

SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING SEPTEMBER 14, 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, September 14, 2009 at 7:04 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, Mr. Anthony Delia, Miss Linda Duke, Mr. Andrew Fekete, Mr. Brian Kass, Mr. Irwin Sablosky, Mr. Jeff Strumpf, Mrs. Patricia Venezia, Mrs. Jacqueline Shanes

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 (7:05 – 7:32 PM)

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

RESOLUTION:

“WHEREAS the Board of Education must discuss subjects concerning matters 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.”

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

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 Mr. Delia, 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

- a. Lori Sandler, chairperson for *Green Springfield* and is registered with Sustainable Jersey, is looking for volunteers to serve in the community. 1st meeting is September 23rd.
- b. Public notification from Groundwater & Environmental Services regarding Exxonmobile petroleum clean up in groundwater at Morris Avenue site.
- c. NJ School Boards Association (NJSBA) 2009 workshop is October 28th – October 30th. Mandatory Certified Board Member Credits can be earned during this conference.
- d. UC School Boards Association (UCSBA) announced *Calendar of Events* –
October 14th – Strategies for Success in Challenging Times
December 3rd – High School Reform
February 10th – Shared Services Roundtable
May 12th – Annual Spring Meeting

6. MINUTES

Moved by Miss Duke, seconded by Mrs. Venezia, to approve the following minutes:

Executive Meeting	- August 17, 2009
Regular Meeting	- August 17, 2009

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

Abstention: Mr. Anthony Delia, Mr. Jeff Strumpf

MOTION CARRIED

7. 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. Building Usage Request
Health Department Update (H1N1)
- Vaccinations and alternative education programs
- b. Building Usage Request
- c. NJASK Scores
Received recently, in the process of disaggregating numbers, and will distribute upon completion.
- d. Italian Language Grant

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

Thank You to Frank Fusco, Supervisor of Humanities, for his work on submitting and obtaining this grant.

e. **Staff Recognition**

Scott Keele was recognized as the *Tennis Coach of the Year* for the State of New Jersey

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. **FIRST PUBLIC SESSION (8:13 – 8:18 PM)**

The following members of the public had comments or questions regarding the agenda:

Diana Addish (Superintendent's Report – H1N1 and keeping germs down)

9. **BILL LIST**

Moved by Mr. Sablosky, seconded by Mr. Delia, to approve computer checks numbered 022592 through 022789 and wire transfer number 800059 in the amount of \$2,380,506.10.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. **HUNTERDON ED SERVICE CO-OP**

Moved by Mr. Sablosky, seconded by Mr. Delia, to approve participation in the Hunterdon Educational Services Commission Cooperative System for the 2009-10 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. **PERSONNEL APPOINTMENTS**

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

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

Abstention: Miss Linda Duke

MOTION CARRIED

12. **PROFESSIONAL DEVELOPMENT TRAVEL**

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

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

Abstention: Miss Linda Duke

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

13. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mr. Delia 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: Mr. Donato Circelli, Mr. Anthony Delia, Mr. Andrew Fekete, Mr. Brian Kass, Mr. Irwin Sablosky, Mr. Jeff Strumpf, Mrs. Patricia Venezia,
Mrs. Jacqueline Shanes

Abstention: Miss Linda Duke

MOTION CARRIED

14. TUITION GRANT

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

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

Abstention: Miss Linda Duke

MOTION CARRIED

15. ARRA FUNDS FOR IDEA

Moved by Mr. Delia seconded by Mr. Sablosky, at the recommendation of the Superintendent, I move approval authorizing the Springfield Board of Education to apply for funds under ARRA for the Individuals with Disabilities Education Act, Part B (IDEA-B) both basic (\$454,343) and preschool (\$16,432) FY2010 and to forward to the office of Grants & Management Dept. in Trenton, NJ.

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

Abstention: Miss Linda Duke

MOTION CARRIED

16. NO CHILD LEFT BEHIND

Moved by Mr. Delia seconded by Mr. Sablosky, approval that the Superintendent be authorized to submit to the State Department of Education an application entitled "No Child Left Behind Act," Fiscal Year 2010. (NCLB FY2010)"

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

Abstention: Miss Linda Duke

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

17. GRC SETTLEMENT AGREEMENT

Moved by Mr. Delia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, to approve the settlement agreement and general release in the matter bearing docket numbers GRC-2009-147 in accordance with the terms therein.

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

Abstention: Miss Linda Duke

MOTION CARRIED

18. ITALIAN EDUCATIONAL GRANT

Moved by Mr. Delia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, I move to accept from The Italian American Committee on Education grant funds in the amount of \$4,000.

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

Abstention: Miss Linda Duke

MOTION CARRIED

19. MEMORANDUM OF AGREEMENT WITH POLICE DEPARTMENT

Moved by Mr. Delia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the Memorandum of Agreement between the Springfield Board of Education and the Springfield Police Department for the 2009-10 school year.

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

Abstention: Miss Linda Duke

MOTION CARRIED

20. BOARD MEMBERS PROFESSIONAL DEVELOPMENT

Moved by Mr. Delia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the attached Board travel for Professional Development. (Attachment C1bk)

Yeas: Mr. Donato Circelli, Mr. Anthony Delia, Miss Linda Duke, Mr. Andrew Fekete, Mr. Irwin Sablosky, Mr. Jeff Strumpf, Mrs. Patricia Venezia,
Mrs. Jacqueline Shanes

Abstention: Mr. Brian Kass

MOTION CARRIED

21. BOARD MEMBERS PROFESIONAL DEVELOPMENT

Moved by Mr. Delia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, I move approval of the attached Board travel for Professional Development. (Attachment C1pv)

Yeas: Mr. Donato Circelli, Mr. Anthony Delia, Miss Linda Duke, Mr. Andrew Fekete, Mr. Brian Kass, Mr. Irwin Sablosky, Mr. Jeff Strumpf,
Mrs. Jacqueline Shanes

Abstention: Mrs. Patricia Venezia

MOTION CARRIED

22. NEW CURRICULUM

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. TEXTBOOKS 2009-2010

Moved by Mr. Delia seconded by Mrs. Venezia, at the recommendation of the Superintendent, to approve the attached textbook list for the 2009 - 2010 school year. (Attachment G)

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. TRANSPORTATION ROUTES

Moved by Mr. Circelli, seconded by Mr. Delia, approval of the transportation routes and special routes for the 2009 - 2010 school year as on file in the Business Office. (Attachment H)

Yeas: Unanimous by all Members present.

MOTION CARRIED

25. BUS COMPANIES FOR FIELD TRIPS

Moved by Mr. Circelli, seconded by Mr. Delia, approval of the list of transportation companies to provide bus service for field trips and for use in emergencies as needed. (Attachment I)

Yeas: Unanimous by all Members present.

MOTION CARRIED

26. CULINARY ARTS BID AWARD

Moved by Mr. Circelli, seconded by Mr. Delia, approval to authorize the Business Administrator to award a contract for JDHS Culinary Arts Equipment and Installation to Singer Equipment Company, 150 South Twin Valley Road, Elverson, PA in the amount of \$165,039 and in accordance with bid specifications dated September 10, 2009 (Attachment J)

Yeas: Unanimous by all Members present.

