

REGULAR MEETING AUGUST 20, 2007

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 20, 2007 at 7:08 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on April 23, 2007.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Judith Millman

Present: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mrs. Fran Sandler, Mrs. Patricia Venezia, Mrs. Judith Millman

Absent: Mr. Irwin Sablosky, Mrs. Jacqueline Shanes

Also

Present: Mr. Michael Davino, Superintendent

Mrs. Hillary Corburn, Assistant Superintendent

Mr. Matthew Clarke, Business Administrator/ Board Secretary

Mrs. Elyn Atherton, Director of Human Resources

2. CLOSED SESSION (7:09 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 personnel, legal matters, student discipline and negotiations 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.

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. CLOSED CONFERENCE ITEMS

1. Legal

2. Personnel

3. Negotiations

4. RECONVENE (7:32 PM)

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

5. PLEDGE OF ALLEGIANCE**6. COMMUNICATIONS**

- a. Card of appreciation from Elaine Cladek regarding book donation
- b. Announcement from Union County School Boards Association referring to the creation of a Board Member Program

7. MINUTES

Moved by Miss Duke, seconded by Mrs. Venezia, to approve the following minutes:
Regular Meeting - July 23, 2007

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mrs. Patricia Venezia

Abstention: Mrs. Fran Sandler, Mrs. Judith Millman

MOTION CARRIED

8. SUPERINTENDENT'S REPORT**9. PUBLIC SESSION (7:35 – 7:38 PM)**

The following members of the public had comments regarding agenda items:
Mindy Moss

10. BILL LIST

Moved by Mr. Delia, seconded by Miss Duke, approval of computer checks numbered 017327 through 017434 and wire transfers 800034, 888901 and 888902 in the amount of \$1,698,462.87.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. BOARD SECRETARY'S REPORT

Moved by Mr. Delia, seconded by Mrs. Venezia, approval of the Board Secretary's Report dated June 30, 2007 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. TREASURER'S REPORT

Moved by Mr. Delia, seconded by Mrs. Venezia, approval of the Treasurer's Report dated June 30, 2007 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. LINE ITEM TRANSFERS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. BOARD'S MONTHLY CERTIFICATION

Moved by Mr. Delia, seconded by Mrs. Venezia, that pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of June 30, 2007 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. PERSONNEL APPOINTMENTS

Moved by Mrs. Venezia, seconded by Miss Duke, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment.
(Attachment B)

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Mrs. Fran Sandler, Mrs. Patricia Venezia, Mrs. Judith Millman
Abstention: Dr. David Hollander

MOTION CARRIED

a. Moved by Mrs. Venezia, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of the appointment of Carol Krumholtz as a Substitute Teacher.

Yeas: Mr. Anthony Delia, Miss Linda Duke, Dr. David Hollander, Mrs. Fran Sandler, Mrs. Patricia Venezia, Mrs. Judith Millman
Abstention: Mr. Lloyd Grossman

MOTION CARRIED

b. Moved by Mrs. Venezia, seconded by Miss Duke, at the recommendation of the Superintendent, approval of the appointment of Laura Delia as a Substitute Teacher.

Yeas: Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mrs. Fran Sandler, Mrs. Patricia Venezia, Mrs. Judith Millman
Abstention: Mr. Anthony Delia

MOTION CARRIED

16. PROFESSIONAL DEVELOPMENT TRAVEL

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

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mrs. Patricia Venezia, Mrs. Judith Millman
Abstention: Mrs. Fran Sandler

MOTION CARRIED

17. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mrs. Venezia, seconded by Mrs. Sandler, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements for the 2007 - 2008 school year.
(Attachment D)

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mrs. Patricia Venezia, Mrs. Judith Millman
Abstention: Mrs. Fran Sandler MOTION CARRIED

18. SETTLEMENT AGREEMENT

Moved by Mrs. Venezia, seconded by Mrs. Sandler, at the recommendation of the Superintendent, that the Board of Education approve the settlement agreement in the matter bearing docket number 05971-2006N, in accordance with the terms set forth therein.

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mrs. Patricia Venezia, Mrs. Judith Millman
Abstention: Mrs. Fran Sandler MOTION CARRIED

19. MIDDLE SPORTS DONATION

Moved by Mrs. Venezia, seconded by Mrs. Sandler, approval to accept the following donation to be utilized in the Springfield School District for the purpose of:

<u>Company/Organization</u>	<u>Purpose</u>	<u>Worth (less than \$500/more than \$500)</u>
1. Rider Insurance	FMG Athletics	More than \$500

(Donation towards FMG Athletic Program FY08 \$22,500)

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mrs. Patricia Venezia, Mrs. Judith Millman
Abstention: Mrs. Fran Sandler MOTION CARRIED

20. VOLUNTEER ORTHOPEDIC DOCTOR

Moved by Dr. Hollander, seconded by Mr. Delia, the recommendation of the Superintendent, I move approval of the appointment of the following medical specialist for volunteer services for the 2007-08 school year:

- Michael H. Rieber, MD, FACS – Orthopedic Doctor

Yeas: Unanimous by all Members present. MOTION CARRIED

21. VOLUNTEER PHYSICAL THERAPIST

Moved by Dr. Hollander, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of the appointment of the following specialist for volunteer services for the 2007-08 school year:

- John Gallucci Jr., MS, ATC, PT – Physical Therapist

Yeas: Unanimous by all Members present. MOTION CARRIED

22. MORRIS UNION JOINTURE VEHICLE MAINTENANCE

Moved by Mr. Grossman, seconded by Mr. Delia, approval authorizing the Springfield Board of Education to contract for vehicle maintenance agreement hosted by the Morris Union Jointure Commission for the 2007 - 2008 school year. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. STUDENT TRANSPORTATION ROUTES

Moved by Mr. Grossman, seconded by Mr. Delia, approval of the revised transportation routes and special routes for the 2007 - 2008 school year as on file in the Business Office. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. FINAL READING POLICY SERIES #1000,2000,3000

Moved by Miss Duke, seconded by Mr. Delia, approval of the second and final reading of the following policies (Attachment G):

- Policy #1000/1010 - Concepts and Roles in Community in Community Relations:
 - Goals and Objectives
- Policy #1100 - Communication with the Public
- Policy #1100 - Media
- Policy #1110.1 - School Sponsored Media
- Policy #1111 - District Publications
- Policy #1120 - Board of Education Meetings
- Policy 1140 - Use of Students in the Distribution of Materials in our Schools by Outside Organizations
- Policy #1200 - Community Volunteers
- Policy #1220 - Ad Hoc Advisory Committees
- Policy #1230 - School Affiliated Organizations
- Policy #1240 - Citizens' Staff Assistance to School Personnel
- Policy #1250 - School Visitors
- Policy #1312 - Procedures for Handling Communications regarding School Operations
- Policy #1315 - Distribution of Materials to School/Personnel
- Policy #1320 - Relations between Public and Students/Community Sponsored Activities and Performances by Students
- Policy #1322 - Contests for Students
- Policy #1324 - Soliciting Funds from and by Students
- Policy #1325 - Advertising and Promotions
- Policy #1330 - Use of School Facilities
- Policy #1410 - Local Units
- Policy #1600 - Relations with Other Organizations
- Policy #2000/2010 - Line of Responsibility
- Policy #2131 - Chief School Administrator
- Policy #2210 - Administrative Action in Absence of Board Policy
- Policy #2224 - Non-Discrimination/Affirmative Action
- Policy #2230 - Formulation of Administrative Regulations
- Policy #2240 - Research, Evaluation and Planning (District Goals)

(continue - N1)

- Policy #2250 - Action Planning for the Monitoring of Thorough and Efficient Certification Deficiencies
- Policy #3000 - Concepts and Roles in Business and Non-instructional Operations
- Policy #3100 - Budget Planning, Preparation and Adoption
- Policy #3160 - Transfer of Funds between Line Items/Amendments/Purchases not Budgeted
- Policy #3220/3230 - State/Federal Funds
- Policy #3226.1 - Charging of Approved Bill List Items
- Policy #3240 - Tuition Income
- Policy #3250 - Income from Fines, Fees, Charges
- Policy #3260 - Sale and Disposal of Books, Equipment and Supplies
- Policy #3280 - Gifts, Grants and Bequests
- Policy #3326 - Payment for Goods and Services
- Policy #3327 - Relations with Vendors
- Policy #3400 - Accounts
- Policy #3440 - Inventories
- Policy #3450 - Money in School Buildings
- Policy #3451 - Petty Cash Funds
- Policy #3453 - School Activity Funds
- Policy #3510 - Operation and Maintenance of Plant
- Policy #3514 - Equipment
- Policy #3515 - Smoking Prohibited
- Policy #3516 - Safety
- Policy #3517 - Security
- Policy #3530 - Insurance Management
- Policy #3533 - Employee/Officer Bonds
- Policy #3541.1 - Transportation Routes and Services
- Policy #3541.3 - Non-School use of Vehicles
- Policy #3541.31 - Privately Owned Vehicles
- Policy #3541.33 - Transportation Safety
- Policy #3542 - Food Service
- Policy #3542.1 - School Nutrition
- Policy #3542.31 - Free or Reduced-price Lunches/Milk
- Policy #3542.44 - Purchasing
- Policy #3570 - District Records and Reports
- Policy #3571.4 - Audit

Yeas: Unanimous by all Members present.

MOTION CARRIED

25. 2nd PUBLIC SESSION (8:12-8:55 PM)

The following members of the public had questions or comments regarding “0” period at JDHS, student attendance during “0” period, Meisel Field and opening of Football Season:

Dino DiCocco

Rita McNanny

Robin Fried

Michael Hess

Mindy Moss

26. NEW BUSINESS

- a. Discussed a Dayton Gala for the 1st graduation class of JDHS students
- b. Orientation for new students on September 5 for Pre K - 6th Grade, and 9th Grade
- c. Middle School Parents softball game fund raiser, raised approximately \$900.00

27. CLOSED SESSION (8:59 PM)

Moved by Mrs. Millman, seconded by Mrs. Sandler, 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 personnel, legal matters, student discipline and negotiations 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.

Yeas: Unanimous by all Members present.

MOTION CARRIED

28. CLOSED CONFERENCE ITEMS

1. Legal
2. Personnel
3. Negotiations

29. RECONVENE (10:04 PM)

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

30. 2nd SESSION NEW BUSINESS

- a. When are Back to School Night for each site scheduled
- b. Board member assignment will be made for the PTA Committee's
- c. The President announced the establishment of a Tri-County Board Presidents group

31. OLD BUSINESS

The Board discussed the following items:

- a. The traffic pattern at Walton
- b. The cable franchise agreement through the township
 - Will a representative of Administration be filling in for Mr. LoRicco

32. ADJOURNMENT (10:21 PM)

Moved by Mrs. Sandler, seconded by Mrs. Venezia, to adjourn the meeting at 10:21 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Next Regular September 10, 2007 at 7:30 PM in the IMC at JDHS.

Matthew A. Clarke
Business Administrator/Board Secretary

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Certificated Teachers</i>								
Francis	Norman	Assistant Principal	JDHS	SG	\$ 99,750.00	replaces M.L.	----	9/1/07-6/30/08
Hopkins	Michele	Leave Replacement Elementary	Walton	Step 0/MA	\$ 50,408.00	cover for A.G.	----	9/1/07-11/4/07
Diez	Sandra	Spanish	JDHS	Step 1/MA	\$ 51,109.00	replaces A.G.	----	9/1/07-6/30/08
Scarpino	Sheila	Special Education Teacher	TLS	----	----	----	revised leave	9/1/07-6/30/08
Gutierrez	Tamara	Special Education Teacher	JDHS	Step 1/BA	\$46,393.00	replaces J.M.		9/1/07-6/30/08
Michal	Jennifer	Special Education Teacher	JDHS	----	----	----	resignation	9/16/07
Ferrari	Craig	M.S. English	FMG	Step 4/6th	\$ 58,330.00	replaces J.G.	----	9/1/07-6/30/08
Geller	Joanne	M.S. English	FMG	----	----	----	resignation	7/31/07
Spencer	Keisha	English	JDHS	Step 1/BA	\$ 46,393.00	replaces K.W..	----	9/1/07-6/30/08
Slate	Ronald	Supervisor of the Arts	District	----	\$ 63,359.00	----	----	9/1/07-6/30/08
Rodriguez	Christine	M.S. Spanish Leave Replacement	FMG	Step 0/BA	\$ 45,767.00	cover for D.V.N.	resignation	8/21/07
Doumas	Paula	Leave Replacement	FMG	Step 0/MA	\$ 50,408.00	cover for D.V.N.		9/1/07-6/30/08
O'Sullivan	Marie	Leave Replacment English	JDHS	Step 0/MA	\$ 50,408.00	cover for S.B.	----	10/19/07-4/15/08
Goldberg	Robin	M.S. Science	FMG	Step 9/6th	\$ 64,764.00	----	revised	9/1/07-6/30/08
Dakak	Kristen	Guidance Counselor	District	----	----	----	resignation	8/31/07
Corby	Nicholas	ESY Supervisor	District	----	\$ 2,295.00	----	----	7/24/07-8/3/07
Saggese	Ken	ESY Supervisor	District	----	\$ 1,530.00	----	----	8/6/07-8/13/07
Pietruszki	Sarah	Speech & CST	District	----	\$46/ hour	----	Up to 35 Hours	6/21/07-8/31/07
Pietruszki	Sarah	Speech Therapist	District	----	\$60.00/ hour	----	Up to 75 Hours	6/21/07-8/31/07
Westhead	Mary	Summer Psychologist	District	----	\$45.00 per hour	As needed	----	6/21/07-8/31/07
Plias	Michael	FMG Athletic Coordinator	FMG	Schedule E	\$ 3,300.00	----	*	9/1/07-6/30/08
Saladino	Tracey	Girls Tennis	JDHS	Schedule E	\$ 4,600.00	----	*	9/1/07-6/30/08
Saladino	Tracy	Asst. Girls Softball	JDHS	Schedule E	\$ 4,200.00	----	*	9/1/07-6/30/08
Goerge	Joseph	Weight Room Supervisor (S)	JDHS	Schedule E	23.00/hour	----	*	7/1/07-8/31/07

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Non-Certificated</i>								
Weslock	Barbara	Secretary	JDHS	----	----	----	unpaid leave	8/1/07-8/31/07
Henrichs	Helene	Aide	District	Step 1	\$13.30/hour	< 29.75 hours/week	Resignation	8/21/07
Magee	Shawna	Aide	District	Step 1	\$13.30/hour	< 29.75 hours/week	Resignation	8/21/07
DeCoster	Lindsey	Aide	District	Step 1	\$13.30/hour	< 29.75 hours/week	Resignation	8/21/07
Ordonez	Constance	Lunch Aide	District	Step 1	\$13.30/hour	< 10 hours/week	Resignation	8/21/07
Driscoll	Karen	Aide	District	Step 2	\$13.70/hour	< 29.75 hours/week	revised	9/1/07-6/30/08
Wacholder	Kate	Aide	District	Step 1	\$13.30/hour	< 29.75 hours/week	----	9/1/07-6/30/08

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Non-Certificated (continue)</i>								
Arbitsman	Sheraine	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Carter	Donie	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Corigliano	Sharon	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Coward	Gregory	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Darcy	Pat	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Ditzel	Linda	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Goerge	Joseph	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Kindler	William	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Kozub	Robert	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Martin	Robert	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Krupp	Allen	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
LoSchiavo	Debbie	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
McCauley	Kristy	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Saladino	Tracey	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
Watson	Michael	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08
White	Chris	Event Staff	District	----	23.00/hour	----	----	9/1/07-6/30/08

