjusted amount unreasonably exceeds the original purchase order amount. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or the bid award price, and adjustments may not exceed 10% of the original purchase order amount.

Financial Systems to Avoid Over-Payments

Pursuant to N.J.A.C. 6A:23A-6.10, the district will program its financial systems to avoid over-payments by (1) limiting system access so that only appropriate staff may

make purchase order adjustments, (2) reject adjustments in excess of any established approved thresholds, (3) prevent unauthorized changes to be processed, (4) reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order, (5) reject duplicate invoice numbers, (6) prepare an edit/change report listing all payments made in excess of the approved purchase order amount. The business administrator shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments are properly authorized.

Legal References:

N.J.S.A. 18A:19-1 Expenditure of funds on warrant only; requisites
N.J.S.A. 18A:19-2 Requirements for payment of claims; audit of claims in general
N.J.S.A. 18A:19-3 Verification of claims
N.J.S.A. 18A:19-4 Audit of claims, etc., by secretary; warrants for payment
N.J.S.A. 18A:19-4.1 Account or demand; audit; approval
N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls
N.J.S.A. 18A:22-8.1 Transfer of amounts among line items and program categories
N.J.A.C. 6A:23-2.9 Petty cash funds

Cross References:

3320 Purchasing procedures
3451 Petty cash funds
3453 School activity funds
4142 Salary checks and deductions
4242 Salary checks and deductions

Adopted: August 28, 1989

Revised: June 30, 1997

Revised: August 20, 2007

Revised:

3510

**SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081**

POLICY: OPERATION AND MAINTENANCE OF PLANT

The Board of Education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The Superintendent shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The Superintendent, Board Secretary, and Supervisor of Facilities shall develop a multiyear comprehensive maintenance plan for Board approval, to be updated annually.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the Board of Education and the Superintendent shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.

The Springfield Public Schools shall develop and maintain an IPM plan as part of district policy.

Work Order System

The school district shall have an automated work order system by July 1, 2010 for prioritizing, performing and recording all maintenance and repair request for all district buildings and grounds.

- A. The chief school administrator or designee shall establish in the standard operating procedures for business functions the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.*
- B. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff:*

1. *The name of the person making the request;*
2. *The date of the request;*
3. *The appropriate approval(s) as established by Standard Operating Procedure (SOP);*
4. *The date of approval(s);*
5. *The location of work requested;*
6. *The priority level (for example, urgent, high, average, low);*
7. *The scheduled date(s) of service;*
8. *The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;*
9. *A description of the work requested;*
10. *A projection of the materials and supplies needed for the work;*
11. *The estimated man hours needed to complete task;*
12. *The name of the work order assigner; and*
13. *The name of the employee(s) working on the order.*

C. *The work order system shall include the following close-out information for each request for work:*

1. *The actual hours worked by date for each assigned staff member;*
2. *The actual hourly rate paid, both regular and over-time, for each assigned staff member;*
3. *The aggregate cost of labor by regular, over-time and total;*
4. *The actual materials and supplies needed to complete the work order;*
5. *Actual cost of materials and supplies; and*
6. *The name of the employee responsible for attesting that the job was completed satisfactorily.*

D. *Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.*

E. *Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians.*

F. *The business administrator/board secretary in consultation with the supervisor responsible for this work shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and*

actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, each local school board of a school district, the Chief Administrator of a public school, each board of trustees of a charter school, and each Principal or Chief Administrator of a non-public school as appropriate, shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. _____ (Insert school name) shall develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools.

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all.

Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how the district will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school.

For public schools, the Superintendent of Schools, in collaboration with the school building administrators, shall be responsible for the development of the IPM plan for this school.

IPM Coordinator

The Superintendent of Schools, or Principals shall designate an integrated pest

management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board. Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Superintendent of Schools, or Principal is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, the Superintendent of Schools will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The local school board directs the Superintendent of Schools to develop regulations/procedures for the implementation of this policy.

Legal References:

N.J.S.A. 13:1F-19 through -33 "School Integrated Pest Management Act"
N.J.S.A. 18A:17-49 through -52 Buildings and grounds supervisors to be certified educational facilities managers
N.J.S.A. 18A:22-8 Contents of budget; program budgeting system
N.J.S.A. 34:5A-1 et seq. Worker and Community Right to Know Act
N.J.S.A. 34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act
N.J.A.C. 5:23 Barrier free subcode of the uniform construction code
N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of Facilities
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 7:30-13.1 et seq Integrated Pest Management

Cross References:

1410 Local units
2240 Research, evaluation and planning
3000/3010 Concepts and roles in business and non-instructional operations; goals and objectives
5141 Health
6161 Equipment, books and materials
7110 Long-range facilities planning
9130 Committees.