MOTION CARRIED

27. CHANGE IN CLASSROOM USE

Moved by Mr. Circelli, seconded by Mr. Sablosky, approval of the change in use application for the following rooms:

JDHS – Room 19 (from an office to small group instruction)

TLS – Room 11 (from a classroom to an early childhood center).”

Yeas: Unanimous by all Members present.

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

28. SECOND AND FINAL READING POLICY # 3000, 3326, 3510

Moved by Mr. Fekete, seconded by Mr. Sablosky, 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

29. SECOND PUBLIC SESSION (8:23- 8:52PM)

The following members of the public had comments concerning summer reading list, student illness call-in procedures and class size

Sherri Goslin
Diana Addish
Casey Morrello
Warren Frank

30. NEW BUSINESS

- a. PTA meetings for the new school year are beginning. BOE members please check dates for your assignments.
- b. Please check calendar for Back-to-School Nights.
- c. Child Care Center is up and running with more staff showing interest.
- d. The Board expressed their appreciation to Bill Knorr and his staff for the exceptional appearance of all facilities for the start of school.
- e. On August 23rd the Star Ledger profiled Springfield's 2 new programs; the Culinary Arts program and the CISCO program
- f. Online submission of Fact-Pack material was very smooth.
- g. Congratulations to Dayton's football team for their win this past weekend.

31. OLD BUSINESS

- a. The relaxation of the Gate Keeper agreement has been successful, and the practice will continue. The Policy Committee will review policies for updates.

32. ADJOURNMENT (9:02 PM)

Moved by Miss Duke, seconded by Mr. Delia, to adjourn the meeting at 9:02 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – October 5, 2009 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

**Springfield Public Schools
Personnel**

Attachment (A)

Last Name <i>Certificated</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Perillo	Timothy	Special Education	JDHS	Step 0/MA	\$55,691.00	new	----	9/1/09-6/30/10
Plent	Kristine	Elementary	TLS	----	----	----	Leave	10/26/09-5/31/10
Griffin	Megan	AIS	Walton	step5/6th	\$63,822.00	----	attainment of +30	9/1/09-6/30/10
Davison	Bryan	Chemistry	JDHS	StepAA/MA	\$74,729.00	----	attainment of MA	9/1/09-6/30/10
Mertz-Burkhardt	Donna	Art Teacher	Walton	----	----	----	Retirement	December 31, 2009
Bellarosa	Mandee	Independent Study	JDHS	----	\$1,500.00		AP US History	9/1/9/09-6/30/10
Coward	Gregory	Independent Study	JDHS	----	\$750.00		Intro to TV	9/1/09-1/29/10
Coward	Gregory	Independent Study	JDHS	----	\$750.00		Advanced TV	2/1/09-6/30/10
Barrett	Kathleen	CST- summer	District	----	47.74/hr	----	up to 15 hrs	6/22/09-9/4/09
Maul	Theresa	CST- summer	District	----	47.74/hr	----	Additional 50 hrs	6/22/09-9/4/09
Bierly	Lisa	CST- summer	District	----	47.74/hr	----	Additional 50 hrs	6/22/09-9/4/09
Campbell	John	CST- summer	District	----	47.74/hr	----	Additional 50 hrs	6/22/09-9/4/09
Florio	Marie	CST- summer	District	----	47.74/hr	----	Additional 50 hrs	6/22/09-9/4/09
Frankhouser	Kathy	CST- summer	District	----	47.74/hr	----	up to 15 hrs	6/22/09-9/4/09
Heron	Chris	CST- summer	District	----	47.74/hr	----	up to 15 hrs	6/22/09-9/4/09
Lagemann	Melissa	CST- summer	District	----	47.74/hr	----	Additional 50 hrs	6/22/09-9/4/09
Louis	Lynn	CST- summer	District	----	47.74/hr	----	up to 15 hrs	6/22/09-9/4/09
Pietruszki	Sarah	CST- summer	District	----	47.74/hr	----	Additional 50 hrs	6/22/09-9/4/09
Runne	Lauren	CST- summer	District	----	47.74/hr	----	up to 15 hrs	6/22/09-9/4/09
Mortensen	Jennifer	CST- summer	District	----	47.74/hr	----	up to 15 hrs	6/22/09-9/4/09
Walsh	Barbara	CST- summer	District	----	47.74/hr	----	up to 15 hrs	6/22/09-9/4/09
Black	Pat	CST- summer	District	----	47.74/hr	----	Additional 140 hrs	6/22/09-9/4/09
Rousso	Regine	CST- summer	District	----	47.74/hr	----	Additional 140 hrs	6/22/09-9/4/09
Warlick	Kathryn	CST- summer	District	----	47.74/hr	----	Additional 140 hrs	6/22/09-9/4/09
Westhead	Elizabeth	CST- summer	District	----	47.74/hr	----	Additional 140 hrs	6/22/09-9/4/09
Kinney	Kendra	summer curriculum	District	----	38.25/hr	----	up to 10 hours	6/22/09-8/31/09
Plias	Michael	MS Girls Soccer	FMG	----	\$3,715.00	----	----	9/1/09-6/30/10
Jacobs	Lance	Weight Room Supervisor	JDHS	----	25.13/hr	----	up to 9 hrs per week	9/1/09-11/30/09
Florio	Marie	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Friedman	April	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Weiss	Melanie	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Berger	Debbie	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Schmitt	Linda	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Dillard	Gillian	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Chang	Lauren	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10

**Springfield Public Schools
Personnel**

Attachment (A)

Bierly	Lisa	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Heron	Chris	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Scheckman	Shari	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Sanford	Rose	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Hofman	Veronica	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Davison	Bryan	Prof Development	District	----	50.27/hr	----	up to 2 hours	9/1/09-6/30/10
Atherton	Ellyn	Director of HR/PD	District	----	\$118,695.00	----	revised	7/1/09-6/30/10
Berglund	Eilleen	Phys Ed Teacher	FMG	*	\$8,669.00	----	extra class(4)	9/1/09-6/30/10
Corby	Nick	Phys Ed Teacher	FMG	*	\$15,149.00	----	extra class(4)	9/1/09-6/30/10
Florio	Marie	AIS Teacher	FMG	*	\$13,104.00	----	extra class(4)	9/1/09-6/30/10
Krumholtz	Drew	Spanish Teacher	FMG	*	\$8,286.00	----	extra class(4)	9/1/09-6/30/10
Noto	Michelle	Phys Ed Teacher	FMG	*	\$9,011.00	----	extra class(4)	9/1/09-6/30/10
Foster	Ron	Special Education	FMG	*	\$2,989.00	----	extra class(2)	9/1/09-6/30/10
Breen	Susan	English Teacher	JDHS	*	\$11,980.00	----	extra class(5)	9/1/09-6/30/10
Chomko	Karyn	English Teacher	JDHS	*	\$13,250.00	----	extra class(5)	9/1/09-6/30/10
Doring	William	Culinary Arts	JDHS	*	\$10,836.00	----	extra class(5)	9/1/09-6/30/10
Fabiano	Felix	Italian Teacher	JDHS	*	\$18,936.00	----	extra class(5)	9/1/09-6/30/10
Garrod	Wendy	Math Teacher	JDHS	*	\$11,299.00	----	extra class(5)	9/1/09-6/30/10
Pizzo	Dana	Math Teacher	JDHS	*	\$11,263.00	----	extra class(5)	9/1/09-6/30/10
Zika	Jackie	Math Teacher	JDHS	*	\$12,595.00	----	extra class(5)	9/1/09-6/30/10
Rollis	Lauren	English Teacher	JDHS	*	\$11,980.00	----	extra class(5)	9/1/09-6/30/10
Tedesco	Frank	Social Studies	JDHS	*	\$8,132.00	----	extra class(5) .5 year	9/1/09-1/30/10