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Abramowitz	Tammy	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Berliner	Renee	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Bright	Marcia	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Brown	Margaret	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Caivano	Gina	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Clohozey	Mary Judith	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Cogan	Barry	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Cohen	Karen	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Cohn	Anne	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Colluci	Gina	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Decker	Jennifer	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
DeCoster	Lindsey	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Don	Margaret	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Dowd	Joseph	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Fish	Lori	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor (continue)</i>								
Fish	Yeda	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Fish	Marnie	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Fountain	Kathleen	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Gardner	Geraldine	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Goerge	Jason	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Gonnella	Joseph	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Gonnella	Maria	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Gottfried	Cheryl	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Guida	Lisa	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Guida	Danielle	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Hanbicki	Edward	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Henrichs	Helene	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Hernandez	Annabela	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Jung	Peter	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Jurist	Susan	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Kindler	William	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Krumholz	Caryl	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Lakritz	Jane	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
LaSaracino	Laura	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Levinson	Kathi	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Lightfoot	Sandra	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
McGee	Shawna	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Maier	Eleanor	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Max	Staci	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
McCullough	Margaret	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
McGregor	Catherine	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Meskin	Michael	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Meyer	Gary	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Olsen	Lindsey	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
O'Sullivan	Maria	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Petrzelli	Jacqueline	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Pontoriero	Rose Marie	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Reich	Linda	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Schmidt	Denice	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Schwartz	Monica	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor (continue)</i>								
Schwartzberg	Genny	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Sherman	Lisa	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Sinnathamby	Sivasorupee	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Sloane	Cheryl	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Stern	Rhonda	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Szczepanski	Victor	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Tawfik	Faten	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Tratenberg	Linda	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Vazquez	Maryeline	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Wade	Thomas	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Weiss	Michele	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Winard	Nancy	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Wolff	'I Eleftheria	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Yablonsky	Linda	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Yablonsky	Richard	Substitute Teacher	District	----	----	----	****	9/1/07-6/30/08
Bellino	Denise	Sub. Teacher/nurse	District	----	----	----	****	9/1/07-6/30/08
Cunningham	Mary Beth	Sub. Teacher/nurse	District	----	----	----	****	9/1/07-6/30/08
Gelband	Stacey	Sub. Teacher/nurse	District	----	----	----	****	9/1/07-6/30/08
Ginefra	Deborah	Sub. Teacher/nurse/aide	District	----	----	----	****	9/1/07-6/30/08
Stockl	Karen	Sub. Teacher/nurse/aide	District	----	----	----	****	9/1/07-6/30/08
Coccia	Patricia	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
De La Llave	Laura	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
De La Llave	Pamela	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
Johnson	Melissa	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
Klein	Marion	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
Murphy	Ellen	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
Nacci	Marilyn	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
Salow	Jeremy	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
Schramm	Paula	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
Wacholder	Kate	Sub. Teacher/Aide	District	----	----	----	****	9/1/07-6/30/08
Cieslik	Nancy	Sub. Bus Driver	District	----	----	----	****	9/1/07-6/30/08
Delia	Laura	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08
Felner	Daniel	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08
Fitzgerald	Christina	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08
Galindo	Cecilia	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor (continue)</i>								
Majewski	Patricia	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08
Proto	Marisa	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08
Rufolo	Laura	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08
Schachtel	Lori	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08
Shem-Tov	Smadur	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08
Wade	Linda	Sub. Aide	District	----	----	----	****	9/1/07-6/30/08
Henrichs	Helene	Substitute Aide	District	----	----	----	****	9/1/07-6/30/08
Blank	Carol	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Borton	Bonnie	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Brito	Melissa	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Cardenas	Jennifer	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Erickson	Gregg	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Francis	Richard	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Gieger	Jaime	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Goldstein	Inez	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Honer	Jaclyn	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Herrington	Amy	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
McGuire	Mary Ann	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Mortensen	Jennifer	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Salow	Barry	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Samons	Wes	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Shallcross	Scott	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Sullivan	Carmela	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
Telesca	Jon	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08
White	Chris	Home Instructor	District	----	25.00/hour	----	****	9/1/07-6/30/08

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Before and After School Program</i>								
Gavlak	Sue	Before/After Site Director	District	----	\$25/hour	Renewal	----	9/1/07-6/30/08
Johnson	Melissa	Before/After Site Director	District	----	\$25/hour	Renewal	----	9/1/07-6/30/08
Anderson	Ottawana	Group Leader	District	----	\$20/hour	Renewal	----	9/1/07-6/30/08
DeLorenzo	Joyce	Group Leader	District	----	\$20/hour	Renewal	----	9/1/07-6/30/08
Henrichs	Helene	Group Leader	District	----	\$20/hour	Renewal	----	9/1/07-6/30/08
Richardson	Laura	Group Leader	District	----	\$20/hour	Renewal	----	9/1/07-6/30/08

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Before and After School Program (continue)</i>								
Burns	Regina	Group Aide	District	----	\$13/hour	Renewal	----	9/1/07-6/30/08
Henrichs	Diane	Group Aide	District	----	\$13/hour	Renewal	----	9/1/07-6/30/08
Hicks	Felicia	Group Aide	District	----	\$13/hour	Renewal	----	9/1/07-6/30/08
Lambertson	Linda	Group Aide	District	----	\$13/hour	Renewal	----	9/1/07-6/30/08
Jung	Peter	Sub.Site Dir/Group Leader/Aide	District	----	\$25/hour	Renewal	----	9/1/07-6/30/08
Sommo	Kim	Sub. Site Dir/Group Leader/Aide	District	----	\$25/hour	Renewal	----	9/1/07-6/30/08
Genovese	Donna	Sub. Group Aide	District	----	\$13/hour	Renewal	----	9/1/07-6/30/08
Gomes	Andrea	Sub. Student Aide	District	----	\$7.50/hour	Renewal	----	9/1/07-6/30/08
Gomes	Ashley	Sub. Student Aide	District	----	\$7.50/hour	Renewal	----	9/1/07-6/30/08
Proto	Francesca	Sub. Student Aide	District	----	\$7.50/hour	Renewal	----	9/1/07-6/30/08
Saul	Melissa	Sub. Student Aide	District	----	\$7.50/hour	Renewal	----	9/1/07-6/30/08
Signorelli	Lauren	Sub. Student Aide	District	----	\$7.50/hour	Renewal	----	9/1/07-6/30/08
Thekkan	Lisa	Sub. Student Aide	District	----	\$7.50/hour	Renewal	----	9/1/07-6/30/08
Sherman	Lisa	Group Leader	District	----	\$20/hour	new	----	9/1/07-6/30/08
Fish	Marnie	Sub Group Leader	District	----	\$20/hour	new	----	9/1/07-6/30/08
Heiba	Angie	Group Aide	District	----	\$13/hour	new	----	9/1/07-6/30/08

* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association

** In accordance with the Negotiated Contact between the Springfield BOE and the Springfield Principals Association (July 1, 2006 - June 30, 2009)

**** Special Salaries, Compensation and Fees 2007 - 2008

Travel
Professional Development

Attachment (C)

Lname	Fname	Description	Date	Amount	Location
Davino	Michael	NJASA - Solutions for Superintendents Series	September 19, 2007	\$ 300.00	District
Davino	Michael	NJASA - Solutions for Superintendents Series	November 14, 2007	\$ 300.00	District
Davino	Michael	NJASA - Solutions for Superintendents Series	January 16, 2008	\$ 300.00	District
Davino	Michael	NJASA - Solutions for Superintendents Series	March 5, 2007	\$ 300.00	District
Davino	Michael	NJASA - Solutions for Superintendents Series	May 7, 2007	\$ 300.00	District

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

Attachment (D)

1. RELATED SERVICES REQUEST

Vendor	Related Service	Rate	Hours/days/week	Term	Student
Share Communication, LLC Westfield, NJ	Speech/Language Therapy	\$110/hr	2 days/week	Sept. – Jan. 2008	
Searle, Deborah Livingston, NJ	Physical Therapy	\$400/Eval	Summer	July 1 – Aug. 31, 2007	
	Physical Therapy	\$90/hr	Annual	SY07-08	
Bayada Nurses, Inc. Morris Plains, NJ	Nursing Services	\$53/hr - RN	Annual	July 1, 2007 - June 30, 2008	
		\$43/hr - LPN	Annual	July 1, 2007 - June 30, 2008	
Morris-Union Jointure Commission New Providence, NJ	Adaptive Physical Education	\$149/hr	Annual	July 1, 2007 - June 30, 2008	
	Behavior Management Services	\$165/hr	Annual	July 1, 2007 - June 30, 2008	
	Child Study Team Services	\$159/hr	Annual	July 1, 2007 - June 30, 2008	
	Counseling Services	\$159/hr	Annual	July 1, 2007 - June 30, 2008	
	Occupational Therapy	\$149/hr	Annual	July 1, 2007 - June 30, 2008	
	Physical Therapy	\$169/hr	Annual	July 1, 2007 - June 30, 2008	
	Speech/Language	\$175/hr	Annual	July 1, 2007 - June 30, 2008	
	Home Base ABA (Teacher)	\$119/hr	Annual	July 1, 2007 - June 30, 2008	
Mountain Lakes BOE Mountain Lakes, NJ	Itinerant Teacher Program	\$115/hr	2 hours/week for 6 weeks (\$1,380)	July 1 - August 31, 2007	2218
Trinatas Children's Therapy Services Cranford, NJ	Physical Therapy	\$75/hr	Annual	July 1, 2007 - June 30, 2008	
	Occupational Therapy	\$75/hr	Annual	July 1, 2007 - June 30, 2008	
Wes Sammons Springfield, NJ	Behavior Specialist	\$50/hr	Annual	July 1, 2007 - June 30, 2008	
Dr. Kavita Sinha Martinsville, NJ	Neurologist	\$250/Consultatio	Annual	July 1, 2007 - June 30, 2008	
Dr. Protnicki/Dr. Taft/Dr. Sekhardri New Brunswick, NJ	Neurologist	\$400/Consultatio	Annual	July 1, 2007 - June 30, 2008	
Neuroscience Assoc. of NY Edison, NJ	Neurologist	\$325/Consultatio	Annual	July 1, 2007 - June 30, 2008	

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

Attachment (D)

Dr. Arnold P. Gold New York, NY	Neurologist	\$550/Consultatio Annual	July 1, 2007 - June 30, 2008
Dr. Elliott Grossman Florham Park, NJ	Neurologist	\$250/Consultatio Annual	July 1, 2007 - June 30, 2008
Dr. Molofsky West Orange, NJ	Neurologist	\$400/Consultatio Annual	July 1, 2007 - June 30, 2008
Dr. Uday Mehta Mountainside, NJ	Neurologist	\$330/Consultatio Annual	July 1, 2007 - June 30, 2008
Dr. Elizabeth V. Roberts Highland Park, NJ	Pediatric Neuropsychologist	\$120/hr Annual	July 1, 2007 - June 30, 2008
Dr. Emanuel Elfenbein Roseland, NJ	Psychiatrist	\$450/Consultatio Annual	July 1, 2007 - June 30, 2008
Dr. Bennett Silver/Dr. Gabe Kaplan Springfield, NJ	Psychiatrist	\$350-500/Consul Annual	July 1, 2007 - June 30, 2008
Dr. Haley Cohen Springfield, NJ	Psychiatrist	\$500/Consultatio Annual	July 1, 2007 - June 30, 2008
Dr. Ellen Platt Cedar Grove, NJ	Psychiatrist	\$600/Consultatio Annual	July 1, 2007 - June 30, 2008
Dr. Dale Jacobs Summit, NJ	Psychiatrist	\$425/Consultatio Annual	July 1, 2007 - June 30, 2008
Speech and Hearing Associates Westfield, NJ	Speech	\$350/Consultatio Annual	July 1, 2007 - June 30, 2008
	Hearing	\$175/Consultatio Annual	July 1, 2007 - June 30, 2008
	Central Auditory Processing	\$350/Consultatio Annual	July 1, 2007 - June 30, 2008
Barbara Goldfarb, MA CCC-SLP Milburn, NJ	Speech and Hearing	\$570/Consultatio Annual	July 1, 2007 - June 30, 2008
St. Barnabas Hospital Livingston, NJ	Central Auditory Processing	\$450/Consultatio Annual	July 1, 2007 - June 30, 2008

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

Attachment (D)

Children's Specialized Hospital Mountainside, NJ	CST	\$2,147/Consultat Annual	July 1, 2007 - June 30, 2008
	Evaluation	\$265/Consultatio Annual	July 1, 2007 - June 30, 2008
	Hearing	\$59/Consultation Annual	July 1, 2007 - June 30, 2008
JFK Johnston Rehabilitation Institute Edison, NJ	CST	\$1,350/Consultat Annual	July 1, 2007 - June 30, 2008
Morristown Memorial Hospital Morristown, NJ	Evaluation	\$400/Consultatio Annual	July 1, 2007 - June 30, 2008
Dr. Isabel DeTrizio Carotenuto East Hanover, NJ	Peiatrician	\$350/Consultatio Annual	July 1, 2007 - June 30, 2008
Dr. Thomas D. Boyle Springfield, NJ	Behavioral Specialist	\$200/hr Annual (on-site)	July 1, 2007 - June 30, 2008
Hillmar, LLC Fairfield, NJ	Bilingual Specialist	\$450/Consultatio Annual	July 1, 2007 - June 30, 2008

2. OUT OF DISTRICT PLACEMENT REQUEST

School/Placement	Student	Tuition	Term	Comments
Somerset Hills Somerset, NJ	0218	\$70,164.00	SY07-08	
Somerset Hills Somerset, NJ	1008	\$70,164.00	SY07-08	
The Rugby School Wall, NJ	0202	\$52,500.60	SY07-08	
Watchung Hills Regional H.S Watchung, NJ	0301	\$41,000.00	SY07-08	
The Community School Teaneck, NJ	0402	\$28,230.00	SY07-08	Settlement Agreement 26,400 + any incr

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

Attachment (D)

School/Placement	Student	Tuition	Term	Comments
Lake Drive School	0520	\$52,870.00	SY07-08	
Mountain Lakes, NJ		\$26,150.00	SY07-08	1:1 Aide
Developmental Learning Center	0510	\$70,810.00	SY07-08	
New Providence, NJ				
Developmental Learning Center	0705	\$70,810.00	SY07-08	
New Providence, NJ		\$15,750.00	SY07-08	Behavior Modification
Developmental Learning Center	1204	\$70,810.00	SY07-08	
New Providence, NJ		\$3,150.00	SY07-08	Physical Therapy
Developmental Learning Center	1803	\$70,810.00	SY07-08	
Warren, NJ		\$5,580.00	SY07-08	Occupational Therapy
		\$6,300.00	SY07-08	Physical Therapy
		\$3,330.00	SY07-08	Speech Therapy
Carrier Clinic	0603	\$47,404.80	SY07-08	
Belle Meade, NJ				
Children's Institute	0610	\$43,369.20	SY07-08	
Verona, NJ				
Children's Institute	1201	\$43,369.20	SY07-08	
Verona, NJ				
New Beginnings	0702	\$50,491.80	SY07-08	
Fairfield, NJ				
New Beginnings	0713	\$50,491.80	SY07-08	
Fairfield, NJ				
New Beginnings	0803	\$50,491.80	SY07-08	
Fairfield, NJ				

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

Attachment (D)

School/Placement	Student	Tuition	Term	Comments
Crossroads (UCESC) Mountainside, NJ	0825	\$53,800.00	SY07-08	
Adolescent Treatment Pgm-UMDNJ Piscataway, NJ	1107	\$50,000.00	SY07-08	
Early Childhood Learning Center Chatham, NJ	1210	\$43,369.20	SY07-08	
Cerebral Palsy of No. Jersey Livingston, NJ	1303	\$53,145.00 \$22,687.20	SY07-08 SY07-08	1:1 Aide
Newmark School Plainfield, NJ	1911	\$40,535.00	SY07-08	
Westfield Public Schools Westfield, NJ	2120	\$10,604.00	SY07-08	
Roselle Park High School Roselle, Park, NJ	1901	\$31,413.00	SY07-08	
Celebrate the Children Stanhope, NJ	1919	\$54,830.00	SY07-08	
The High Road School Somerset, NJ	2007	\$33,555.60	SY07-08	
The High Road School Somerset, NJ	2007	\$300.90	SY07-08	ESY Tuition Increase
The Milton School Livingston, NJ	2303	\$40,471.00	SY07-08	
Sage School Boonton, NJ	0518	\$25,666.60	SY07-08	Settlement Agreement

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

Attachment (D)

School/Placement	Student	Tuition	Term	Comments
Winston School	1913	\$34,200.00	SY07-08	Settlement Agreement in litigation

AGREEMENT

THIS AGREEMENT made the _____ day of _____,

BETWEEN: MORRIS-UNION JOINTURE COMMISSION
340 Central Avenue
New Providence, NJ 07940
Hereinafter designated as "MUJC".