Adopted: August 28, 1989
Revised: June 30, 1997
Revised: August 20, 2007
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: PERSONNEL/CERTIFICATED STAFF SALARY ADJUSTMENTS

The Board of Education shall adopt salary guides.

All advancement on the schedule, including annual increments and raises as set forth in the salary schedule now in effect, and as the same may be adopted from time to time by the Board of Education, shall not be considered automatic advancement on any such column shall require favorable reports covering the professional competence, the performance of duties assigned and record of attendance of each employee by the Superintendent and those charged with supervisory responsibility, and approval by the Board of Education. All advancement on the salary guide shall be in accordance with an individual's training level and years of experience. Such advancement is not to exceed one (1) full step per year. Movement from the M.A. year salary level column to the 6th year level is based on 30 credits beyond the M.A.

To effectively plan for the following year's budget, the certificated employee must notify the Superintendent or designee by December 30th of the current year that a higher salary status is contemplated within the following school year (commencing September of that following school year). Up to October 1, proof of attaining higher salary status will raise the rate of pay retroactive for that school year starting September 1. To achieve a higher guide status starting February 1, proof must be submitted by January 15.

Cross References:

4131/4131.1 Staff Development

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 22, 2008

Revised: August 17, 2009

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

POLICY: ADMINISTERING MEDICATION

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, and all non-prescription "over-the-counter" medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, for prescribed medication, the Board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse. The district medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications whether prescribed or over-the-counter shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the school nurse is present;
- B. Medications shall be securely stored and kept in the original labeled container;

- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

Pupil Self-Administration of Medication

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequel that may indicate the potential loss of life; e.g., adrenaline injection in response to anaphylaxis.

Parents/guardians of the pupil must meet the following conditions:

- A. Provide the Board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/ guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The Chief School Administrator shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

The Board will permit the self-administration of medication during a field trip only for asthma and other potential life-threatening illnesses by pupils in all grades upon written approval of parents/guardians. All conditions established by law and Board policy shall be met.

EMERGENCY ADMINISTRATION OF EPINEPHRINE

The Board shall permit the school nurse or medical inspector to administer epinephrine via epinephrine via a pre-filled auto-injector mechanism in emergency situations. In their absence, a designee or designees who are employees of the Board may do so.

The designees must be properly trained by the school nurse in the administration of the epinephrine via a pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

The Board shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

Parents/guardians shall provide the Board with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epinephrine via a pre-filled auto-injector mechanism by the school nurse or designee(s);

- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism by the school nurse or designee(s) to the pupil and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

Permission for the administration of epinephrine via epinephrine via a pre-filled auto-injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

The Board shall allow Epinephrine to be administered via EpiPen to students in emergencies on field trips, *athletic/ after school activities* or by the school nurse, his/her designee(s), the student's parent or guardian or the student himself/herself, and /or other authorized medical personnel in accordance with this policy. *Parents are responsible to notify the school nurse and /or building principal in writing if their child attends any of these functions sponsored by the Springfield Board of Education.*

Implementation

The Board shall adopt regulations on all aspects of the administration of medication.

Legal References:

- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
- N.J.S.A. 18A:40-3.2 et seq. Medical and Nursing Personnel
- N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of pupils
- N.J.S.A. 18A:40-7 Exclusion of pupils who are ill
- N.J.S.A. 18A:40-12.3 Self-administration of medication by pupil; conditions
- N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils
- N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent
- N.J.S.A. 18A:40-12.7 Nebulizer
- N.J.S.A. 18A:40-12.8 Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment plan
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.S.A. 45:11-23 Definitions N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

Bernards Township Education Association v. Bernards Township Board
Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82,
aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton,
Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State
Department of Education, Marie H. Katzenbach School for the Deaf, State
Board Docket #52-91

Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of
Medication By a Pupil, New Jersey State Department of Education, June 5,
1995.

Protocol and Implementation Plan for the Emergency Administration of
Epinephrine by a Delegate Trained by the School Nurse, New Jersey State
Department of Education, October, 1998 P.L. 2007, c. 57 amends
N.J.S.A. 18A-40-12 to encourage recruitment and training of additional
school employees to administer epinephrine and the placement of a pupil's
prescribed epinephrine in a secure but unlocked location easily accessible
by the school nurse and designees to ensure prompt availability in the event
of an allergic emergency at school or at a school-sponsored function.

Cross References:

5131.6 Drugs, alcohol, tobacco (substance abuse)
5141.2 Illness
5141.3 Health examinations and immunizations
6153 Field trips

Adopted: June 24, 1991
Revised: August 22, 1994
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Revised: September 12, 2005
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