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Information	Effective Date
<i>Non-Certificated</i>								
Jamnik	Daniel	Volunteer Boys Soccer	JDHS	----	----	----	----	9/1/09-6/30/10
Catullo	Christina	Lunch Aide	District	****	15.52/hr	New	up to 10 hours	9/1/09-6/30/10
Paoella	Janene	Lunch Aide	District	****	15.52/hr	New	up to 10 hours	9/1/09-6/30/10
Boettcher	Dina	Lunch Aide	District	****	15.52/hr	New	up to 10 hours	9/1/09-6/30/10
Lopes	Christina	Lunch Aide	District	****	15.52/hr	New	up to 10 hours	9/1/09-6/30/10
Marketta	Kathryn	Lunch Aide	District	****	15.52/hr	New	up to 10 hours	9/1/09-6/30/10
Matti	Ritze	Lunch Aide	District	****	15.52/hr	New	up to 10 hours	9/1/09-6/30/10
Cattullo	Christina	Lunch Aide	District	****	15.52/hr	New	up to 10 hours	9/1/09-6/30/10
Rupa	Wendy	Aide	District	----	----	----	resignation	September 14, 2009
Salow	Jeremy	Aide	District	----	----	----	resignation	September 14, 2009

**Springfield Public Schools
Personnel**

Attachment (A)

Klueber	Madelyn	Aide	District	----	----	----	resignation	September 14, 2009
Junior	Kim	Aide	District	----	----	----	resignation	September 14, 2009
Huber	Rita	Aide	District	----	----	----	resignation	September 14, 2009

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Arrunategui	Nelsa	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Cohane	Zachary	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Don	Margaret	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Garfinkel	Andrew	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10
Johnson	Laura	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10
McLaughlin	Tara	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Mucci	John	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10
Rees	Sheila	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Reina	Grace	Sub Teacher/Aide	District	----	****	Renewal	----	9/1/09-6/30/10
Schon	Douglas	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10
Usdin	Jason	Sub Teacher	District	----	****	New	----	9/1/09-6/30/10
Geiger	Ira	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Guida	Danielle	Sub Teacher	District	----	****	Renewal	----	9/1/09-6/30/10
Thomas	Thresiamma	Sub Nurse	District	----	****	Renewal	----	9/1/09-6/30/10
Rupa	Wendy	Sub Aide/Secretary	District	----	****	Renewal	----	9/1/09-6/30/10
Genovese	Lisa	Sub Aide	District	----	****	New	----	9/1/09-6/30/10
Cariani	Alyssa	Sub Aide	District	----	****	New	----	9/1/09-6/30/10
DuBeau	Eric	Sub Custodian	District	----	****	Renewal	----	9/1/09-6/30/10

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Before and After School Program/Childcare</i>								
Rica	Deborah	Group Aide	District	----	14.30/hr	new	----	9/1/09-6/30/10
Mongiello	Michelle	Group Aide	District	----	14.30/hr	new	----	9/1/09-6/30/10
Klarfeld	Summer	Student Aide	District	----	7.50/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

**Workshop Requests
2009 - 2010**

Attachment (B)

Lname	Fname	Description	Date	Amount	Location
Atherton	Ellyn	NJSBA Public Relations Seminar	9/29/09	75.00	Dist.
Atherton	Ellyn	NJSBA Workshop	10/28 - 30/08	750.00	Dist.
Baldassano	Susan	Professional Learning Series	11/17&18, 12/8/09	763.10	EVW
			& 1/14 & 28/10		
Beller	Laura	FLENJ - New Standards	10/23/9 & 1/8/10	250.00	JD
Clarke	Matthew	NJSBA Workshop	10/28 - 10/30	750.00	Dist.
Corburn	Hillary	NJSBA Workshop	10/28 - 10/30	750.00	Dist.
Corburn	Hillary	Professional Learning Series	11/17&18, 12/8/09	595.00	Dist.
			& 1/14 & 28/10		
Cresci	Elizabeth	H1N1 Preparedness Training	9/17/09	21.70	JD
Davino	Michael	NJSBA Workshop	10/28 - 10/30	750.00	Dist.
Davino	Michael	Best Practices for School Leaders in Sped. Ed.	8/27/09	10.00	Dist.
Griffin	Megan	Professional Learning Series	11/17&18, 12/8/09	595.00	EVW
			& 1/14 & 28/10		
Hung	Susie	Professional Learning Series	11/17&18, 12/8/09	718.50	EVW
			& 1/14 & 28/10		
Krumholz	Drew	FLENJ - New Standards	10/23/9 & 1/8/10	250.00	Dist.
Masterson	Sarah	Professional Learning Series	11/17&18, 12/8/09	595.00	EVW
			& 1/14 & 28/10		
Perdomo	Mary	Professional Learning Series	11/17&18, 12/8/09	595.00	EVW
			& 1/14 & 28/10		
Tattoli	Daniela	NJSBA Workshop	10/28 - 10/30	750.00	Dist.
Weiss	Melanie	Professional Learning Series	11/17&18, 12/8/09	668.47	EVW
			& 1/14 & 28/10		
September 14, 2009					

Travel
Professional Development

Attachment (C1bk)

Lname	Fname	Description	Date	Amount	Location
Kass	Brian	NJSBA - Public Relations Seminar	Septmber 29, 2009	\$ 75.00	Bd Memb.
Kass	Brian	NJSBA New Board Member Orientation	October 28, 2009	\$ 75.00	Bd Memb.

Travel
Professional Development

Attachment (C1pv)

Lname	Fname	Description	Date	Amount	Location
Venezia	Patricia	NJSBA Annual Conference	Oct. 28 - 30, 2008	\$ 750.00	Bd Memb.