AND: SPRINGFIELD BOARD OF EDUCATION
139 Mountain Avenue
Springfield, NJ 07081
As contracting district

WHEREAS, the Morris Union Jointure Commission is a local educational agency in the State of New Jersey, and

WHEREAS, MUJC maintains its bus fleet, and

WHEREAS, Springfield would like to enter into an interlocal/shared services agreement for bus maintenance,

NOW THEREFORE, the parties to this Agreement agree by and between themselves as follows:

1. TERM: The term of this Agreement shall be 10 months, commencing September 1, 2007 and if not otherwise terminated sooner, this Agreement shall terminate June 30, 2007, unless otherwise extended.
2. CONTRACTUAL SERVICES TO BE PERFORMED: MUJC agrees to provide, and the Contracting District agrees to pay the MUJC for, parts and labor to repair and service school transportation vehicles.
3. DROP OFF/ PICK UP: The Contracting District is responsible for transporting their buses to the MUJC Garage at 310 Snyder Ave. Berkeley Heights, N.J. to have services performed. After completion of the repair and maintenance services, the Contracting District's vehicle will be put at the disposal of the Contracting District for collection from the MUJC Garage.
4. CONTRACT PRICE: The contract price for the term of July 1, 2006 through June 30, 2007 shall be:

LABOR: \$65.00 per hour

- PARTS: Parts required to complete the repairs and service of the vehicle will be identified on the invoice and billed at the rate charged to MUJC.
- SHOP FEE: A flat fee of \$30.00 will be charged per service. This is intended to cover incidental shop supplies necessary to provide the service.
- TOWING: The Contracting District will have to contract separately for towing with another vendor.
- OTHER: If the MUJC estimates that a particular repair will exceed \$1000 for parts and labor, it will inform the Contracting District before performing the repair. Within twenty-four hours after receipt of the MUJC's price estimate, the Contracting District shall inform the MUJC's Transportation Director in writing whether or not the repair should proceed.
- The Contracting District will retrieve its vehicle from the MUJC Garage within two business days from the date the MUJC notified the District of the completion of the repair or, if the Contracting District determines not to have a vehicle repaired, the cost of which the MUJC estimated would exceed \$1000, from the date notice was given by the MUJC that the estimated cost of repair would exceed \$1000.
- If the Contracting District fails to retrieve the vehicle within the allotted time, or such longer period to which the parties may agree, the MUJC may cause the vehicle to be returned to the Contracting District at the latter's expense.
- PAYMENT: Payment of the contract price shall be made in accordance with the customary voucher system employed by the MUJC.
5. INSURANCE: The MUJC, at its own expense, agrees to provide and maintain during the term of this Agreement, or any renewal or extension thereof, worker's compensation insurance, and comprehensive general liability and products liability insurance, with limits in amounts not less than One Million Dollars (\$1,000,000.00) for property damage, and One Million Dollars (\$1,000,000.00) for personal injuries, naming the MUJC and the SPRINGFIELD BOARD OF EDUCATION as the insured there under, and to submit certificates of insurance to the SPRINGFIELD BOARD OF EDUCATION at or before the execution of this Agreement.
6. TERMINATION OF CONTRACT: Either party may terminate the agreement by giving the other party 30 days prior written notice of termination.

In the event of termination, the Contracting District shall pay the MUJC for all services rendered and parts installed up to and including the date of termination.

7. LICENSES: The MUJC represents that it has obtained and will maintain all necessary licenses required in connection with the performance of this Agreement.
8. OBEDIENCE TO THE LAW: In performing its services, the MUJC shall comply with all applicable laws then in effect relating to the disposal and storage of oil, gas, and other hazardous material.
9. ASSIGNMENT: This Agreement may not be assigned by the contractor without the prior written consent of the Contracting District.
10. COMPLETE AGREEMENT: This Agreement contains all the covenants, understandings, agreements and stipulations between the parties and the parties hereto declare their intention to be legally bound thereby. This Agreement shall constitute an indivisible agreement which shall not be subject to any division into its individual parts.
11. BINDING EFFECT: This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors.
12. GOVERNING LAW: This Agreement shall be interpreted, construed and governed according to the laws of the State of New Jersey.
13. "WHEREAS" CLAUSE: All the paragraphs of this Agreement entitled "Whereas" are incorporated herein by reference.
14. Except as provided in the next paragraph, the MUJC warrants the services performed by it for a period of three months from the date of the service. This proper performance warranty is limited to the correction of the defect resulting from its services, at no extra cost, excluding any claim for compensation for loss of use. The MUJC will correct in its Garage any proven faulty workmanship occurring within the warranty period following re-delivery to the Contracting District, provided that the Contracting District shall have given the MUJC written notice of its claim within seven business days maximum after the discovery of the defect. The Contracting District shall make its warranty claim enclosing a detailed written statement of the defects observed, giving the reasons, conditions and circumstances of the failure. This warranty shall not apply if the vehicle is not used or handled in accordance with the manufacturer's instructions and recommendations. Nor shall this warranty apply to defects, non-conformity, abnormal wear and tear, or accident attributable in whole or part to misuse or negligence by the Contracting District or damage by the elements.

The MUJC does not warrant parts or components supplied or serviced by third parties or by the Contracting District. Subject to payment for these parts and components, warranties associated with same, if any, will pass directly from the manufacturer to the Contracting District. In the event that a defect results from the failure of such a part or component, the Contracting District agrees not to pursue any claim against the MUJC.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals.

Attest:

SPRINGFIELD BOARD OF EDUCATION

By: _____
Business Administrator
/Board Secretary

By: _____
Board President

Attest:

MORRIS-UNION JOINTURE COMMISSION

By: _____
Business Administrator
/Board Secretary

By: _____
Board President

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

2007-08 BUS ROUTES

ROUTE #1- WALTON SCHOOL A.M. **ROUTE # 1-b BUS#26 DRIVER: Kevin Stewart**
AIDE: Mary Votto

TIME	STOP#	LOCATION
8:05	01	Troy Drive @ Circle
8:10	02	Woodcrest Circle & Temple Drive
8:12	03	Baltusrol Way & Crescent Rd.
8:15	04	166 Baltusrol Ave.
8:16	05	Park Lane & Springbrook Rd.
8:18	06	Short Hills Ave. & Crest Place
8:19	07	Short Hills Ave. & Springbrook Rd.
8:20	08	Tulip Rd. & Robin Court
8:34	09	141 So. Maple Ave.
8:26	10	112 Battle Hill Ave.
8:27	11	12 Battle Hill Ave.
8:30	12	53 Washington Ave.
8:45	13	WALTON SCHOOL

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

2007-08 BUS ROUTES

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

TIME	STOP#	LOCATION
3:10	Dismissal	WALTON SCHOOL
3:20	01	Troy Dr. @ Circle
3:25	02	Woodcrest Circle & Temple Dr.
3:26	03	Baltusrol Way & Crescent Rd.
3:30	04	166 Baltusrol Ave.
3:31	05	Park Lane & Springbrook Rd.
3:32	06	Short Hills Ave. & Springbrook Rd.
3:34	07	Short Hills Ave. & Crest Place
3:35	08	Tulip Rd. & Robin Court
3:42	09	112 Battle Hill Ave.
3:43	10	12 Battle Hill Ave.
3:47	11	53 Washington Ave.

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

2007-08 BUS ROUTES

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

TIME	STOP#	LOCATION
8:00	01	Cottler Ave. & Elmwood Rd.
8:01	02	Elmwood Rd. & Milltown Rd.
8:04	03	45 Meisel Avenue
8:10	04	Marion Ave. & Perry St.
8:11	05	Warner Ave. & Morris Ave.
8:14	06	50 Maple Ave.
8:20	07	228 Baltusrol Ave.
8:21	08	Tower Dr. & Lewis Dr.
8:23	09	Severna Ave. & Molter Ave.
8:25	10	Severna Ave. & Denham Rd.
8:26	11	Denham Rd. & Colfax Rd.
8:26	12	71 Colfax Rd.
8:28	13	37 Colfax Rd.
8:30	15	39 Forest Dr.
8:32	16	Forest Dr. & Short Hills Ave.
8:45	17	WALTON SCHOOL

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2007-08 BUS ROUTES

ROUTE #2- WALTON SCHOOL P.M. **ROUTE #2-B BUS# 28**

DRIVER: Rodney Wicker

AIDE: Nora Graham

TIME	STOP#	LOCATION
3:10	Dismissal	WALTON SCHOOL
3:25	01	Cottler Ave. & Elmwood Rd.
3:26	02	Elmwood Rd. & Milltown Rd.
3:27	03	255 Milltown Rd.
3:29	04	45 Meisel Ave.
3:30	05	Marion Ave. & Perry St.
3:31	06	Warner Ave. & Morris Ave.
3:33	07	50 Maple Ave.
3:40	08	228 Baltusrol Ave.
3:41	09	Tower Dr. & Lewis Dr.
3:43	10	Severna Ave. & Molter Ave.
3:45	11	Severna Ave. & Denham Rd.
3:46	12	63 Colfax Rd.
3:47	13	37 Colfax Rd.
3:48	14	Short Hills Ave. & Forest Dr.
3:50	15	39 Forest Drive

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2007-08 BUS ROUTES

ROUTE #3- WALTON SCHOOL A.M. **ROUTE#3-b BUS #29** **DRIVER: HECTOR**
AIDE: COURTNEY

TIME	STOP#	LOCATION
7:55	01	955 So. Springfield Ave. (reg. bus stop)
8:10	02	402 Rolling Rock Rd.
8:11	03	986 Chimney Ridge Dr.
8:15	04	Ashwood Rd. (@ Jefferson School), Summit
8:17	05	Summit Rd. & Little Brook Rd.
8:18	06	High Point Dr. & Outlook Way
8:19	07	Highlands Ave. & Fernhill Rd.
8:20	08	Fernhill Rd. & Vista Way
8:21	09	Vista Way & Tree Top Drive
8:22	10	Far Hills Rd. & Timber Acres Dr.
8:23	11	Timber Acres Dr. & Greenhill Rd.
8:24	12	Greenhill Rd. & High Point Dr.
8:25	13	Highlands Ave. & Sharon Rd.
8:27	14	34 Skylark Rd.
8:28	15	Skylark Rd. & Tree Top Dr.
8:29	16	Tree Top Dr. & Greenhill Rd.
8:45	17	WALTON SCHOOL

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2007-08 BUS ROUTES

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

TIME	STOP#	LOCATION
3:10	Disimissal	EDWARD V. WALTON SCHOOL
3:20	01	Park Place (reg. bus stop)
3:30	02	403 Rolling Rock Rd.
3:31	03	986 Chimney Ridge Dr.
3:36	04	Ashwood Rd. ((@Jefferson School) Summit
3:39	05	211 Summit Rd
3:41	06	High Point Dr. & Outlook Way
3:42	07	Highlands Ave. & Fernhill Rd.
3:43	08	Fernhill Rd. & Vista Way
3:44	09	Tree Top Dr. & Vista Way
3:45	10	Far Hills Rd. & Timber Acres Dr.
3:46	11	Timber Acres Dr. & Greenhill Rd
3:47	12	Greenhill Rd. & High Point Dr.
3:48	13	Highlands Ave. & Sharon Rd.
3:49	14	34 Skylark Rd.
3:50	15	Skylark Rd. & Tree Top Dr.
3:51	16	Tree Top Dr. & Green Hill Rd.

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

MID-DAY ROUTE #WM01

BUS #27

DRIVER:

Justo Perdomo

AIDE:

Novella Leverett

TIME	STOP#	LOCATION
11:25		EDWARD V. WALTON SCHOOL
11:30	01	64 Briar Hills Circle
11:33	02	Chimney Ridge Drive
11:36	03	High Point Dr. & Fernhill Rd.
11:37	04	Vista Way & Tree Top Dr.
11:38	05	Tree Top Dr. & Greenhill Rd.
11:39	06	Greenhill Rd. & High Point Dr.
11:41	07	Skylark Rd. & Tree Top Dr.
11:45	08	14 Troy Dr.
11:46	09	Troy Dr. @ Circle
11:55	10	Temple Beth Ahm
11:57	11	Temple Dr. & Woodcrest Circle
12:01	12	228 Baltusrol Avenue
12:02	13	Severna Ave. & Prospect Pl.
12:03	14	Denham Rd. & Colfax Rod.
12:04	15	63 Colfax Road
12:06	16	59 Forest Drive
12:10	17	140 Baltusrol Ave.
12:11	18	Springbrook Rd. & Crest Place
12:12	19	Tulip Rd. & Robin Court
12:15	20	Center Street (behind Bagel 4 Us)
12:25	21	EDWARD WALTON SCHOOL

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

MID-DAY ROUTE #WM02

BUS #3

DRIVER:

Jennie Beck

AIDE:

Nora Graham

TIME	STOP#	LOCATION
11:25		EDWARD V. WALTON SCHOOL
11:30	01	22 Ron's Edge Rd.
11:34	02	40 Meckes St.
11:36	03	180 Lelak Ave
11:39	04	955 So. Springfield Ave.
11:43	05	Cottler Ave. & Elmwood Rd.
11:44	06	255 Milltown Rd.
11:46	07	63 Garden Oval
11:47	08	Garden Oval & Wabeno Ave.
11:48	09	141 So. Maple Ave.
11:50	10	Battle Hill Ave. & Morris Ave.
11:53	11	Perry Place & Marion Ave.
11:56	12	64 Washington Ave.
12:00	13	Temple Sha'arey Shalom
12:10	14	76 Briar Hills Circle
12:20	15	EDWARD WALTON SCHOOL

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2007-08 BUS ROUTES

JC/EW SPEC. ED A.M.

ROUTE #I-B – VAN #3

DRIVER: J. BECK

AIDE: C. ORDONEZ

TIME	STOP#	LOCATION
7:55	01	100 Stonehill Rd. Bldg. #R
8:00	03	54 Sherwood Rd.
8:05	04	40 Meckes Street
8:06	05	42 Diven Street
8:08	06	5 Albert Court
8:10	07	180 Lelak Avenue
8:14	08	38 Tudor Court
8:22	10	200 Springfield Ave.
8:30	11	JAMES CALDWELL SCHOOL
8:35	12	22 Ron's Edge Road
8:42	12	64 Briar Hills Circle
8:48	13	EDWARD V. WALTON SCHOOL

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

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

DRIVER: Jennie Beck
 AIDE: Novella Leverett

TIME	STOP#	LOCATION
3:00	Dismissal	JAMES CALDWELL SCHOOL
3:08	01	54 Sherwood Road
3:10	Dismissal	EDWARD V. WALTON SCHOOL
3:17	01	76 Briar Hills Circle
3:20	02	5 Albert Court
3:24	03	28 Tudor Court
3:26	04	42 Diven Street
3:29	05	Cottler Ave. & Elmwood Rd.
3:30	06	Elmwood Rd. & Milltown Rd.
3:35	07	100 Stonehill Rd., Bldg. #R
3:45	08	200 Springfield Ave.

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2007-08 BUS ROUTES

TLS A.M.

ROUTE #4-B BUS#25

DRIVER:

AIDE: Cathy Spohn

TIME	STOP#	LOCATION
7:50	01	Park Place (reg. bus stop)
7:56	02	201 Hillside Ave.
7:58	03	110 Remer Ave.
8:03	04	402 Rolling Rock Rd.
8:04	05	Chimney Ridge Dr. & Clearview Rd.
8:08	06	Little Brook Rd. & Summit Rd.
8:09	07	Fernhill Rd. & High Point Dr.
8:10	08	24 Fernhill Rd.
8:11	09	Fernhill Rd. & Vista Way
8:12	10	Tree Top Dr. & Vista Way
8:14	11	Far Hills Rd. & Timber Acres
8:15	12	109 High Point Drive
8:16	13	Highlands Ave. & Sharon Dr.
8:17	14	Highlands Ave. & Greenhill Rd.
8:18	15	Skylark Rd. & Persimmon Way
8:19	16	Skylark Rd. & Tree Top Dr.
8:20	17	Tree Top Dr. & Greenhill Rd.
8:35	18	THELMA L. SANDMEIER SCHOOL

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2007-08 BUS ROUTES

TLS P.M. REVISED ROUTE #4-B BUS #25

DRIVER:
AIDE: Cathy Spohn

TIME	STOP#	LOCATION
3:00	Dismissal	THELMA L. SANDMEIER SCHOOL
3:10	DEPART	
3:20	01	Park Place (reg. bus stop)
3:25	02	110 Remer Ave.
3:27	03	402 Rolling Rock Rd.
3:28	04	Chimney Ridge Dr. & Clearview Rd.
3:30	05	Little Brook Rd. & Summit Rd.
3:33	06	High Point Dr. & Fernhill Road
3:34	07	24 Fernhill Rd.
3:34	08	Fernhill Rd. & Vista Way
3:35	09	Vista Way & Tree Top Drive
3:36	10	Far Hills Rd. & Timber Acres Rd.
3:37	11	Highlands Ave. & Sharon Rd.
3:38	12	Highlands Ave. & Greenhill Rd.
3:39	13	Skylark Rd. & Persimmon Way
3:40	14	Skylark Rd. & Tree Top Dr.
3:41	15	Tree Top Dr. & Greenhill Rd.

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

ROUTE #S/WA ROUTE VAN #2-bVan #23

DRIVER: Justo Perdomo
 AIDE: Linda Roller

TIME	STOP#	LOCATION
ROUTE #		
8:05	01	Wabeno Ave. & Garden Oval
8:08	02	Church Mall
8:12	03	45 Forest Drive
8:15	04	559 Morris Ave.
8:17	05	175 Short Hills Ave.
8:19	06	Center St. (behind Bagel 4 U)
8:20	07	Keeler St. & Salter St.
8:23	08	36 Franklin Place
8:25	09	290 Northview Terr.
8:28	10	884 So. Springfield Ave. #20
8:35	13	SANDMEIER SCHOOL
8:45	14	WALTON SCHOOL

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

ROUTE #S/WP ROUTE VAN # 2-b

VAN #23

DRIVER: J. PERDOMO

AIDE: L. ROLLERI

TIME	STOP#	LOCATION
3:05	Dismissal	SANDMEIER SCHOOL
3:15	01	201 Hillside Ave.
3:10	Dismissal	EDWARD V. WALTON SCHOOL
3:25	01	884 So. Springfield Ave.
3:35	02	290 Northview Terr.
3:38	03	36 Franklin Place
3:41	04	Wabeno Ave. & Garden Oval
3:42		63 Garden Oval
3:45	05	Church Mall
3:48	06	45 Forest Drive
3:50	07	559 Morris Ave.
3:52	08	175 Short Hills Avenue
3:55	09	Keeler St. & Salter St.

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

AM ROUTE #FMGA1

ROUTE #2-A BUS #26

DRIVER Kevin Stewart
 AIDE: Mary Votto

TIME	STOP#	LOCATION
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.
7:05	06	Tree Top Dr. & Far Hills Rd.
7:06	07	Tree Top Dr. & Highlands Ave.
7:08	08	Tree Top Dr. Vista Way
7:09	09	Fernhill Rd. & High Point Dr.
7:12	10	Ashwood Rd. @ Jefferson School , Summit
7:15	11	39 Little Brook Road
7:16	12	Little Brook Rd. & Summit Rd.
7:19	13	Chimney Ridge Dr. & Clearview Rd.
7:20	14	402 Rolling Rock Rd.
7:23	15	102 Edgewood Rd.
7:35	16	FLORENCE GAUDINEER SCHOOL

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2007-08 BUS ROUTES

FMG#1 P.M.

ROUTE #2-A BUS#26

DRIVER: Sandy Kelly

AIDE: Mary Votto

TIME	STOP#	LOCATION
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	Fernhill Rd. & High Point Dr.
3:02	10	Ashwood Rd. @ Jefferson School, Summit
3:05	11	39 Little Brook Rd.
3:06	12	Little Brook Rd. & Summit Rd.
3:10	12	Chimney Ridge Dr. & Clearview Rd.
3:11	13	402 Rolling Rock Rd.
3:13	14	102 Edgewood Rd.

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2007-08 BUS ROUTES

FMG SPEC. ED A.M.

ROUTE VAN#2-A BUS#23

DRIVER: Justo Perdomo
AIDE: Linda Roller

TIME	STOP#	LOCATION
7:05	02	955 So. Springfield Ave.
7:10	02	Cottler Ave. & Elmwood Rd.
7:11	03	Elmwood Rd. & Milltown Rd.
7:15	04	22 Berkeley Road
7:35	05	FLORENCE GAUDINEER SCHOOL

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2007-08 BUS ROUTES

FMG SPEC. ED P.M.

ROUTE VAN #2-A VAN#27

DRIVER: Justo Perdomo
AIDE: Linda Roller

TIME	STOP#	LOCATION
2:30	DISMISSAL	FLORENCE GAUDINEER SCHOOL
2:40	DEPART	
2:50	01	955 So. Springfield Ave.
2:55	02	Cottler St. & Elmwood Rd.
2:55	03	Elmwood Rd. & Milltown Rd.
2:57	04	22 Berkeley Road

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

A.M. DAYTON

Route #1-A

Bus#28

DRIVER: Rodney Wicker

AIDE N. GRAHAM

TIME	STOP#	LOCATION
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.
7:09	07	Tree Top Dr. & Vista Way
7:10	08	24 Fernhill Rd.
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.
7:35	13	JONATHAN DAYTON H. S.

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

DAYTON P.M.#1

ROUTE #1-a BUS#28 DRIVER: Rodney Wicker
AIDE: Nora Graham

TIME	STOP#	LOCATION
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. & Vista Way
2:56	08	24 Fernhill Rd.
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.

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTE

A.M. ROUTE #JDA2 **Route #1-A - Van #3** DRIVER: Jennie Beck
 AIDE:

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

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2007-08 BUS ROUTES

DAYTON P.M.#2 ***ROUTE 1-A BUS# 3*** ***DRIVER: JENNIE BECK***
AIDE:

TIME	STOP#	LOCATION
2:31	Dismissal	JONATHAN DAYTON HIGH SCHOOL
2:40	DEPART	
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.
2:55	05	271 Morris Ave.
3:00	06	200 Springfield Ave.

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

MIDDAY ROUTE #UCVM40

BUS #6

DRIVER: S. KELLY
 AIDE: N. LEVERETT

TIME	STOP#	LOCATION
10:10	LEAVE	SCOTCH PLAINS Union County Vo-Tech
10:45	01	JONATHAN DAYTON H.S.

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

MIDDAY ROUTE #UC-SP

VAN #40

DRIVER: Rodney Wicker

TIME	STOP#	LOCATION	STUDENT
10:45	LEAVE	SCOTCH PLAINS Union County Special Needs Academy	
11:10	01	JONATHAN DAYTON H.S.	
11:10		JONATHAN DAYTON H.S.	
12:10		LEAVE JONATHAN DAYTON H.S.	
12:30		UNION COUNTY VOCATIONAL SCHOOL	

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DEPARTMENT OF TRANSPORTATION
2007-08 BUS ROUTES

A.M. ROUTE #MAGA6

BUS #6

DRIVER: Sandy Kelly

AIDE: Novella Leverett

TIME STOP# LOCATION

6:55	01	JONATHAN DAYTON HIGH SCHOOL
7:10	02	Greenhill Rd. & Persimmon Way
7:12	03	Highlands Ave. & High Point Dr.
7:20	04	Park Place
7:45	05	UNION COUNTY VO-TECH & MAGNET H. S.

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: CONCEPTS AND ROLES IN COMMUNITY RELATIONS: GOALS AND OBJECTIVES

The Board of Education believes that public relations encompass all aspects of the schools' relationship with the total community. The community shall be kept informed of the status of the schools through advertised public meetings, press releases, publications, and other appropriate means.

The Board believes its school-community relations program should:

1. Promote public interest and participation in the planning of excellence and efficiency of the school system;
2. Provide a continuous, comprehensive flow of information about the policies, procedures, programs, and progress of the school system to the community and the staff.
3. Develop the most effective means of communications with the school system's public and use available media as appropriate.
4. Develop programs in the schools that will integrate home, school, and community in meeting the needs of district pupils.
5. Develop and maintain the confidence of the community in the school board and the school staff.
6. Develop a climate that attracts good teachers and administrators and encourages staff to strive for excellence in the educational program.
7. Anticipate and attempt to avoid problems that are brought about by lack of understanding.
8. Evaluate past procedures in order to make improvements in future communications.

Superintendent of Schools

The chief school administrator, working in consort with the Board of Education, shall be responsible for developing programs, techniques and channels for implementing this policy.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act.

N.J.S.A. 18A:7A-2a(5) Legislative findings and declaration (Public School Education Act of 1975).

N.J.S.A. 47:1A-1et seq. Examination and copies of public records ("Open Public Records Act")

N.J.A.C. 6A:30-1.4(a) Evaluation process for the annual review

N.J.A.C. 6:8-1.1 Words and (phrases) terms defined.

N.J.A.C. 6:8-4.3(a)2 (Evaluation of elements and standards (school and community relations) Quality Assurance

N.J.A.C. 6A:32-2. Definitions

N.J.A.C. 6A:32-12.1 Reporting requirements

N.J.A.C. 6A:32-12.2 School-level planning

Possible Cross References:

1100 Communication with the public

1120 Board of Education Meetings

1200 Participation by the public

1220 Ad hoc advisory committee

2224 Nondiscrimination/affirmative action

2232 Internal Administration communication

2240 Research, Evaluation and Planning

2255 Action planning for T&E certification

3510 Operation and Maintenance of Plant

3570 District Records and Reports

4131/4131.1 Staff Development and in-service programs

6010 Goals and Objectives

6300 Evaluation of the Instructional Program

7110 Long Range Facilities Planning

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

1100

**SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081**

POLICY: COMMUNICATION

The Springfield Board of Education believes that communication with the public is one of the most vital components of a total public relations program. The Board supports and promotes all such means as well further the public knowledge of its programs and services to the community.

Some of the methods by which communication shall be promoted are: school sponsored publications, radio, television, school news releases, newspaper coverage of Board meetings, news conferences and interviews, sports and special events.

The Board will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate.

Board of Education meetings, PTA sponsored Open Houses, parent education meetings, school system initiated community activities such as Superintendent/Community meetings, parent-teacher conferences, and the willingness of the staff to meet with members of the community regarding school system activities, all comprise methods of promoting positive public relations.

The public information program of the Board and the district shall be directed by the Chief School Administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

The district's budget; its annual goals and its progress toward achievement of them; its special education plans; its basic skills improvement plan; its bilingual ESL program; pupil progress; and graduation statistics shall be communicated to the public as required by law.

The Board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

Each year by September 30 the Chief School Administrator shall oversee the compilation of a report card of each school in the district that includes all statistical information specified by the State Department of Education and any additional information required by federal law. The report card shall be disseminated to staff and parents/guardians and made available to the media and other interested members of the school community when released by the State Department of Education.

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 20, 2004

SPRINGIFELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: COMMUNICATION WITH THE PUBLIC

It shall be the policy of the Board of Education to keep the citizens of the community informed about the function and operation of its school system. In order to implement this policy, the Board herein establishes the following guidelines for its school-community relations program:

1. The Board welcomes and encourages the active interest and participation of citizens in planning for excellence and efficiency in their public schools. To this end, the school system will be open to all possible means of communication to ascertain public attitudes about all phases of its operations for consideration in the planning of future policies and procedures.
2. The school system's program of communications shall be an integral part of its total program activities and shall emanate from these activities using all appropriate means in a continuous and comprehensive manner.
3. The Board recognizes the importance of personal employee-community contacts to school-community relations; the Board further recognizes the necessity of keeping all school employees fully informed of school policies to enable them to fulfill their function as representatives of the Springfield School System.
4. All decisions of the Board of Education, except those specified by law or regulation, will be made in public with full opportunity of the citizens to be heard prior to the Board's taking official action. Those matters that are reserved for Executive Session will be released when the matters are concluded.
5. All Executive Meetings dealing with negotiations, evaluation of employees, selection and hiring of employees, land acquisitions, and all other subjects covered by law or regulation shall be closed to the public.

The operation of the school-community relations program is and shall continue to be the responsibility of the Superintendent of Schools and such other administrators as he/she designate to direct the various aspects of the program under the guidance of the Board's policies.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:7E-2 through -5 School report card program

N.J.S.A. 47:1A-1 et seq Examination and copies of public records
 (“OpenPublic Records Act”)
 N.J.A.C. 6A:8-3.1(a)3 Curriculum and instruction
 N.J.A.C. 6:8-4.3 Quality Assurance
 N.J.A.C. 6:8-4.4 School-level planning
 N.J.A.C. 6A:23-8.1 et seq. Budget Review and Approval
 N.J.A.C. 6A:23-8.3 Commissioner to ensure achievement of CCCS
 N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review
 N.J.A.C. 6A:32-12.1 Reporting Requirements
 N.J.A.C. 6A:32-12.2 School-level planning
 N.J.A.C. 6:39-1.4(a) 5 and 7 Dissemination of information

Possible Cross References:

1000/1010 Concepts and roles in community relations; goals and objectives
 1120 Board of Education meetings
 2232, 2232.1 Internal Administrative Communication
 2240 Research, evaluation and planning
 3570 District records and reports
 5124 Reporting to parents/guardians
 6142.1 Technology
 6142.2 English as a second language; bilingual/bicultural
 6142.6 Basic Skills
 6171.1 Remedial Instruction
 6171.3 At Risk and Title I
 6171.4 Special Education
 6300 Evaluation of the Instructional Program

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

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: MEDIA

Every effort shall be made to assist all communications media in the community to gain complete and adequate coverage of the programs, problems, planning and activities of the school system.

General releases of interest to the entire district shall be made available to all the media simultaneously. There shall be no exclusive releases, news conferences or interviews except as media representatives request information on particular programs, plans, or problems.

The Chief School Administrator or designee shall be responsible for establishing relations with news media, and providing information to each through the means found most suitable. Particularly, he/she shall ensure that the media receive all school profiles as required by the administrative code.

The Board encourages public presentation of the programs, policies and progress of the schools through press, radio and television. Building principals shall clear proposed presentations with the Chief School Administrator. The principal shall ensure that the parents/guardians of pupils who participate in such presentations are informed.

The Chief School Administrator or designee shall devise procedures for optimum benefit from such presentations.

The Board shall make a periodic review of its relations with the news media.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
 N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
 N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)
 N.J.S.A. 6:8-4.4(a)1 School profile
 N.J.S.A. 47:1A-1 et seq. Examination and copies of public records ("Open Public Record Act")
 N.J.A.C. 6A:30-1.2 Definitions
 N.J.A.C. 6A:32-12.1 Reporting requirements
 N.J.A.C. 6A:32A-12.2(a)1i School-level planning

Possible Cross References:

1100 Communicating with the public
9020 Public statements

Adopted: August 28, 1989
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: DISTRICT PUBLICATIONS

The Chief School Administrator/designee shall direct development and review of informational newsletters, electronic communications and handbooks for parents/guardians, pupils, staff and the general community as deemed necessary by the Board. The district annual report shall be printed for distribution.

Centralized control of district publications shall be designed to ensure that their contents reflect district-wide policies and regulations accurately.

An annual report describing progress of the district and each school within the district in achieving goals, objectives and standards of the school system and the administration's recommendations for their improvement shall be prepared by the Superintendent or designee and presented to the Board of Education prior to the close of each school year. Upon Board approval the report shall be forwarded, by July 1, to the Commissioner of Education and shall constitute part of the commissioner's annual evaluation of district.