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

Attachment (D)

1. RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
Jeremie Hafitz Fairfield, NJ	Speech/Language	\$110/Hr.	Per IEP	7/1/09 - 8/31/09	0702
Caldwell Pediatric Therapy Center West Caldwell, NJ	Occupational Therapy	\$90/Hr.	Per IEP	7/1/09 - 8/31/09	1201
Michael A. Koffman, Ph.D. Millburn, NJ	Ed. & Neuropsych. Testing	\$3,000	Per Exam	7/1/09 - 8/31/09	19/13
Livingston Services Corp. South Plainfield, NJ	Occupational Therapy	\$94.00	Per IEP	7/1/09 - 8/31/09	0702
Wes Samons Upper Montclair, NJ	ABA Services	\$2,310.00	Per IEP	8/1/09 - 8/31/09	various
Morris-Union Jointure Commission New Providence, NJ	ABA Services Technology Assessment Eva.	\$140/Hr. \$225/Hr.	Per IEP Per IEP	09 - 10 SY 09 - 10 SY	various various

2. OUT OF DISTRICT PLACEMENT REQUEST

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
ECLC of New Jersey Chatham, NJ	0825 0825	1986.14 18619.99	7/1/09 - 8/31/09 09 - 10 SY	1:1 Aide Expense 1:1 Aide
Governor Livingston High School Berkeley Heights, NJ	1313	42884.75	09 - 10 SY	Tuition
Holmstead School Ridgewood, NJ	0518	42425.00	09 - 10 SY	Tuition
Montgomery Academy Gladstone, NJ	0803	46110.60	09 - 10 SY	Tuition
Roselle Park Public Schools Roselle Park, NJ	1901	17069.00	09 - 10 SY	Tuition

TUITION GRANT RESUBMISSIONS
Summer/Fall 2009-10

Substitute(s) Courses for Previously Approved Courses

<u>Name</u>	<u>Substitute Course(s)</u>	<u>Level</u>
Josephine Cioffi	Independent Study – Teaching Portfolio Project	Graduate <i>(for credit only)</i>
	Italian – 15 th Century Literature	Graduate <i>(for credit only)</i>
<hr/>		
Steve Griffiths	Motivation: The Art and Science of Inspiring Classroom Success	Graduate
	Skills and Strategies for Inclusion and Disability Awareness	Graduate
Scott Keele	Administration & Supervision of Elementary & Secondary Schools	ADMIN
Roxanne Silbert-Graham	Motivation: The Art and Science of Inspiring Classroom Success	Graduate

9/14/09 BOE Meeting

CURRICULUM
FOR
BOARD OF EDUCATION APPROVAL

Health	Grades 1 – 12
French	Grades 6 – 8
Italian	Grades 6 – 8
Spanish	Grades 6 – 8
English 4	High School
AP American Government & Politics	High School
AP United States History	High School
Diversity Studies	High School
French 2 & 3	High School
Italian 1	High School
Spanish IV	High School
AP Spanish V	High School
Algebra 1	High School
Calculus	High School
Anatomy & Physiology	High School
Chemistry	High School
Chemistry Honors	High School
Accounting 1 & 2	High School
Personal Finance	High School
Art – Open Studio	High School
Ceramics and 3-D Forms	High School
Drawing and Painting	High School
Introduction to Technical Theater	High School

**INSTRUCTIONAL MATERIALS
FOR
BOARD OF EDUCATION APPROVAL**

Rosetta Stone Online Language Learning		Version 3	Grades PreK – 12
Harcourt Health	2007	Houghton Mifflin/Harcourt	Grades 1 – 5
Harcourt Science	2008	Harcourt	Grades 2 – 4
People We Know	2010	Houghton Mifflin	Social Studies ~ Grade 2
Renzulli Learning System			Grades 6 – 12
Don't Know Much about	2005	Harper Collins	Social Studies ~ Grade 6
Reading Street	2008	Pearson	Grade 6
Looking for Pythagoras		Pearson	Grade 6
Student Anthology – Jr. Great Books		Great Books	Grades 7 & 8
Civics: Government & Economics	2009	Pearson	Grade 7

In Action

Drafting for the Theatre	2002	Southern IL Univ. Press	Introduction to Technical Theatre
Light on the Subject	1989	Hal Leonard Corp	Introduction to Technical Theatre
Play it Safe: Introduction To Theatre Safety (Video)	1994		Introduction to Technical Theatre
Sound Reinforcement Handbook	1988	Yamaha	Introduction to Technical Theatre
Stage Design: A Practical Guide	2000	Trafalgar Square	Introduction to Technical Theatre
Technical Theater for Non-Technical People	2004	Allworth Press	Introduction to Technical Theatre
Business & Personal Finance	2007	Glencoe/McGraw Hill	Personal Finance
Angela's Ashes	1999	Simon & Schuster	English 4
Chicken Soup ~ Teenager	1997	HCI Chicken Soup	English 4
Chicken Soup ~ Writer's	2000	HCI Chicken Soup	English 4
Eats, Shoots & Leaves	2006	Penguin Group	English 1
Glass Castle, The	2006	Simon & Schuster	English 4
Importance of Being Earnest	1976	Harper Collins	English 4
Talking Service: Readings For Civic Reflection		Great Books	HS English
Slaughterhouse Five	1991	Dell Publishers	English 4
Holt Chemistry	2006	Holt McDougal	Chemistry

AP Chemistry	2009	Pearson	AP Chemistry
Essentials of Human Anatomy & Physiology	2009	Pearson	Human Anatomy & Physiology
College Physics	2008	Holt McDougal	Physics
Government in America	2009	Pearson	AP American Government & Politics
Lanahan Readings in the American Polity	2007	Lanahan Publishers	AP American Government & Politics
Rocking' Out: Pop Music In USA	2008	Pearson	HS Music
Psychology, Themes & Variations	2007	Wadsworth Publications	AP Psychology
Holt Bien dit (level 2)	2008	Holt, Rinehart	French 2
Holt Bien dit (level 3)	2008	Holt, Rinehart	French 3
Overtures	2006	John Wiley Publishers	French 3 & 4

VIDEOS

Angela's Ashes	1999	English 4
Curious Case of Benjamin Button, The	2009	English 4
Finding Forrester	2000	HS English
Freedom Writers	2007	English 1
Good Will Hunting	1997	English 4
Matrix Reloaded, The	2003	English 4
Mean Girls	2004	English 1
Mr. Holland's Opus	1995	English 1
Much Ado about Nothing	1993	English 4
Research Skills for Students	Video	English 1
Shakespeare in Love	1998	HS English
Stand and Deliver	1988	English 1
V for Vendetta	2006	English 4

9/14/09

SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J.

8/27/09

Attachment (H)

2009-10 BUS ROUTES

ROUTE #1- WALTON SCHOOL A.M.

ROUTE # 1-b BUS#25

DRIVER: Kevin Stewart

AIDE:

TIME	STOP#	LOCATION	STUDENT
8:00	01	38 Oakland Ave.	
8:03	02	175 Tooker Ave.	
8:05	03	14 Troy Dr.	
8:06	04	Troy Drive @ Circle	
8:10	05	Woodcrest Circle & Temple Drive	
8:12	06	Baltusrol Way & Crescent Rd.	
8:15	07	146 Baltusrol Ave.	
8:16	08	Park Lane & Springbrook Rd.	
8:19	09	Springbrook Rd. & Short Hills Ave.	
8:18	10	Short Hills Ave. & Crest Place	
8:20	11	Tulip Rd. & Robin Court	
8:21	12	Proffitt Ave. & Morris Ave.,	
8:25	13	16 Meisel Avenue	
8:26	14	141 So. Maple Ave.	
8:27	15	93 Battle Hill Ave.	
8:28	16	12 Battle Hill Ave.	
8:32	17	53 Washington Ave.	
8:45	18	WALTON SCHOOL	