The annual report shall be submitted on forms provided by the Department of Education.

This report shall also be made available to the public and shall serve as one means of informing parents and citizens of the programs and conditions of the schools.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:17-20 Superintendent; general powers and duties
 N.J.S.A. 18A:23-1 et seq. Audits and Auditors
 N.J.S.A. 18A:36-35 School internet web sites; disclosure of certain student information prohibited
 N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
 N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review
 N.J.A.C. 6A:32-12.1 Reporting requirements
 N.J.A.C. 6A:32-12.2 School-level planning

Possible Cross References:

1000/1010 Community Relations
 1100 Communicating with the Public

1110 Media
2232 Internal Administrative Communications
3100 Budget Planning, preparation and Adoption
5124 Reporting to parents/guardians
5125 Pupil records
5131 Conduct and discipline
5145.12 Search and seizure
6142 Subject fields
6142.2 ESL, Bilingual, Bicultural
6142.10 Technology
6145.3 Publications
6146 Graduation requirements
6171.3 At Risk and Title I
6171.4 Special Education
9310 Development, distribution and maintenance of governance manual

Approved: June 30, 1997
Revised: December 20, 2004
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: BOARD OF EDUCATION MEETINGS

Regular and special meetings of the Board of Education are open to the public and representatives of the media. By resolution at the public meeting, the Board shall exclude the public from those parts of a meeting which deal with matters held confidential in accordance with law.

The Board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The Board President will announce any time limit proposed for speakers.

Comments and questions during audience participation may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. Advance announcement of all regular, scheduled special, and specifically called meetings of the Board is made through newspapers and posted in the Board's meeting room and the Township Hall.

The Board will not permit negative identification of district pupils at public or Board of Education meetings, particularly when the pupil is subject to disciplinary action or is educationally handicapped. Positive identification in the form of awards, honors, and special recognition is encouraged.

The Board of Education, whenever possible, shall use Board of Education meetings throughout the year to present information and invite public discussion. The items to be presented at such meetings must include:

1. Discussion of state rules and local procedures for implementation of district goals, objectives, and standards.
2. Presentation of audit report.
3. Presentation of budget.
4. Report on student progress, including testing program results.
5. Annual plans for special education, bilingual/ESL, and basic skills programs.
6. Graduation and dropout statistics as well as other demographic data.
7. Mandated in-service programs.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act

N.J.S.A. 18A:7C-7 School administrators report on students awarded or denied diplomas

N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum

N.J.S.A. 18A:12.21 School Ethics Act

N.J.S.A. 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
N.J.S.A. 18A:22-10 Fixing day, etc., for public hearing
N.J.S.A. 18A:22-13 Public hearing; objectives; heard, etc.
N.J.S.A. 18A:23-5 Meeting of board; discussion of report
N.J.A.C. 6:3-1.3 Requirements for the Code of Ethics for school board members and charter school board of trustee members
N.J.A.C. 6:3-1.6 Reporting and staffing of school districts
N.J.A.C. 6:8-2.1 Quality assurance annual report
N.J.A.C. 6:8-2.2 School-level planning
N.J.A.C. 6A:8-5.2(e) High school diplomas
N.J.A.C. 6A:14-1.1 et seq. Special Education
N.J.A.C. 6A:16-5.1 et seq. School safety plans
N.J.A.C. 6A:26 Educational Facilities
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for district board of education members and charter school board of trustee members
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-12.2 School-level planning
N.J.A.C. 6A:32-13.1 School attendance
N.J.A.C. 6A:32-13.2 Dropouts
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

Cross References:

1100 Communicating with the public
2240 Research, evaluation and planning
3100 Budget planning, preparation and adoption
3570 District records and reports
3571.4 Audit
5131.5 Vandalism/violence
5145.5 Photographs of pupils
6142.2 English as a second language; bilingual/bicultural
6142.6 Basic skills
6171.1 Remedial instruction
6171.3 At-risk and Title 1
6171.4 Special education
9322 Public and executive sessions
9323/9324 Agenda preparation/advance delivery of meeting material
9326 Minutes

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: USE OF STUDENTS IN THE DISTRIBUTION OF MATERIALS IN OUR SCHOOLS BY OUTSIDE ORGANIZATIONS

The Springfield Public Schools receive many requests from organizations to use our schools to distribute materials to our children, or through them, to our parents.

Material being sent home with pupils should relate to school matters or pupil-related community activities. Except when it pertains to the individual pupil, the Chief School Administrator or his/her designee must approve all such material in advance.

It shall be the policy of the Springfield Board of Education to allow selected materials to be distributed in such a manner that those materials will meet the following criteria:

1. They shall conform with New Jersey Statutes.
2. Pupils shall not be used to distribute partisan materials or partisan information pertaining to a school or general election, budget or bond issue, or negotiations. Pupils shall not be exploited for the benefit of any individual, group, or profit-making organization.
3. Service or event advertised shall provide a tangible service to children.
4. No staff member may distribute any materials from outside organizations on school property without prior approval of the Chief School Administrator.
5. All surveys, questionnaires or other similar items requiring pupil or parent/guardian response shall be reviewed and approved by the Chief School Administrator prior to distribution.

Legal References:

N.J.S.A. 18A:14-81 Prohibits certain electioneering; penalty
 N.J.S.A. 18A:14-85 Displaying, selling or giving political insignia; penalty
 N.J.S.A. 19:34-15 Electioneering within or about polling place; disorderly persons offense
 N.J.S.A. 18A:36-34 Written approval required prior to acquisition of certain survey information from students
 N.J.S.A. 19:34-6 Prohibited actions in polling place on election day, exception for simulated voting
 N.J.S.A. 18A:42-4 Distribution of literature as to candidacy, bond issues, or other public question to be submitted at election;
 34 CFR 98.1 - Pupil Protection Rights Amendment

Child Evangelism Fellowship of NJ vs. Stafford Township School District No. 03-1101 (October 2004)

Hazelwood School District v. Kuhlmeier, 56 U.S.L.W., 4079, January 13, 1988.

Possible Cross References:

1100 Communicating with the public
1315 Distribution of materials to pupils and staff
1322 Contests for pupils
1330 Use of School facilities
4135.16 Work Stoppages/strikes
4235.16 Work stoppages/strikes
5136 Fund-raising activities
6142.10 Technology
6145.3 Publications
6162.5 Research

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: COMMUNITY VOLUNTEERS

The Springfield Board of Education encourages volunteers and/or residents of the community who are especially qualified because of training, experience, or personal characteristics to take active part in school affairs. Such persons maybe invited to act as advisors both as groups and individually in:

1. Clarifying the general ideas and attitudes held by our residents regarding school.
2. Determining the purposes of courses of study and special services to be provided for pupils as well as evaluating the extent to which these purposes are being achieved by present practices.
3. Giving active assistance to the professional staff in the actual operation of classes and services where the Chief School Administrator and staff deem such aid valuable.
4. Offering suggestions on a specific problem or set of closely related problems about which the Board must make a decision.
5. Assisting with the delivery of co-curricular, athletic, and/or social services to the students.

Volunteers carrying out prescribed function under the supervision of designated professional staff members shall be covered by the Board's liability insurance policy. Community volunteers who will be in contact with pupils on a regular basis must pass the required screening for district employees.

The Chief School Administrator and the staff shall give substantial weight to the advice which they receive from individuals and community groups interested in the school, especially those individuals and groups which have been invited or created to advise them regarding selected problems. The Board, Chief School Administrator, and all staff shall use their own best judgment in arriving at decisions.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:7A-5(b) Major elements; guidelines
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)
N.J.S.A. 6:8-4.3 Quality Assurance
N.J.S.A. 6:29-2.3 Testing for tuberculosis infection
N.J.A.C. 6A: 10A-53 et. Seq. Establishment of School Leadership
N.J.A.C. 6A: 32-12.1 Reporting requirements

Possible Cross References:

1000/1010 Concepts and roles in community relations; goals and objectives

1120 Board of Education meetings

1210 Community organizations

1220 Ad Hoc advisory committees

5020 Role of parents/guardians

6162.4 Community resources

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: VOLUNTEER COACHES

The Springfield Board of Education recognizes that the services of volunteer coaches can enrich the athletic programs offered to the student body. Volunteer coaches carrying out prescribed functions under the direction of the Athletic Director or respective Head Coach shall be covered by the board's liability insurance policy. They must be persons of known character, responsibility, and integrity. The district administration shall not be obligated to utilize the proffered services of a volunteer coach whose abilities or interests do not serve the needs of athletes.

A copy of the following guidelines, which govern the services of school volunteers, will be provided to the volunteers:

1. Volunteers may serve only under the direction and supervision of the Head Coach / Athletic Director and with approval of the Board of Education.
2. Volunteer coaches should clearly understand their duties and responsibilities and perform no service outside those duties.
3. At no time shall volunteers be left alone with student athletes.
4. Volunteers shall respect the individuality, dignity and worth of each child.
5. Volunteer coaches are not permitted access to pupil records.
6. Volunteer coaches should exercise discretion in discussing their coaching activities with others in the community.
7. Volunteer coaches may consult with the Athletic Director or respective Head Coach regarding their duties and responsibilities.
8. Volunteer coaches shall receive no financial remuneration from the Board.
9. Documentation will be required for all volunteer coaches:
 - a. County substitute certificate (and required criminal investigation records)
 - b. written results of a Mantoux test.
 - c. a signed waiver for Worker's Compensation.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
 N.J.A.C. 6:8-4.3 Quality assurance
 N.J.A.C. 6:29-2.3 Testing for tuberculosis infection)

Possible Cross References:

1000/1010 Concepts and roles in community relations; goals and objectives
 1120 Board of education meetings
 1210 Community organizations

2100 Administrative staff organization
5020 Role of parents/guardians
6162.4 Community resources

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: AD HOC ADVISORY COMMITTEES

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the board and administration informed with regard to community opinion and in representing the community in the study of specific school problems. The Board shall, when required by law or when it finds it beneficial, appoint advisory committees to assist in research projects, long-range studies, program evaluation, and development of policies or educational goals/programs. Each committee shall be appointed for a specific purpose and time. The Board may dissolve any board-appointed committee at its sole discretion.

Such committees shall be representative of the community in relation to the tasks delegated to them, and may include staff and pupils when appropriate. No appointee shall represent an organization, geographic area, religious group or any other subdivision of the community in an official capacity.

Systematic programs shall be set up to draw on the assistance business, labor, and other organizations have to offer in developing vocational, technical and enrichment programs and in providing pupils with practical work experiences.

The Board shall adopt the committee structure and organization it deems appropriate to the assignment at hand, except for funded programs where requirements are set by law. The Board is responsible for approving all members of a committee and the method of their selection in consultation with the Superintendent. Staff members shall not constitute a majority of any general community advisory committee.

Recommendations from the committee shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations as it sees fit. Only the Board has the power to act. It will be the responsibility of the chairperson to see that the members of the committee are informed as to the final decision of the Board.

Any publicity concerning the organization, membership, operations, findings or recommendations of any committee shall be released only by the Board designee.

In district-initiated advisory committees, the Superintendent shall draft procedures for instructing committees as to the length of time each member is being asked to serve, the services the Board wishes them to render, the resources the Board intends to provide, and the approximate date on which the Board wishes to dissolve the committee. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to the individual Board members, to the Secretary of the Board, to the Superintendent, and to the rest of the professional staff.

When the law regulates the formation and activities of an advisory committee, the administration shall cooperate fully in its activities.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
N.J.A.C. 6:8-4.3 Quality assurance
N.J.A.C. 6A:16-4.2(a) Review and availability of policies and procedures for the intervention of student alcohol or other drug abuse
N.J.A.C. 6:28-1.2(b) Plans for special education
N.J.A.C. 6:29-1.1 et seq. Health, safety and physical education. See particularly:
N.J.A.C. 6:29-4.1(e)II, 4.2(b), 6.4(a) Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 9P.L. 100-297)34 C.F.R. 200.1 to 200.8 – Part 20034 C.F.R. Part 204
N.J.A.C. 6A:32-12.1 Reporting requirements

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988
PL 100-297
34 C. F. R. 200.1 to 200.89 Part 200

Possible Cross References:

2240 Research, evaluation and planning
6142.1 Family life education
6142.12 Career education
6144 Controversial issues
6162.4 Community resources
6171.3 At-risk and Title I
9020 Public statements
9130 Public committees

Adopted: June 30, 1997
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: SCHOOL AFFILIATED ORGANIZATIONS

The Springfield Board of Education encourages school-affiliated organizations consisting of parents/guardians, school staff, and friends of the school. These organizations may not establish educational policy, participate in the administration of the school, or authorize the management and direction of school affairs.

Such organizations shall promote student welfare, the development of close relationships between the home and the school, the development between educators and the public of such united efforts as will secure for every student in the schools the best educational program possible.

Such organizations shall not use the district's name in their titles or for the purpose of soliciting funds without the Board's express consent. Such permission to use the district's name does not constitute permission to act as the district's representative. The Board bears no responsibility nor will it be liable for any actions taken by school-affiliated organizations.

The Board shall make it a practice not to interfere in the internal workings of such groups.

Permission to hold regular meetings of such associations in school facilities will be extended by the Board of Education for a particular school year, in accordance with Policies #3270, 3270.1, 3270.2, 1330 and 1330.1.

All members of the professional staff shall be encouraged to join any of these organizations and participate in their activities. The school principal or other professional staff member designated by the principal may serve as advisor to any of these organizations.

Legal References:

N.J.S.A. 18A:11-1 General Mandatory Powers And Duties
N.J.S.A. 18A: 54-20 Powers of the Board
N.J.A.C. 6:8-2.1(c)9 State Educational Goal

Possible Cross References:

1010 Concepts And Roles In Community Relations; Goals And Objectives
1100 Communication With The Public
1210 Community Organizations

1330 (Procedures For) Approval Of Building And Grounds Use
1330.1 Alcohol Beverages - Bringing Or Possession On Grounds
3250 Income from Fees, Fines, Charges
3270 School Building Rental
3270.1 School Facility Scheduling
3270.2 (Procedures For) Approval Of Building And Grounds Use
3280 Gifts
4136 Meetings/committees
5020 Role of Parents/Guardians In Educational Process (+NEW REG.)
5136 Fund raising activities
6010 Concepts And Roles In Instruction Goals and Objectives

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: CITIZENS' STAFF ASSISTANCE TO SCHOOL PERSONNEL

The Springfield Board of Education encourages citizens and staff members to assist the school district in ways that will enhance the school program.

Volunteers shall be designated by and serve at the discretion of the Superintendent or his/her designee upon approval by the Board. They will be supervised by the appropriate certified professional staff member to whom they are assigned. Under no circumstances will volunteers be involved in the instruction of students except as permitted by New Jersey State school law.

Volunteers carrying out prescribed functions under the supervisions of designated professional staff members shall be covered by the Board's liability insurance policy.

Legal References:

N.J.A.C. 6:8-3.6(a) (6) Effective use of community resources

Possible Cross References:

Adopted: August 28, 1989

Revised: June 30, 2007

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: SCHOOL VISITORS

(By Personnel Not Assigned To The Building)

The Board welcomes visits to the schools by parents/guardians, Board Members, other adult residents of the community, and interested educators when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the Chief School Administrator shall devise regulations controlling visitors.

All visitors shall be required to report to the Principal's office upon entering the building.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the Principal's approval.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the Chief School Administrator or designee.

All visitors to the schools must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

Legal References:

N.J.S.A. 2C:18-3 Criminal Trespass
 N.J.S.A./A. 2C:33-2 Disorderly Conduct
 N.J.S.A. 18A:11-1 General Mandatory Powers And Duties Powers Of Board
 N.J.A.C. 18A:54-20 Powers of the Board (county vocational schools)
 N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act
 N.J.S.A. 26:30-55 et. Seq. Legislative Findings And Declarations (Smoking In Educational Institutions)

Possible Cross References:

1220 Ad Hoc Advisory Committee

3327 Relations With Vendors
3515 Smoking Prohibition
4131/4131.1 Staff development; in-service education/visitations/conferences
5020 Role Of Parents/Guardians
5124 Reporting to Parents
5125 Pupil Records
5142 Pupil Safety
5145.11 Questioning And Apprehension
6144 Controversial Issues
9010 Role of the member

Adopted: June 30, 2997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: PROCEDURES FOR HANDLING COMMUNICATIONS REGARDING SCHOOL OPERATIONS

The Board of Education welcomes inquires and constructive criticism of the district's programs, equipment, operations, and personnel.

The intent of this policy is to establish an efficient procedure whereby problems, questions, or recommendations will receive proper attention. This policy will neither encourage nor discourage complaints regarding school operations either from within or without the system.

All communications, oral or written, regarding school operations should be addressed first to the person closest to the situation, usually the immediate teacher or Principal. The Superintendent of Schools should be notified of issues resolved at the building site. Problems which cannot be resolved at the level of the Principal or below may subsequently be referred first to the Superintendent of Schools and, finally, to the Board of Education. The person(s) with the complaint shall give the Principal and/or Superintendent of Schools reasonable time to investigate the complaint and attempt to settle any differences or problems.

Whenever possible, communications to the Board must be in writing and signed by the writer. They will be immediately acknowledged by the Board Secretary, referred to the President, and considered by the Board. When the communicator insists upon remaining anonymous, the individual receiving the complaint should reduce same to writing and present it to the Board Secretary for processing. If the President determines that an emergency is indicated, he/she may call a special meeting of the Board for action prior to the next public meeting. All complaints must include a statement of the problem, a summary of actions taken to date, and actions requested of the Board. Board action will be more prompt if a copy of the letter is sent to the Superintendent of Schools, since the letter will then be submitted to the Board with the Superintendent's analysis of the problem together with recommendations. Any action taken by the Board will be reported in writing to the person raising the issue.

When a Board member is confronted with an issue, he/she should withhold comment, commitment, and/or opinion and refer the complaint or inquiry to the Superintendent.

In those cases where satisfactory adjustment cannot be made by the Superintendent and staff, communications and complaints shall be referred to the Board of Education for resolution.

Legal References:

N.J.S.A. 10.4 et.seq. Open Meetings Act
N.J.S.A. 18A:11-1 General Mandatory Powers And Duties
N.J.S.A. 18A:54-20 Powers Of The Board (County Vocational Schools)
N.J.S.A. 47-1A – 1 et. Seq. Open Public Meetings Act

Possible Cross References:

1120 Board of Education Meetings
3570 District records and reports
4112.6 Personnel Records
4116 Evaluation
4212.6 Personnel Records
4248 Employee Protection
5145.6 Pupil Grievance Procedure
5145.6 Pupil grievance procedure
6144 Controversial Issues
6161.1 Guidelines For Evaluation And Selection of Instructional Materials
6161.2 Complaints Regarding Instructional Materials
6163.1 Media Center/Library
9010 Role Of Member
9020 Public Statements
9123 Appointment of Board Secretary

Adopted: June 30, 1997
Revised

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: DISTRIBUTION OF MATERIALS TO SCHOOL

The preparation, publication and distribution of newspapers, magazines and other literature are an exercise of freedom of the press. The freedom to express one's opinion goes hand-in-hand with the responsibility for the published statement. Literature that students or school personnel wish to distribute on school property is not only their responsibility, but also that of the school authorities. State policy calls for reasonable guidelines setting forth the times and places for distribution of materials in school, and for defining fair standards for their content, to be jointly determined by representatives of all groups in the school community, with ultimate responsibility for determining the suitability of materials resting with the local Board of Education. "Suitability" may not be defined as approval or agreement with the literature in question, but refers to a reasonable judgment intended to protect students and the entire school community from irresponsible publications, such as those aimed at creating hostility or violence, "hard-core" pornography, or materials of a libelous nature. Once the school system has established such guidelines, students and school personnel may distribute publications that meet the conditions of those guidelines on school property. Distribution of publications next to school property is subject to the same rules governing other citizens' rights to distribute literature on public property (distributors may not block pedestrian traffic at entrances to buildings). New Jersey school law is quite specific on one other point; distribution of partisan political literature supporting or opposing candidates or public questions in any general, municipal or school election is prohibited on school property.

All school personnel should exercise good judgment in deciding the kind of literature they wish to release to parents and the general public.

All school personnel should discuss with their immediate superiors the purpose for the preparation and distribution of literature.

Because of the various sizes, locations, grades, exits, etc., of the several schools in the system, the Principal of each school is charged with drawing up guidelines for the orderly distribution of materials for his/her school.

The Superintendent shall be kept informed of student or school personnel's desire to prepare, publicize and distribute materials of a controversial nature.

Legal References:

N.J.S.A. 18A:42-4 Distribution of literature as to candidacy, bond issues, or other public

questions to be submitted at election; prohibited

Possible Cross References:

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

**POLICY: RELATIONS BETWEEN PUBLIC AND STUDENTS/COMMUNITY
SPONSORED ACTIVITIES AND PERFORMANCES BY STUDENTS**

The Board, although cognizant of the values, both social and scholastic, derived by pupils participating in various community-sponsored activities, requires the following points be used in determining whether or not pupils may participate in such activities during school hours:

- A. Neither an individual nor the school as a whole shall be permitted to use school time in working on community sponsored projects unless such an undertaking is contributing to the educational program.
- B. Participation in the project will not deprive students of time needed in acquiring basic skills.
- C. The regular school schedule will not be interrupted unless the majority of the students benefit through their participation.

All requests for student participation in community activities are to be addressed to the Superintendent, who is authorized to make a final determination.

Special Interest Groups

The public school cannot separate themselves from the institutions of business, press, religion, labor, charity, and other special interests that make up the total healthy life of the community. Strong bonds and lines of communication must be maintained in both directions.

Legal References:

Possible Cross References:

3280 Gifts, Grants and Bequests
5126 Awards for Achievement
6145.1/6145.2/6145.4 Intermural/Interscholastic Competition
6153 Field Trips

Adopted: June 30, 1997
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: CONTESTS FOR STUDENTS

The Chief School Administrator shall approve participation in extracurricular contests sponsored by organizations outside the schools, as long as participation does not interfere with the instructional program. When such contests involve promotional aid, school time, or faculty assistance to pupils in essay writing, poster making, or other activities, the Chief School Administrator shall determine whether the experiences are closely enough allied to and in support of the instructional work of the school and will clearly serve to advance the educational aims of the district. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes shall not constitute sufficient reason for approving a contest.

Where students so agree to participate in any activity sponsored by an outside organization, it shall be the responsibility of the sponsoring organization to assume the management of the contest, providing the students with detailed information, instructions, and rules governing the activity.

At no time will pressure be applied to students to participate or refrain from participating in any contest sponsored by outside organizations.

Commercial or other exploitation of pupils through the schools shall be avoided. Consequently, the public schools shall normally not promote or sanction the participation of pupils in promotional essay contests, sales contests, art contests, or any type of publicity promotion competitions. Contests and awards shall not place undue time or financial burdens on pupils, teachers, and parents. They shall not promote commercial products or partisan viewpoints. Participation shall not be dependent on the financial status of the pupil.

Contests and awards whether local, state, or national, shall be:

1. For the benefit of the pupil
2. Open to all pupils regardless of race, creed, color, national origin, ancestry, age, or gender
3. Consistent with district objectives
4. Judged by disinterested parties
5. Properly supervised with safety precautions in place
6. Voluntary for pupils and teachers

Legal References:

N.J.S.A. 18A:11-1-1 General mandatory powers and duties

N .J.S.A. 19A:42-2 School orchestra not to compete with civilian musicians,

N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)

Possible Cross References:

1314 Fundraising by outside organizations
1320 Participation in out-of-school community activities
3280 Gifts, grants, and bequests
5126 Awards for achievement
6145 Extracurricular activities
6145.1/6145.2 Intramural competition, interscholastic competition
6145.4 Public performances and exhibitions
6153 Field trips

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: SOLICITING FUNDS FROM AND BY STUDENTS

The Board of Education recognizes the need to establish guidelines in the district in order to control the sale of items for fund raising purposes by schools, clubs, teams, and classes in the district.

Community organizations such as booster clubs, parent teacher groups, etc., which involve students in fund raising activities for the benefit of the students must submit an application and abide by the fund raising policy and administrative regulations.

The Superintendent is directed to involve key faculty members in establishing fund raising guidelines and assisting the ongoing administration of the program.

When the annual school budget is being developed, certain expenditures should be incorporated in order to eliminate the need of numerous fund raising projects.

Administrative guidelines are to be established in order to reduce the number of sales campaigns, eliminate the overlapping of such campaigns, limit the period of the sale, control the quality and price of the product, identify the seller, determine the purpose of the sale and eliminate numerous sellers approaching the same householder.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties of the board

Possible Cross References:

Adopted: August 28, 1989

Revised: August 22, 1994

Revised: June 30, 1997

Revised: September 17, 1999

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ADVERTISING AND PROMOTION

Pupils must be protected from possible exploitation in considering requests that they be used in advertising or promoting the interest of any non-school agency or organization. Within that context:

1. The schools may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use films or other educational materials bearing only simple mention of the producing firm and providing such materials can be justified on the basis of their actual educational values.
3. The Superintendent may, at his discretion, announce or authorize to be announced, any lecture, community activity, or film of particular educational merit.
4. The schools may, upon approval of the Board of Education, co-operate with any agency in promoting activities in the general public interest, and which promote the education or other best interests of the pupil.
5. No advertising material may be distributed to students which in the opinion of school authorities would contribute to the personal gain of an individual, business or company except as follows:
 - a. Educational materials used by staff for educational purposes
 - b. Samples, calendars, supply catalogs, etc., which may be distributed to staff for study, purchasing or routine classroom use, with administrative approval.

Legal References:

Possible Cross References:

3327 Relations with Vendors

Adopted: March 16, 1987

Revised: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: USE OF SCHOOL FACILITIES

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

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

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

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

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

Anyone using any district building or grounds shall comply fully with current school policy on smoking and alcohol. All facility use shall comply with state and local fire, health, safety and police regulations.

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

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, a qualified operator must use school

equipment.

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

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

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

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

Legal References:

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

Possible Cross References:

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

Date Approved: June 30, 1997
Revised: December 20, 2004
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: LOCAL UNITS

The Board of Education wishes to cooperate as fully as possible with other public agencies in the community which, by their nature, deal with students. Whenever feasible the Superintendent shall develop positive working relationships with such agencies.

Agencies will include, but not be limited to, the agencies listed below:

1. Fire Department counsel shall be sought to achieve fire safety. The building administrator shall coordinate all fire safety activities. No fire drills shall be permitted without the permission of the building Principal.
2. Police Department officers will at all times have full cooperation from school district employees. Investigations within the school shall be consistent with the special rights of juveniles and the general rights of adult persons. The building principal and the Superintendent of Schools shall approve all student investigations
3. Emergency Room/Squad - The Chief School Administrator shall establish procedures whereby the facilities to the local hospital emergency room and local ambulance/rescue squad may be called upon in implementing policies numbered 5131.6, 5141/1, 5141/6, and 6145.1/6145.2.

In accordance with the law, the district may accept or share the use of facilities or equipment with other local organizations. The terms of the acceptance or sharing shall be decided for each instance.

Further, the Springfield School District shall cooperate with other school districts in the solution of common educational concerns. Research and the exchange of information or data will be under the direction of the Superintendent and shall be considered if coordination is feasible or desirable.

The Board shall strive to work harmoniously with all local governmental bodies with which it has statutory relationships and shall cooperate with all city agencies to achieve goals in the best interest of children and adults of the community.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:20-34 Use of property

N.J.S.A. 18A: 36-25 Requires reporting potentially missing or abused children

N.J.S.A. 18A: 40A-10 and 11 require written policy on drug/alcohol referral

N.J.A.C. 6:8-3.5(a)3 Educational program (curriculum)

Possible Cross References:

1330 Use of school facilities
1420 County and intermediate units
1600 Relations between other entities and the district
3220/3230 State funds. Federal funds
3320 Purchasing procedures
5125 Pupil Records
5131.5 Vandalism/violence
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141.1 Accidents
5141.4 Child abuse and neglect
5141.6 Crisis Intervention
5145.11 Questioning and apprehension
5145.12 Search and seizure
6114 Emergencies and disaster preparedness
6122 Articulation
6145.1/6145.2 Intramural competition, interscholastic competition
6172 Alternative educational programs
7110 Long range facilities planning
7130 Relations with other government units

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
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POLICY: RELATIONS WITH OTHER ORGANIZATIONS

The board believes that cooperation between the schools and other organizations concerned with youth, career development and mental health will enhance the opportunities of the district's pupils. Such cooperation will enable the district to serve its pupils through appropriate referrals to programs for substance abuse programs or special needs, etc. The Chief School Administrator is encouraged to explore areas of mutual concern with the administrative officers of such organizations and to recommend desirable courses of action.

The Board directs the Chief School Administrator to seek and maintain working relationships with local colleges and universities in such areas as student teaching, in-service staff development and advanced placement.

It is of particular importance to establish and maintain close working relations with trades, businesses and industries which are possible sources of career placements for our pupils.

Donations to Private Organizations

The authority for a Board of Education to expend public funds is derived from the constitutional mandate to "provide for the maintenance and support of a thorough and efficient system of free public schools." The donation of monies to any private organization, regardless of the merits of that organization's purposes, is not within the authority of the Board and is, therefore, prohibited.

Charter Schools

The Board of Education shall follow all procedures in code and statute when a charter school is proposed for the district or when district students would be eligible to attend a charter school in another district.

Core Curriculum Content Standards

The Board shall encourage the active involvement of representatives from the community, business, industry, labor, and higher education in the development of educational programs aligned with the Core Curriculum Content Standards.

The Board shall make reasonable efforts to develop articulation agreements with New Jersey colleges and universities to facilitate the delivery of college credit courses to qualified high school students, with the understanding that these credits shall be accepted at all public New Jersey higher education institutions.

Legal References:

N.J.S.A. 18A:11-11 General mandatory powers and duties
N.J.S.A. 18A:17-14.1 Appointment of school business administrators
N.J.S.A. 18A:17-15 Appointment of superintendents; terms; apportionment of expense
N.J.S.A. 18A:17-24.1 Sharing of personnel by school boards
N.J.S.A. 18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:36A-1 et. seq. Charter schools
N.J.S.A. 18A:54-20 Powers of the board (county vocational schools)
N.J.S.A. 18A:58-37.1 et. seq. Textbook aid to public and non public schools
N.J.S.A. 18A:61C-1 Program promoting cooperation between high schools and institutions of higher educ
N.J.S.A. 18A:61C-4 Program providing college credit courses for high school students on high school can
N.J.S.A. 40:8A-1 et seq. Inter-local Services Act
N.J.S.A. 52:14-15.9cl et seq. Public Employees Charitable Fund-raising Act
N.J.A.C. 6A:8-3.1(a)2 Curriculum and instruction
N.J.A.C. 6A:8-3.3(a) Enrollment in college courses
N.J.A.C. 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
N.J.A.C. 6A:11-1 et seq. Charter schools
N.J.A.C. 6A:14-7.1 et seq. Receiving Schools
N.J.A.C. 6A:16-1.1et seq. Student Development Programs
N.J.A.C. 6A:23-6.1 et seq. Purchase and Loan of Textbooks
N.J.A.C. 6A:32-12 et seq Annual Reporting and Planning Requirements

Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al.,
536 U.S. _____ (2002)

New Jersey Constitution, Article VIII, Section III, pars. 2 and 3, Section IV, par. 1

Possible Cross References:

1320 Participation in out-of-school community activities
1322 Contests for pupils
1330 Use of school facilities
1410 Local units

1420 County and intermediate units
1500 Relations between area, county, state, regional and national associations and the district
2131 Chief school administrator
3280 Gifts, grants and bequests
4122 Student teachers/interns
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141.6 Crisis intervention
5200 Nonpublic school pupils
6010 Goals and objectives
6122 Articulation
6141.5 Advanced placement
6142.4 Physical education and health
6146 Graduation requirements
6162.4 Community resources
6171.2 Gifted and talented
6171.4 Special education

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: CONCEPTS AND ROLES IN ADMINISTRATION; GOALS AND OBJECTIVES

The Springfield Board of Education shall establish policies that govern all aspects of district operations. The Board expects the educational administration to direct, coordinate and supervise pupils and staff in their efforts to reach goals and objectives adopted by the board.