Springfield Bde meeting September 14, 2009

SPRINGFIELD BOARD OF EDUCATION**P. O. BOX 210****SPRINGFIELD, N. J. 07081****8/27/09****2009-10 BUS ROUTES**

**ROUTE #1- WALTON SCHOOL P.M. ROUTE #1-B BUS#26 DRIVER: SANDY KELLY
AIDE:**

TIME	STOP#	LOCATION	STUDENT
3:10	Dismissal	WALTON SCHOOL	
3:14	01	38 Oakland Ave.	
3:16	02	Tooker Ave. & Lyons Place	
3:17	03	14 Troy Dr.	
3:18	04	Troy Dr. @ Circle	
3:21	05	Woodcrest Circle & Temple Dr.	
3:23	06	Baltusrol Way & Crescent Rd.	
3:26	07	146 Baltusrol Ave.	
3:27	08	Park Lane & Springbrook Rd.	
3:29	09	Springbrook Rd. & Short Hills Ave.	
3:30	10	Short Hills Ave. & Crest Place	
3:31	11	Tulip Rd. & Robin Court	
3:33	12	Profitt Ave., & Morris Ave.,	
3:37	13	16 Meisel Avenue	
3:38	14	141 So. Maple Ave.	
3:40	15	93 Battle Hill Ave.	
3:41	16	12 Battle Hill Ave.	
3:44	17	53 Washington Ave.	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/27/09

2009-10 BUS ROUTES

ROUTE #2- WALTON SCHOOL A.M. ROUTE#2-b BUS#28 DRIVER: Rodney Wicker

AIDE:

TIME	STOP#	LOCATION	STUDENT
8:03	01	45 Meisel Avenue	
8:07	02	Marion Ave. & Perry St.	
8:08	03	Perry St. & Warner Ave.	
8:12	04	50 Maple Ave.	
8:20	05	228 Baltusrol Ave.	
8:21	06	Tower Dr. & Lewis Dr.	
8:22	07	Tower Dr. & Short Hills Ave.	
8:23	08	Severna Ave. & Molter Ave.	
8:25	09	Severna Ave. & Denham Rd.	
8:26	10	Denham Rd. & Colfax Rd.	
8:26	11	63 Colfax Rd.	
8:28	12	37 Colfax Rd.	
8:29	13	Short Hills Ave., & Forest Dr.	
8:30	14	39 Forest Dr.	
8:45	15	WALTON SCHOOL	

SPRINGFIELD BOARD OF EDUCATION**P. O. BOX 210****SPRINGFIELD, N. J. 07081****8/27/09****2009-10 BUS ROUTES****ROUTE #2- WALTON SCHOOL P.M. ROUTE #2-B BUS# 28*****DRIVER: Rodney Wicker******AIDE:***

TIME	STOP#	LOCATION	STUDENT
3:10	Dismissal	WALTON SCHOOL	
3:17	01	45 Pitt Road	
3:21	02	45 Meisel Ave.	
3:25	03	Warner Ave. & Perry St.	
3:26	04	Marion Ave. & Perry St.	
3:30	05	50 Maple Ave.	
3:36	06	228 Baltusrol Ave.	
3:37	07	Tower Dr. & Lewis Dr.	
3:38	08	Tower Dr. & Short Hills Ave.	
3:40	09	Severna Ave. & Molter Ave.	
3:42	10	Severna Ave. & Denham Rd.	
3:43	11	Denham Rd. & Colfax Rd.	
3:44	12	63 Colfax Rd.	
3:44	13	37 Colfax Rd.	
3:49	14	Short Hills Ave. & Forest Dr.	
3:50	15	39 Forest Drive	

SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081

8/27/09

2009-10 BUS ROUTES

ROUTE #3- WALTON SCHOOL A.M. **ROUTE#3-b** **BUS #30** **DRIVER: HECTOR**
AIDE:

TIME	STOP#	LOCATION	STUDENT
7:55	01	955 So. Springfield Ave. (reg. bus stop)	
8:05	02	402 Rolling Rock Rd.	
8:08	03	986 Chimney Ridge Dr.	
8:12	04	High Point Dr. & Outlook Way	
8:14	05	Highlands Ave. & Fernhill Rd.	
8:15	06	Fernhill Rd. & Vista Way	
8:17	07	Vista Way & Tree Top Drive	
8:20	08	Far Hills Rd. & Timber Acres Dr.	
8:23	09	Greenhill Rd. & High Point Dr.	
8:25	10	Highlands Ave. & Sharon Rd.	
8:27	11	34 Skylark Rd.	
8:28	12	Skylark Rd. & Tree Top Dr.	
8:29	13	Tree Top Dr. & Greenhill Rd.	
8:45	14	WALTON SCHOOL	

SPRINGFIELD BOARD OF EDUCATION

P. O. BOX 210

SPRINGFIELD, N. J. 07081

8/27/09

2009-10 BUS ROUTES

**ROUTE #3- WALTON SCHOOL P.M. ROUTE #3-B BUS#29 DRIVER: FRANK
AIDE:**

TIME	STOP#	LOCATION	STUDENT
3:10	Dismissal	EDWARD V. WALTON SCHOOL	
3:20	01	Park Place (reg. bus stop)	
3:33	02	403 Rolling Rock Rd.	
3:34	03	970 Chimney Ridge Dr.	
3:38	04	Summit Rd. & Juniper Way	
3:43	05	High Point Dr. & Outlook Way	
3:44	06	Highlands Ave. & Fernhill Rd.	
3:45	07	Fernhill Rd. & Vista Way	
3:46	08	Vista Way & Tree Top Dr.	
3:46	09	Far Hills Rd. & Timer Acres Dr.	
3:48	10	Greenhill Rd. & High Point Dr.	
3:49	11	Highlands Ave. & Sharon Rd.	
3:50	12	10 Skylark Rd.	
3:51	13	Skylark Rd. & Tree Top Dr.	
3:51	14	Tree Top Dr. & Green Hill Rd.	

A SPRINGFIELD BOARD OF EDUCATION**P. O. BOX 210
SPRINGFIELD, N. J. 07081****8/31/09****DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES****MID-DAY ROUTE #WM02****BUS #3****DRIVER: Jennie Beck****AIDE: Nora Graham**

TIME	STOP#	LOCATION	STUDENT
11:25		EDWARD V. WALTON SCHOOL Leave with:	
11:25	01	441 Mountain Ave.	(DO)
11:30	02	884 So. Springfield Ave., #13	(DO)
11:32	03	Park Place	(DO) (PU)
11:35	04	81 Tudor Court	(DO)
11:37	05	Cottler & Elmwood Rd	(DO)
11:38	06	16 Elmwood Rd.	(PU)
11:42	07	50 Maple Ave	(PU)
11:44	08	200 Springfield Ave., #6003	(PU)
11:50	09	46 Washington Ave.	(DO)
11:52	10	140 Meisel Ave.	(DO)
11:56	11	Tooker Ave. & Lyons Place.	(DO) (PU)
11:58	12	76 Hawthorne Ave.	(PU)
11:59	13	20 Norwood Rd.	(PU)
12:04	14	Congregation Israel	(PU)
12:05	15	Temple Sha'arey Shalom	(PU))
12:10	16	45 Pitt Road	(PU)
12:20	17	EDWARD WALTON SCHOOL	

SPRINGFIELD BOARD OF EDUCATION
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8/31/09

DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES

MID-DAY ROUTE #WM01

BUS #

DRIVER: Justo Perdomo

AIDE: Novella Leverett

STUDENT

TIME	STOP#	LOCATION	
11:25		EDWARD V. WALTON SCHOOL	
		Leave with:	
11:30	01	403 Rolling Rock Rd.	(DO)
11:33	02	Summit Rd. & Juniper Way	(PU)
11:34	03	Sharon Rd. & Highlands Ave.	(DO)
11:36	04	High Point Dr. & Outlook Way	(DO)
11:37	05	14 Tree Top Dr.	(PU) (DO)
11:42	06	Troy Dr. @ Circle	(DO) (PU)
11:55	07	Temple Beth Ahm	(start 9/14) (PU)
11:58	08	Baltusrol Way & Crescent Rd.	(DO) (PU)
12:00	09	545 Morris Ave.	(DO)
12:02	10	Springbrook Rd. & Crest Pl.	(DO) (PU)
12:03	11	Springbrook Rd. & Short Hills Ave.	(DO)
12:05	12	234 Baltusrol Ave.	(DO)
12:06	13	Tower Dr. & Lewis DR.	(DO)
12:07	14	24 Severna Ave	(DO)
12:08	15	39 Forest Drive	(DO) (PU)
12:13	16	Caldwell School	(PU)
12:25	17	EDWARD WALTON SCHOOL	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

7/21/09

2009-10 BUS ROUTES

TLS A.M.

ROUTE #4-B BUS#29

**DRIVER: Frank
AIDE**

TIME	STOP#	LOCATION	STUDENT
7:50	01	Park Place (reg. bus stop)	
7:58	02	110 Remer Ave.	
8:02	03	986 Chimney Ridge Dr.	
8:06	04	Ashwood Rd. @ Jefferson School	
8:09	05	211 Summit Road	
8:10	06	High Point Dr. & Fernhill Rd.	
8:11	07	High Point Dr. & Highlands Ave.	
8:12	08	Fernhill Rd. & Vista Way	
8:13	09	Vista Way & Tree Top Dr.	
8:14	10	Far Hills Rd. & Timber Acres	
8:15	11	Timber Acres & Greenhill Rd.	
8:16	12	109 High Point Drive	
8:17	13	Highlands Ave. & Sharon Dr.	
8:18	14	Highlands Ave. & Greenhill Rd.	
8:19	15	35 Skylark Rd.	
8:20	16	Skylark Rd. & Tree Top Dr.	
8:35	17	THELMA L. SANDMEIER SCHOOL	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/28/09

2009-10 BUS ROUTES

TLS P.M.

ROUTE #4-B

BUS #25

**DRIVER: KEVIN
AIDE:**

TIME	STOP#	LOCATION	STUDENT
3:00	Dismissal	THELMA L. SANDMEIER SCHOOL	
3:10	DEPART		
3:20	01	Park Place (reg. bus stop)	
3:25	02	110 Remer Ave.	
3:28	03	Chimney Ridge Dr. & Clearview Rd.	
3:32	04	Ashwood Rd. @ Jefferson School	
3:34	05	211 Summit Road	
3:35	06	High Point Dr. & Fernhill Rd.	
3:36	07	High Point Dr. & Highlands Ave.	
3:37	08	Fernhill Rd. & Vista Way	
3:38	09	Vista Way & Tree Top Drive	
3:39	10	Far Hills Rd. & Timber Acres Rd.	
3:40	11	Timber Acres Rd. & Greenhill Rd.	
3:41	12	109 High Point Drive	
3:42	13	Highlands Ave. & Sharon Rd.	
3:43	14	Highlands Ave. & Greenhill Rd.	
3:44	15	35 Skylark Rd.	
3:45	16	Skylark Rd. & Tree Top Dr.	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
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8/27/09

**DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES**

**ROUTE #S/WA ROUTE VAN #2-b Van #23 DRIVER: Justo Perdomo
AIDE:**

TIME STOP# LOCATION STUDENT

ROUTE #

7:55	01	140 Meisel Ave.	
7:58	02	134 Linden Ave.	
8:03	03	Church Mall	
8:08	04	559 Morris Ave.	
8:10	05	175 Short Hills Ave.	
8:14	06	Center St. (behind Bagel 4 U)	
8:16	07	Keeler St. & Salter St.	
8:20	08	20 Tooker Ave.	
8:25	09	884 So. Springfield Ave. #20	(wheelchair)
8:35	10	SANDMEIER SCHOOL	
8:45	11	WALTON SCHOOL	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/27/09

**DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES**

ROUTE #S/WP ROUTE VAN # 2-b

VAN #23

**DRIVER: J. PERDOMO
AIDE:**

TIME	STOP#	LOCATION	STUDENT
3:05	Dismissal	SANDMEIER SCHOOL	
3:10	Dismissal	EDWARD V. WALTON SCHOOL	
3:20	01	884 So. Springfield Ave.	
3:30	02	134 Linden Ave,	
3:31	03	63 Garden Oval	
3:35	04	Church Mall	
3:40	05	559 Morris Ave.	
3:42	06	175 Short Hills Avenue	
3:45	07	Keeler St. & Salter St.	
3:44	08	8 Caldwell Place	
3:45	09	Center St.	
3:48	10	20 Tooker Ave.	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/26/09

2009-10 BUS ROUTES

JC/EW SPEC. ED A.M.

ROUTE #1-B – VAN #3

DRIVER: J. BECK

AIDE:

TIME	STOP#	LOCATION	STUDENT
8:00	01	54 Sherwood Rd.	
8:03	02	122 Jefferson Terr.	
8:05	03	819 Mountain View Gardens	
8:08	04	15 So. Derby Rd.	
8:10	05	81 Tudor Court	
8:10	06	105 Tudor Court	
8:13	07	31 Newbrook Lane	
8:15	08	Cottler Ave., & Elmwood Rd.	
8:17	08	Elmwood Rd. & Milltown Rd.	
8:18	09	255 Milltown Rd.	
8:21	10	121 Meisel Ave.	
8:25	11	200 Springfield Ave. (2001)	
8:30	12	JAMES CALDWELL SCHOOL	
8:35	13	414 Mountain Ave.	
8:45	14	EDWARD V. WALTON SCHOOL	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/26/09

**DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES**

ROUTE #C/WP ROUTE # 2-b VAN#3

**DRIVER: Jennie Beck
AIDE:**

TIME	STOP#	LOCATION	STUDENT
3:00	Dismissal	JAMES CALDWELL SCHOOL	
3:08	01	54 Sherwood Road	
3:10	Dismissal	EDWARD V. WALTON SCHOOL	
3:15	01	122 Jefferson Terr	
3:18	02	819 Mountain View Gardens	
3:20	03	15 So. Derby Rd.	
3:23	04	31 Newbrook Lane	
3:27	05	Cottler Ave., & Elmwood Rd.	
3:28	06	Elmwood Rd. & Milltown Rd.	
3:29	07	255 Milltown Rd.	
3:35	08	20 Norwood Rd	
3:38	09	76 Hawthorne Ave.	
3:44	10	121 Meisel Avenue	
3:50	11	200 Springfield Ave.	