Within the guidelines of Board policy, negotiated agreements and New Jersey law, the Board expects the educational administration to:

- A. Provide up-to-date information and sound professional advice to the Board, as an aid in rational decision making.
- B. Plan, organize, implement and evaluate the educational programs established by Board policy, in order to provide optimum educational opportunities to the pupils of the district.
- C. Provide these optimum educational opportunities at the lowest possible cost.
- D. Use efficient fiscal procedures, pursuant to law and regulations and developed after consultation with and among the Board, administrators and appropriate staff members.
- E. Use efficient administrative and management procedures, pursuant to law and regulations, and developed after consultation with and among the Board, administrators and appropriate staff members.
- F. Coordinate the resources of the community with those of the district.
- G. Keep the Board informed of all new legislative actions or changes in code and statute which affect the policies, programs or operations of the district.

Legal References:

N.J.S.A. 18A:7A-1 et al. Public School Education Act of 1975
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:12-21 et seq. School Ethics Act
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)
N.J.A.C. 6:3-9.1 et seq. School Ethics Commission
N.J.A.C. 6:8-1.1 et seq. Thorough and efficient system of free public schools

Possible Cross References:

2131 Chief School Administrator
2210 Administrative leeway in absence of Board policy
4111 Recruitment, selection and hiring
4211 Recruitment, selection and hiring

9000 Role of the Board

9313 Formulation, adoption, amendment of administrative regulations

Adopted: August 28, 1989

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: LINE OF RESPONSIBILITY

The Springfield Board of Education shall operate under a unit control system headed by the Chief School Administrator.

The authority of the Board of Education is transmitted through the Chief School Administrator, along specific paths from person to person as shown in the organization chart of the school district. The lines of authority represent direction of authority and responsibility. The lines are those approved by the Board of Education and are intended to establish clear understanding on the part of all personnel of the working relationships in the school system.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. Personnel are expected to keep the person to whom they are immediately responsible informed of their activities by appropriate means.

Legal References:

N.J.S.A. 18A:7A-5 Major elements, guidelines
 N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:17-5 through - 14.3 Secretaries and assistant secretaries; school business administrators ...
 N.J.S.A. 18A:17-15 through -24 Superintendents and assistant superintendents of schools
 N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)
 N.J.A.C. 6:3-2.1 Chief School Administrator defined
 N.J.A.C. 6:8-3.2 Staffing
 N.J.A.C. 6:11-9.3 Authorization
 N.J.A.C. 6:11-9.7 School business administrator

Possible Cross References:

1312 Community complaints and inquiries
 2131 Chief School Administrator
 2210 Administrative action in absence of Board policy
 3000/3010 Concepts and roles in business and non-instructional operations; goals and objectives
 9313 Formulation, adoption, amendment of administrative regulations

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

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: CHIEF SCHOOL ADMINISTRATOR

The Springfield Board of Education, in compliance with state law, will evaluate the Chief School Administrator at least annually. The purpose of the evaluation shall be:

- A. To promote professional excellence and improve the skills of the Chief School Administrator;
- B. To improve the quality of the education received by the pupils served by the Springfield Public Schools.
- C. To provide a basis for the review of the job performance of the Chief School Administrator.

The role and responsibility of the Board in this evaluation shall be:

- A. To review, revise and adopt procedures suggested by the Chief School Administrator for implementation of this policy.
- B. To adopt an individual plan for professional growth and development of the Chief School Administrator based in part upon any needs identified in the evaluation. This plan shall reflect contributions by both the Board and the Chief School Administrator.
- C. To hold an annual summary conference by the regular Board meeting in **March** between a majority of the full membership of the Board and Chief School Administrator. This conference shall include a review of the Chief School Administrator's performance in terms of his/her job description
- D. To adopt, **by the Work Session in April**, subsequent to the annual summary conference, an annual written performance report, approved by a majority of the full membership of the Board. This report shall include:
 - 1. Performance areas of strength;
 - 2. Performance areas needing improvement based upon the job description and evaluation criteria set forth below.
 - 3. Recommendations for professional growth and development.
 - 4. A summary of available indicators of pupil progress and growth and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the Chief School Administrator.
 - 5. Provision of performance data which have not been included in the report prepared by the Board of Education to be entered into the record by the Chief School Administrator within 10 working days after the completion of the report.

The role and responsibility of the Chief School Administrator shall be to provide information and propose procedures for:

- A. Development of a job description and evaluation criteria, based upon the

district's local goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties and responsibilities of the Chief School Administrator. The evaluation criteria shall include but not be limited to available indicators of pupil progress.

B. Specification of methods of data collection and reporting appropriate to the job description.

C. Design of evaluation instruments suited to reviewing the Chief School Administrator's performance based upon the job description.

D. Provide written self-evaluation to the Board by **March 1st**;

E. Scheduling the required annual conference at an appropriate time, and with the appropriate information available to allow proper consideration of all the items to be included in the subsequent written performance report.

F. After the Board's adoption of the annual written performance report, to provide all other appropriate information relative to evaluation of his/her performance not contained in the report.

Legal References:

N.J.S.A. 18A:4-15 General rule-making power

N.J.S.A 18A:6-10 through -17 Dismissal and reduction in compensation of persons
Under tenure in public school system

N.J.S.A 18A:7A-1 et seq. Public School Education Act of 1975

N.J.S.A 18A:12-21 et seq. School Ethics Act

N.J.S.A 18A:17-15 through 21 Appointment of superintendents; terms; apportionment of expense

N.J.S.A 18A:17-20 Tenured and non-tenured superintendents; general powers and duties

N.J.S.A 18A:17-24 Clerks in superintendent's office

N.J.S.A 18A:28-3 through -6 No tenure non-citizens

N.J.S.A 18A:29-14 Withholding increments; causes; notice of appeals

N.J.A.C. 6:3-2.1 Chief School Administrator

N.J.A.C. 6:3-2.2 Evaluation of tenured and non-tenured Chief School Administrators

N.J.A.C. 6:3-1.4 Local district responsibility for employment of staff

N.J.A.C. 6:3-9.1 et seq. School Ethics Commission

N.J.A.C. 6:8-1.1 et seq. Thorough and efficient system of free public schools

N.J.A.C. 6:8-4.3 Quality assurance

N.J.A.C. 6:11-9 Requirements for administrative certification

See particularly

N.J.A.C. 6:11-9.1, -9.2 - 9.3(a), -9.4

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

Manual for the evaluation of local school districts (June 1993)

Possible Cross References:

2000/2010 Concepts and roles in administration; goals and objectives

2121 Line of responsibility

4111 Recruitment, selection and hiring

4211 Recruitment, selection and hiring
9000 Role of the Springfield Board of Education
9400 Board self-evaluation

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
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POLICY: ADMINISTRATIVE ACTION IN ABSENCE OF BOARD POLICY

In cases where immediate action must be taken within the school system when the Board of Education has provided no policies to guide administrative action, the Superintendent of Schools shall have the power to act, but his/her decisions shall be subject to review by the Board at the next Board meeting or an emergency meeting called for that purpose.

It shall be the duty of the Superintendent to inform the Board President and the Board promptly of any such action.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:17-20 Superintendent; general powers and duties

N.J.A.C. 6:1.12 Duties of district superintendent of schools; chief school administrator

Possible Cross References:

3516 Safety

5131.6 Drug and Controlled Substance Abuse (+ Reg.)

5141.1 Accidents

5141.2 Illness

5142 Safety; Personal and Possessions

5142.2 Accidents

6114 Emergencies and disaster preparedness

9311 Formulation, adoption, amendment of policies

9313 Formulation, adoption, amendment of administrative regulations

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: NONDISCRIMINATION/AFFIRMATIVE ACTION

The Springfield Board of Education will continue to support its Affirmative Action Resolution and to implement the district's equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation. A copy of the district's Affirmative Action plans and self-evaluation of affirmative action achievement shall be available in the district office.

Harassment

The Board of Education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the Affirmative Action in-service programs required by law for all staff.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the Springfield schools. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer. This policy statement on sexual harassment will be distributed to all staff members.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The Affirmative Action officer will receive all complaints and carry out a thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

School and Classroom Practices

In implementing Affirmative Action, the district shall:

- A. Identify and correct the denial of equality of educational opportunities for pupils solely on the basis of any classification protected by law;
- B. Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of programs for children; and equal access of all eligible pupils to all extracurricular programs.

These topics are included in the pupil and instruction policies of the district at #5145.4 Equal Educational Opportunity, and #6121 Nondiscrimination/Affirmative Action.

Contract/Employment Practices

The district directs the Superintendent to ensure that appropriate administrators implement the district's Affirmative Action policies by:

- A. Adhering to the administrative code in selection of vendors and suppliers; informing vendors and suppliers that their employees are bound by the District's Affirmative Action policies in their contacts with district staff and pupils.
- B. Continuing implementation and refinement of existing practices and Affirmative Action plans, making certain that all recruitment eliminates discrimination on any basis protected by law, and holding in-service programs on Affirmative Action for all staff in accordance with law.

These topics are included in the business and non-instructional operations, and the personnel policies of the district at #4111.1.

Disabled

In addition to prohibiting educational and employment decisions based on non-applicable disabling conditions, the District shall, as much as feasible, make facilities accessible to disabled pupils and employees as intended by Section 504, the Americans with Disabilities Act and as specified in the administrative code.

Affirmative Action Officer

The Board-appointed Affirmative Action officer shall focus on possible discriminatory practices in personnel and educational activities, and suggest to the Board ways in which to correct any discriminatory practices found.

The Affirmative Action officer shall monitor compliance with this policy. The name, work location and telephone number of the district affirmative action officer shall be made known to staff, pupils and parents/guardians annually.

Report on Implementation

The Superintendent shall devise regulations, including grievance forms and procedures to implement the district's Affirmative Action policies. He/she shall report to the Board annually on the effectiveness of this policy and the implementing procedures.

Legal References:

N.J.S.A. 10:5 Law Against Discrimination
N.J.S.A 18A:6-5, -6 Inquiry as to religion and religious tests prohibited
N.J.S.A. 18A:18A-17 Facilities for handicapped persons
N.J.S.A. 18A:26-1, -1.1 Citizenship of teachers, etc. ...
N.J.S.A. 18A:29-2 Equality of compensation for male and female
N.J.S.A. 18A:36-20 Discrimination: prohibition

N.J.A.C. 5:23-7 Barrier free subcode of the uniform construction
N.J.A.C.. 6:4-1.1 et seq. Equality in educational programs
N.J.A.C. 6:8-4.3 Quality assurance
N.J.A.C. 6:8-4.10 State and Federally mandated programs and Executive Order 11246 as amended
29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended
20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972
42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
20 U.S.C.A. 1401 et seq. - Education of the Handicapped Act
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
Meritor Savings Bank v. Vinson, 106 S. Ct. 2399 (1986)
School Board of Nassau County v. Arline, 107 S. CT. 1123 (1987)
Vinson V. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. CT. 1987)
Manual for the Evaluation of Local School Districts (June 1993)

Possible Cross References:

3320 Purchasing Procedures
4111 Selection and employment of personnel
4111.1 Equal educational opportunity
4111.11 Affirmative action
4111.12 Affirmative action and Chapter 504 Grievance procedures
4111.2 Elimination of discrimination on the basis of handicap in district
4111.3 Sexual harassment
4131/4131.1 Staff development; in-service education/Visitations/conferences
4211/4211.1 Non-discrimination Affirmative Action
4231/4231.1 Staff development; in-service education/Visitations/conferences
5145.4 Student rights and responsibilities
6121 Affirmative action
6145 Extracurricular activities

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: FORMULATION OF ADMINISTRATIVE REGULATIONS

In order to provide a systematic means of interpreting and implementing Board of Education policies, appropriate administrative regulations shall be formulated and maintained. The development and dissemination of these regulations shall be the responsibility of the Superintendent of Schools. These regulations should prescribe in necessary detail the how, when, where and by whom the various policies of the Board of Education are to be implemented. These regulations should be disseminated to any persons or resource centers in the school district where there is a policy manual. This includes members of the Board of Education who maintain policy manuals during their service on the Board. All administrative regulations should bear the same coding number as the policy with which they are associated.

All administrative regulations must in every respect be consistent with the policies of the Board and the Board reserves the right to review and amend administrative regulations should they, in the Board's judgment, be inconsistent with the related policy.

Legal References:

Possible Cross References:

9313 Formulation, adoption, amendment of administrative regulations

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: RESEARCH, EVALUATION AND PLANNING (District Goals)

As required by law, the Chief School Administrator shall annually direct development of district goals and the plan of action to attain them. Objectives shall be developed with community participation and approved by the Board of Education; the plan of action shall be prepared in consultation with teaching staff members. The district's plans shall be discussed at a public meeting before the date required by law.

Further, the Chief School Administrator shall coordinate continual research and evaluation of programs and facilities. The master facilities plan shall be studied and revised periodically to keep it in accord with the changing circumstances of the district.

School-level Planning

By **September 30** of each year, the Chief School Administrator shall submit to the Board a profile of each school which shall contain statistical information specified by the state Department of Education. This profile shall be part of the annual report and presented at a public meeting **prior to September 30th**, and made available to the media.

Also **by September 30**, each principal shall coordinate development and implementation of a two-year school level plan based on school profile data. This plan shall include pupil performance objectives, a review of progress by teaching and administrative staff, and the involvement of parents.

The performance objectives shall be based on pupil performance or behavior standards as defined in the administrative code.

At least once per semester, each principal shall conduct meetings by grade level, department, team or similarly appropriate group to review the school-level plan. The review shall include:

- A. School profile data;
- B. Progress toward achieving performance objectives;
- C. Progress toward achieving content standards and core course proficiencies.

Each principal shall sign a statement of assurance attesting to these activities on the form prescribed by the Commissioner of Education.

The Chief School Administrator shall submit each school's objectives to the County Superintendent for review and approval. The report on the achievement of objectives or progress toward benchmarks for the previous year shall be contained in the September 30th annual report.

Legal References:

N.J.S.A. 18A:7A-10 Evaluation of performance of each school
N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
N.J.A.C. 6:8-1.1 Words and terms defined
N.J.A.C. 6:8-4.3 Quality assurance
N.J.A.C. 6:8-4.4 School-level planning
N.J.A.C. 6:8-4.6 Pupil performance skills and competencies
N.J.A.C. 6:8-4.7 Pupil behavior
N.J.A.C. 6:8-4.8 Teaching staff and professional development
N.J.A.C. 6:8-4.9 School resources: finance and facilities
N.J.A.C. 6:8-4.10 State and Federally mandated programs and services
N.J.A.C. 6:8-9.1 District educational improvement plans (special needs districts)
N.J.A.C. 6:22-7.1 Long-range facilities plans

Possible Cross References:

1120 Board of Education Meetings
1220 Ad hoc advisory committees
2255 Action planning for T & E certification
3510 Operation and maintenance of plant
5020 Role of parents/guardians
6142.2 English as a second language; bilingual/bicultural
6171.4 Special education
7110 Long-range facilities planning
9130 Committees

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

**POLICY: ACTION PLANNING FOR THE MONITORING OF THOROUGH
AND EFFICIENT CERTIFICATION DEFICIENCIES**

The Chief School Administrator shall be responsible for assembling all the necessary documentation to meet state certification and requirements.

He/she shall ensure the district's compliance with all indicators when it is within his/her power to do so. He/she shall inform the Board in a timely fashion of any areas in which Board action is required to bring the district into compliance, and suggest to the Board feasible plans of action.

In the event that the district, or a school within the district, does not receive a recommendation for the Thorough and Efficient certification from the Commissioner of Education, the Board of Education shall cooperate in undertaking corrective action by the development of remedial plans pursuant to the New Jersey Administrative Code.