SPRINGFIELD BOARD OF EDUCATION

**P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/31/09

**DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES**

AM ROUTE #FMGA1

ROUTE #2-A BUS #26

**DRIVER Kevin Stewart
AIDE:**

TIME	STOP#	LOCATION	STUDENT
7:00	01	Tree Top Dr. & Green Hill Rd.	
7:01	02	Skylark Rd. & Persimmon Way	
7:02	03	Highlands Ave. & Green Hill Rd.	
7:03	04	Highlands Ave. & Sharon Rd.	
7:04	05	Far Hills Rd. & Timber Acres Rd.	
7:04	06	Far Hills Rd. & Tree Top Dr.	
7:06	07	Tree Top Dr. & Highlands Ave.	
7:08	08	Tree Top Dr. Vista Way	
7:09	09	24 Fernhill Rd.	
7:10	10	Fernhill Rd. & High Point Dr.	
7:14	11	39 Little Brook Road	
7:15	12	Little Brook Rd. & Summit Rd.	
7:16	13	Summit Rd. & Hampshire Ct.	
7:19	14	990 Chimney Ridge Dr.	
7:35	15	FLORENCE GAUDINEER SCHOOL	
7:40	15	FLORENCE GAUDINEER SCHOOL	

SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210 SPRINGFIELD, N. J. 07081

7/24/09

2009-10 BUS ROUTES

FMG#1 P.M.

ROUTE #2-A BUS#26

DRIVER: Sandy Kelly

AIDE:

TIME	STOP#	LOCATION	STUDENT
2:30		FLORENCE GAUDINEER SCHOOL	
2:40		DEPART	
2:50	01	Tree Top Dr. & Greenhill Rd.	
2:51	02	Skylark Rd. & Persimmon Way	
2:52	03	Greenhill Rd. & Highlands Ave.	
2:53	04	Highlands Ave. & Sharon Rd.	
2:54	05	Far Hills Rd. & Timber Acres Rd.	
2:55	06	Far Hills Rd. & Tree Top Dr.	
2:56	07	Tree Top Dr. & Highlands Ave.	
2:57	08	Tree Top Dr. & Vista Way	
2:58	09	24 Fernhill Rd.	
2:58	10	Fernhill Rd. & High Point Dr.	
3:05	11	39 Little Brook Rd.	
3:06	12	Little Brook Rd. & Summit Rd.	
3:06	13	Summit Rd. & Hampshire Ct.	
3:10	14	990 Chimney Ridge Dr.	

SPRINGFIELD BOARD OF EDUCATION

P. O. BOX 210

SPRINGFIELD, N. J. 07081

8/11/09

2009-10 BUS ROUTES

FMG SPEC. ED A.M.

ROUTE VAN#2-A

BUS#23

DRIVER: Justo Perdomo

AIDE:

TIME	STOP#	LOCATION	STUDENT
6:50	01	Troy Dr. @ Circle	
7:00	02	200 Springfield Ave., #2004	
7:05	03	Church Mall	
7:08	04	Cottler Ave. & Elmwood Rd.	
7:09	05	Elmwood Rd. & Milltown Rd.	
7:15	06	955 So. Springfield Ave.	
7:35	07	FLORENCE GAUDINEER SCHOOL	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/11/09

2009-10 BUS ROUTES

FMG SPEC. ED P.M.

ROUTE VAN #2-A VAN#23

***DRIVER: Justo Perdomo
AIDE:***

TIME	STOP#	LOCATION	STUDENT
2:30	DISMISSAL	FLORENCE GAUDINEER SCHOOL	
3:00	01	200 Springfield Ave.,	
3:00	02	Church Mall	
3:07	03	Cottler Ave. & Elmwood Rd.	
3:08	04	Elmwood Rd. & Milltown Rd.	
3:20	05	955 So. Springfield Ave.	
3:21		SANDMEIER SCHOOL	

SPRINGFIELD BOARD OF EDUCATION

**P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/13/09

**DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES**

A.M. DAYTON

Route #1-A Bus#28

**DRIVER: R. WICKER
AIDE**

TIME	STOP#	LOCATION	STUDENT
7:01	01	Tree Top Dr. & Green Hill Rd.	
7:03	02	Skylark Rd. & Persimmon Way	
7:04	03	Highlands Ave. & Greenhill Rd.	
7:05	04	High Point Dr. & Far Hills Rd.	
7:06	05	Far Hills Rd. & Timber Acres Dr.	
7:07	06	Far Hills Ave. & Tree Top Dr.	
7:08	07	Tree Top Dr. & Highlands Ave.	
7:09	08	Tree Top Dr. & Vista Way	
7:11	09	Fernhill Rd. & High Point Dr.	
7:13	10	Summit Road & Juniper Way	
7:14	11	Little Brook Rd.	
7:20	12	Chimney Ridge Dr. & Clearview Rd.	
7:21	13	Rolling Rock Rd. & Ledgewood Dr.	

7:35 13 JONATHAN DAYTON EL S.

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/13/09

**DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES**

DAYTON P.M.#1

ROUTE #1-a BUS#28

DRIVER: R. WICKER

TIME	STOP#	LOCATION	STUDENT
2:31	Dismissal	JONATHAN DAYTON H.S.	
2:40	Depart		
2:48	01	Tree Top Dr. & Greenhill Road	
2:49	02	Skylark Rd. & Persimmon Way	
2:50	03	Greenhill Rd. & Highlands Ave.	
2:53	04	High Point Dr. & Far Hills Rd	
2:54	05	Far Hills Rd. & Timber Acres Dr.	
2:54	06	Far Hills Rd. & Tree Top Dr	
2:55	07	Tree Top Dr. & Highlands Ave.	
2:55	08	Tree Top Dr. & Vista Way	
2:57	09	Fernhill Rd. & High Point Dr.	
2:58	10	Summit Rd. & Juniper Way	
2:59	11	Little Brook Rd.	
3:03	12	Chimney Ridge Dr. & Clearview Rd.	
3:04	13	Rolling rock Rd. & Ledgewood Rd.	

SPRINGFIELD BOARD OF EDUCATION

P.O. BOX 210

SPRINGFIELD, N. J. 07081

7/10/09

DEPARTMENT OF TRANSPORTATION

2009-10 BUS ROUTE

A.M. ROUTE #JDA2

Route #1-A - Van #3

DRIVER: Jennie Beck

AIDE:

TIME	STOP#	LOCATION	STUDENT
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7:05	01	955 So. Springfield Ave.	
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7:15	02	Cottler Ave. & Elmwood Rd.	
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7:16	03	Elmwood Rd. & Milltown Rd.	
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7:17	04	121 Meisel Avenue	
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7:25	05	200 Springfield Avenue	
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7:30	06	JONATHAN DAYTON HIGH SCHOOL	
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SPRINGFIELD BOARD OF EDUCATION

P. O. BOX 210

SPRINGFIELD, N. J. 07081

8/31/09

2009-10 BUS ROUTES

DAYTON P.M.#2

ROUTE 1-A BUS# 3

DRIVER: JENNIE BECK

AIDE:

TIME	STOP#	LOCATION	STUDENT
2:31	Dismissal	JONATHAN DAYTON HIGH SCHOOL	
2:47	01	955 So. Springfield Ave.	
2:52	02	Cottler Ave. & Elmwood Rd.	
2:53	03	Elmwood Rd. & Milltown Rd.	
2:54	04	121 Meisel Ave.	
3:00	05	200 Springfield Ave.	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/31/09

**DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES**

A.M. ROUTE #MAGA6

BUS #26

**DRIVER: Sandy Kelly
AIDE: Novella Leverett**

TIME	STOP#	LOCATION	STUDENT
7:05	01	JONATHAN DAYTON HIGH SCHOOL	
7:13	02	16 Mapes Avenue	
7:20	03	Park Place	
7:45	04	UNION COUNTY VO-TECH & MAGNET H. S.	

**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/31/09

**DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES**

MIDDAY ROUTE #UCVM40

BUS #40

DRIVER: S. KELLY

AIDE: N. LEVERETT

TIME	STOP#	LOCATION	STUDENT
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8:25	01	63 Garden Oval	
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8:45	02	SUMMIT SPEECH SCHOOL 705 Central Ave., New Providence	
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10:10	LEAVE	SCOTCH PLAINS Union County Vo-Tech with:	
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10:40	01	JONATHAN DAYTON H.S. (drop off above students)	
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10:50	02	Cambridge Terr. (drop off)	
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**SPRINGFIELD BOARD OF EDUCATION
P. O. BOX 210
SPRINGFIELD, N. J. 07081**

8/31/09

**DEPARTMENT OF TRANSPORTATION
2009-10 BUS ROUTES**

MIDDAY ROUTE #UC-SP

VAN #40

DRIVER: Rodney Wicker

TIME	STOP#	LOCATION	STUDENT
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11:40	LEAVE	SUMMIT SPEECH SCHOOL 705 Central Ave, New Providence	with:
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12:00		WALTON SCHOOL	drop off:
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12:00	PICKUP	Milltown Rd.	
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12:10	LEAVE	JONATHAN DAYTON H.S.	(with)
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12:20		EDWARD WALTON SCHOOL (drop off)	
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12:40		UNION COUNTY VOCATIONAL SCHOOL (Drop off above students)	
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SPRINGFIELD BOARD OF EDUCATION
PO Box 210
Springfield, New Jersey 07081

Attachment (I)

CHARTERED BUS SERVICE FOR EMERGENCIES AND FIELD TRIPS
2009-2010

Insurance Certificate
Expiration Date

Barker Bus Co. 1400 Route 22 East Bridgewater, NJ 08807	1-732-302-0500 Fax -732-302-0501	06/21/10
Breza Bus Service, Inc . 101 E. Inman Avenue Rahway NJ 07065	1-732-388-2656 Fax-732-388-9430	01/01/10
Camptown Bus Lines, Inc. 126-140 Frelinghuysen Ave. Newark NJ 07114	1-973-242-6100 Fax-973-242-4123	09/16/10
DeCamp Bus Lines, Inc. PO Box 581 Montclair, NJ 07042	1-800-631-1281	02/20/10
George Dapper, Inc. 1020 Green Street Iselin, NJ 08830	1-732-283-1982	04/19/10
Oak Tree Bus Service Inc 2091 Oak Tree Road Edison, NJ 08820	1-732-549-0127	12/30/09
Pioneer Transport 2440 Dayton Avenue Union NJ 070839.	1-908-686-1112 Fax-908-353-9681	03/28/10
Vanderhoof Trans. Co. Inc. 14-18 Wilfred St West Orange, NJ 07052	1-201-325-0700	11/01/09
Villani Bus Co. 811 East Linden Ave Linden, NJ 07036	1-908-862-3333	07/01/10
Vogel Bus Co. Inc. 109 Aldene Rd. Bldg 9 Roselle, NJ 07203	1-908-298-0045	04/15/10

**Springfield Board of Education
JDHS Culinary Arts
Equipment and Installation**

Bid Opening - 10:00 AM - 9/10/2009

	Premium Supply	Singer Equipment
1 Exhaust Hood (Alternate)	\$ 38,000.00	\$ 32,480.00
2 Electric Bake Center (Alternate)	\$ 7,904.73	\$ 8,860.00
3 Fryer, Floor Model Electric, Full Pot (Alternate)	\$ 7,147.26	\$ 7,140.00
4 Charbroiler, Gas, 17" (Alternate)	\$ 6,807.92	\$ 7,080.00
5 Range, Gas, Heavy Duty, 34" (Alternate)	\$ 5,098.24	\$ 5,900.00
6 Range, Gas, Heavy Duty, 34" (Alternate)	\$ 5,700.39	\$ 6,300.00
7 Salamander Broiler, Gas (Alternate)	\$ 2,584.96	\$ 2,870.00
8 Steamer/Kettle Combination, Electric (Alternate)	\$ 21,509.82	\$ 23,700.00
9 Floor Trough (Alternate)	\$ 2,079.75	\$ 1,730.00
10 Sink, Three (3) Compartment (Alternate)	\$ 3,824.30	* \$ 4,180.00
11 Dishtable, Soiled (Alternate)	\$ 3,195.24	* \$ 3,220.00
12 Dishwasher, Undercounter (Alternate)	\$ 3,636.20	\$ 3,360.00
13 Food Mixer (Alternate)	\$ 4,571.32	\$ 5,030.00
14 Universal Rack, Mobile (Alternate)	\$ 831.66	\$ 1,200.00
15 Work Table, 60" Long (Alternate)	\$ 1,196.66	* \$ 1,405.00
16 Combo Hot/Cold Station (Alternate)	\$ 7,290.63	\$ 7,210.00
17 Oven/Proofer Combination, Convention (Alternate)	\$ 7,794.26	\$ 8,300.00

18 Condensate Hood (Alternate)	(Included in #1)	\$	4,050.00
19 Sink, Hand (Alternate)	\$ 550.54 *	\$	605.00
20 Work Table, 60' Long (Alternate)	\$ 1,196.66	\$	1,405.00
21 Food Mixer (Alternate)	\$ 2,749.40	\$	2,730.00
22 Food Processor, Electric (Alternate)	\$ 1,485.32	\$	1,470.00
23 Food Slicer (Alternate)	\$ 1,487.79	\$	1,460.00
24 Work Table, 96" Long (Alternate)	\$ 3,635.11 *	\$	3,380.00
25 Work Table, 96" Long (Alternate)	\$ 3,073.11 *	\$	2,680.00
26 Approximate Overall (Alternate)	\$ 12,350.00	\$	12,900.00
27 Shelving, Wire (Alternate)	\$ 181.20	\$	240.00
28 Freezer, Reach-In (Alternate)	\$ 7,812.17	\$	6,800.00
29 Demo Table (Alternate)	\$ 7,456.22 *	\$	6,670.00
30 Work Table, 60" Long (Alternate)	\$ 4,388.55 *	\$	4,200.00
31 Prep Work Table, Bakers Top (Alternate)	\$ 1,119.23 *	\$	1,240.00
32 Sink, Hand (Alternate)	\$ 550.54 *	\$	605.00
33 Shelving, Wire (Alternate)	\$ 553.20	\$	739.00
34 Delivery and Set In Place (Alternate)	\$ 21,500.00	Included in Items	
35 Total (Alternate)	\$ 199,262.38	\$	165,039.00

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, 1997
Revised: August 20, 2007
Revised: September 14, 2009

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: September 14, 2009

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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.

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