Legal References:

N.J.A.C. 6:8-1.1 Words and terms defined
N.J.A.C. 6:8-4.1,-4.2 General requirements
N.J.A.C. 6:8-4.3 Quality Assurance
N.J.A.C. 6:8-4.10 State and Federally mandated programs and services
N.J.A.C. 6:8-5.1 Level II districts
N.J.A.C. 6:8-5.2 Level III districts
Manual for the evaluation of local school districts (June 1993)

Possible Cross References:

1120 Board of Education meetings
1220 Ad hoc advisory committees
2240 Research, evaluation and planning

Adopted: June 30, 1997
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

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

A. 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 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.

B. 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.

C. 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 last once a year, any or all financial records of all school and Board-sponsored activities accounts.

D. 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

Possible 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, 2987

Revised: August 28. 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD SCHOOL DISTRICT
Springfield, New Jersey

POLICY: BUDGET PLANNING, PREPARATION AND ADOPTION

The budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district. The Chief School administrator and School business Administrator are directed to take into consideration the following criteria in developing budget items:

- A. District resources must be used to produce the most positive effect on the pupils' opportunity to gain a sound basic education.
- B. The budget shall be in accord with statutory and regulatory mandates of the federal government, the state legislature, the state board of education and the local board of education.

In reviewing budget proposals, the Board will consider priorities to be accomplished during the subsequent year based on the needs identified through the district's planning process. The budget shall be prepared on forms prescribed by the commissioner of education and should be considered critically by each Board Member after its preparation and presentation to the Board.

In order to ensure adequate time for the preparation and review of the proposed budget, the Board directs the Chief school Administrator to develop a schedule of events associated with the presentation and adoption of the budget. The chief school administrator shall present the tentative budget of expenditures to the Board by **January 1** and tentative revenues as soon as practicable. In the preparation of this tentative budget, the School Administrator shall confer with the principals, department heads, Board committees and other district personnel as necessary to make the tentative budget realistic. The Board may call upon such key personnel to discuss those portions of the budget which concern them.

The budget should evolve primarily from the schools' current needs, but shall also consider the data collected in long-range budget planning. In preparing budget requests, the responsible administrator shall include the following costs by program areas:

- A. Staff
- B. Textbooks, equipment and supplies
- C. Cost and maintenance of facilities and equipment
- D. Other costs associated with the operation of each program.

When the Board considers the district's proposed budget the following information should be a part of the budget document OR be available for Board consideration:

- A. The proposed expenditure for each line item requested for the ensuing year;
- B. The anticipated expenditure for each existing line item in the current school year,
- C. The actual expenditures for each then-existing line item from the immediately completed school year
- D. A description of each line item with appropriate account numbers;
- E. The current pupil population by grade and an estimate of the pupil population for the coming school year by grade and/or by subject;
- F. An estimate of the staff needed for the coming school year by grade and/or by subject.
- G. Actual staff for the current year;
- H. Anticipated revenue by sources and amounts;
- I. Amount of surplus anticipated at the end of the current school year including accumulated surplus.
- J. All other expenses projected for the coming year, anticipated for the present year, and incurred in the preceding year, on the district level;
- K. Projected impact on tax rate.

Since the budget is the legal basis on which the school tax rate is established, the annual school budget process is an important means of communication within the school organization and the district residents. The community shall be notified of and encouraged to attend all Board meetings at which preliminary budget discussions will be held. The legally required public hearing on the proposed budget shall be held after the county superintendent of schools has approved the budget.

The annual budget proposal once adopted by the Board represents the position of the Board, and all reasonable means shall be employed by the Board to present and explain that position to all community residents and taxpayers.

The proposed budget as accepted by the Board shall be set forth in detail, using the form prescribed by the State Department of Education, and shall be made available to the public as required by law.

A brochure may be published to explain the annual budget and will be distributed to district taxpayers, if the Board of Education deems it necessary.

The brochure should include:

- a. A summary of the proposed expenditures and anticipated revenues;
- b. General information which may enable district taxpayers to understand the proposed budget better; for example, present and projected school enrollments and assessed valuations, state aid, and teachers' salaries;
- c. An explanation of significant changes in the budget.

All members of the Board of Education are expected to attend the public hearing on the

budget.

The Board acknowledges the importance of spending as much as possible of its resources directly on classroom instruction and will strive to keep administrative costs at a level below that set by the state in order not to incur an administrative penalty and possibly, to qualify for a reward.

Legal References:

N.J.S.A. 18A: 7A-25 Net current expense budget per pupil; increase by local district; certification
N.J.S.A. 18A: 7A-27 Annual determination of appropriation by state and amounts payable to each county and district
N.J.S.A. 18A: 7A-28 Proposed budgets for next school year of local boards; annual submission; review by commissioner
N.J.S.A. 18A:7F-1 et seq. Comprehensive education Improvement and Financing Act of 1996
N.J.S.A. 18A: 13-17 Submission of budget; annual regional school election
N.J.S.A. 18A: 13-19 Items rejected at annual school election; certification to and by governing bodies
N.J.S.A. 18A: 13-23 Apportionment of appropriations
N.J.S.A. 18A: 14-2.1 Adjustment to school budget and election calendar
N.J.S.A. 18A: 22-7 Preparation of budgets
N.J.S.A. 18A: 22-8 Contents of budget; program budget system
N.J.S.A. 18A: 22-9 Categories of expenditures; fixing
N.J.S.A. 18A: 22-10 Fixing date, etc., for public hearing
N.J.S.A. 18A: 22-11 Notice of public hearing
N.J.S.A. 18A: 22-11 Contents of notice
N.J.S.A. 18A: 22-13 Public hearing; objections, heard; etc.
N.J.S.A. 18A: 22-23 Type II districts without board of school estimate; determination of appropriation
N.J.S.A. 18A: 22-33 Submission of budget and authorization of tax (Type II districts)
N.J.S.A. 19:60-1 School elections, adjustments, ballots
N.J.A.C. 6:8-4.3(a) 10iii Evaluation of elements and standards (financial)
N.J.A.C. 6:8-6.3(a) 7 State compensatory education preventive and remedial programs
N.J.A.C. 6:8-8.3(b) Procedures for evaluation and certification (financial)
N.J.A.C. 6:20-2.3 Budget and cost distribution records
N.J.A.C. 6:20-2.13 Over expenditure of funds
N.J.A.C. 6:20-2.14 Appropriation of free balance
N.J.A.C. 6A:26-10.1 et seq. Purchase and Lease Agreements
N.J.A.C. 6A:30-1/1 et seq/ Evaluation of the Performance of School districts

Abbott v. burke, 149 NJ 195 (1999)

Cross References:

3160 Transfer of Funds between Line items
3320/3230 State funds, federal funds
3326 Payment for goods and services

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

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: TRANSFER OF FUNDS BETWEEN CATEGORIES

Appropriate fiscal controls shall ensure that the Board does not spend more than authorized funds. The Board Secretary shall keep the Board informed of the district's fiscal status according to law.

Except in the case of federal basic skills improvement funds, the Board designates the Chief School Administrator to approve such transfers among line items and programs as are necessary between meetings of the Board. Transfers approved by the Chief School Administrator shall be reported to the Board, ratified, and recorded in the minutes at a subsequent meeting of the Board, but not less than monthly.

When an expenditure is projected to exceed the amount appropriated in a line item, the Board Secretary shall obtain the Board's approval before the expenditure is made. At this time the Board shall also approve the appropriate line items from which the transfer will be made. The school budget as adopted by the Board is an advance plan for the school operations expressed in financial terms. However, as the budget is developed several months prior to disbursement, changing conditions may result in the need to transfer funds between line item budget accounts.

Legal References:

N.J.S.A. 2C:30-4 Excess expenditures
 N.J.S.A. 18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.
 N.J.S.A. 18A:18A-7 Emergency purchases and contracts
 N.J.S.A. 18A:22-8.1, -8.2, -8.4, -8.5 Transfer of amounts among line items and program categories ...
 N.J.S.A. 18A:22-8.3 Time of adjustments to state aid amounts
 N.J.S.A. 18A:24-48 through -54 Application of proceeds to new purpose; in districts having boards of school estimate; certification by boards of education ...
 N.J.A.C. 6:8-4.9(a)3 School resources: finance and facilities
 N.J.A.C. 6:20-2.1 et seq. Bookkeeping and accounting in local school
 N.J.A.C. 6:20-2.2, -2.3, -2.12
 N.J.A.C. 6:20-2A.1 et seq. Double entry bookkeeping and GAAP
 See particularly: accounting in local school districts
 N.J.A.C. 6:20-2A.2, -2A.10
 N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of school districts
 Hawkins-Stafford elementary and Secondary School Improvement Act of 1988

Possible Cross References:

3000/3010 Concepts and roles in business and noninstructional operations; goals and objectives

3100 Budget planning, preparation and adoption

3320 Purchasing procedures

3570 District records and reports

6142.2 English as a second language; bilingual/bicultural

6171.3 At-risk and Title 1

9127 appointment of auditor

9325.4 Voting method

9326 Minutes

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: STATE FUNDS; FEDERAL FUNDS

Each year, when it is believed that the school district is eligible for federal and/or state assistance under the provisions of public laws, application for said assistance may be submitted so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education. The Chief School Administrator shall inform the Board about specific assurances which may be required in addition to those addresses in this policy, and will provide the required language for Board adoption.

When the law requires the development and implementation of administrative procedures for submitting state and federal financial reports, with specified time schedules, the Chief School Administrator and Board Secretary shall ensure that the staff has properly completed the reports and that in each instance the reports have been submitted within the specified time.

The regular operating budget must include amounts anticipated to be received from state and/or federal sources, and a listing of projects describing how this money will be spent. These recommendations for expenditures will be approved by the Board before projects are submitted.

If additional amounts become available during the year, additional projects will be recommended to the Board and, with its approval, added to the budget.

A. Maintenance of Effort

The Board of Education will maintain a combined fiscal effort per pupil or aggregate expenditures of state and local funds with respect to the provision of the public education for the preceding fiscal year that is not less than the required amount of the combined fiscal effort per pupil or the aggregate expenditures for the second preceding fiscal year.

B, Equivalence

To be in compliance with the requirements of federal law, the Board of Education directs the Chief School Administrator to assign staff and distribute curriculum materials and instructional supplies to the schools in such a way that equivalence of personnel and materials is ensured among the schools.

C. Supplement not Supplant

Federal funds shall be used for supplementary services only and shall not be used to replace services that the district would supply eligible pupils, if state and federal funds were not available.

D. Parent/Guardian Participation

The district shall implement parent/guardian consultation and participation, advisory councils, etc., as mandated for the specific program.

E. Control of Equipment

Title to and control over equipment and/or property purchased with federal funds shall be maintained in accordance with the pertinent federal regulations. The Chief School Administrator shall develop written procedures outlining federal ownership and district use, loan, loss and disposal of such equipment/property for public and private/nonpublic schools.

Legal References:

N.J.S.A. 18A:7A-1 et seq. Public School Education Act of 1975

See particularly: N.J.S.A. 18A:7A-19, -26

N.J.S.A. 18A:7D-26 Commissioner to notify district of maximum amount of aid payable

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations

N.J.S.A. 18A:38-7.7 et seq. Legislative findings and declarations ... (regarding impact aid)

N.J.S.A. 18A:58-7.1 School lunch program

N.J.S.A. 18A:58-7.2 School lunch program; additional state aid

N.J.S.A. 18A:58-11 Emergency aid

N.J.S.A. 18A:58-11.1 Loss of tuition to district due to establishment of regional district; state aid for one year

N.J.S.A. 18A:58-33.6 through -33.21 Additional State School Building Aid Act of 1970

N.J.S.A. 18A:58-37.1 through -37.7 Textbook aid to public and nonpublic schools

N.J.S.A. 18A:59-1 through -3 Federal aid

N.J.A.C. 6:8-4.9 School resources: finance and facilities

N.J.A.C. 6:8-4.10 State and Federally mandated programs and services

N.J.A.C. 6:8-6.2(c) Programs and services for pupils at risk

N.J.A.C. 6:8-9.4 Fiscal requirements for district and school educational improvement plans (special needs districts)

N.J.A.C. 6:20-5.1 et seq. State aid

N.J.A.C. 6:28-1.1 et seq. Special education See particularly: N.J.A.C. 6:28-6.3, -7.7, -9.1(b)4

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-97)

20 U.S.C.A. 1400 et seq. - Education for All Handicapped Children Act

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
Drug-Free Workplace Act of 1988
34 CFR Part 85, Government-wide Debarment and Suspension (non-procurement) and
Government-wide Requirements for Drug-Free Workplace (Grants)
34 CFR 200.1 to 200.89 - Part 200
34 CFR Part 204
No Child Left Behind Act of 2001

Possible Cross References:

3100 Budget planning, preparation and adoption
3160 Transfer of funds between line items/amendments/purchases not budgeted
3541.1 Transportation routes and services
3542.31 Free or reduced-price lunches/milk
3570 District records and reports
4119.23 Employee substance abuse
4219.23 Employee substance abuse
6142.2 English as a second language; bilingual/bicultural
6142.6 Basic skills
6142.12 Career education
6171.3 At-risk and Title 1
6171.4 Special education
9326 Minutes

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

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: CHARGING OF APPROVED BILL LIST ITEMS

The Board of Education by its approval of a bill list designates that all items appearing on the list will be charged as expense against the budget year in which approval is made unless otherwise identified as below.

Any item or items separately identified on the bill list as properly being charged to another budget year will be charged as approved. Initial assignment of bill charges to accounts will be an administrative decision.

Should it be desired to transfer charges between accounts within a budget year, after initial assignment, and/or between budget years, after initial assignment, approval of the Board of Education is required by resolution as a public meeting.

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: TUITION FEES

The Board of Education shall assess tuition charges for each pupil attending school in this district on a tuition basis in a manner that is fair and equitable to both the sender and the receiver.

Tuition may only be assessed for those pupils whose attendance has been approved by the Board. It shall be the responsibility of the board secretary/School business administrator to assess the tuition for approved pupils.

Tuition rates shall be set in accordance with law, and shall be made known to the sender prior to the start of the school year. The Board Secretary/School Business Administrator will make tuition billings monthly.

Legal References:

N.J.S.A. 18A:38-3 18A:38-8 18A:38-19

N.J.A.C. 6:20-3.1 Attendance at school by nonresidents

Cross References:

5118 Non-residents

6171.4 Special education

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: INCOME FROM FEES, FINES, CHARGES

The Chief School Administrator shall oversee preparation of a schedule of fines for lost or damaged textbooks and/or equipment. The same schedule shall apply to nonpublic school pupils who lose or damage textbooks loaned to them.

All charges to elementary and secondary pupils shall be kept at a minimum.

Reasonable fees may be charged for admission to athletic or other extracurricular events. The Chief School Administrator will develop procedures for administering the policy for admission fees.

Senior citizens shall be provided special passes granting free admission to selected Board of Education sponsored activities such as school plays and home athletic events. These passes will be issued according to regulations developed by the Chief School Administrator.

Legal References:

N.J.S.A. 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
 N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting
 N.J.S.A. 18A:37-3 Liability of parents or guardian of minor for damage to property
 N.J.S.A. 18A:58-37.3 Purchase and loan of textbooks
 N.J.A.C. 6A:23-2.14 Student activity funds
 N.J.A.C. 6A: 23-6.6 Charge for textbook loss or damage

Cross References:

3453 School activity funds
 3517 Security
 5131.5 Vandalism/violence
 6145.1/6145.2 Intramural competition; interscholastic competition
 6153 Field trips
 6161.3 Guidelines pertaining to overdue, damaged or lost instructional materials
 6200 Adult/community education

Adopted: December 9, 1996

Revised:

**Springfield Public Schools
Springfield New Jersey**

POLICY: SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The Board believes that the efficient administration of the district requires the disposition of the property and goods no longer necessary for the maintenance of the educational program or the operation of the school district. The Board shall direct the Chief School Administrator to review periodically all district property and shall authorize the disposition by sale, licensing, rental or donation of any property not required for school purposes.

The Board Secretary shall develop rules for the disposition of property which ensure that all sales are conducted in a fair and open manner consistent with the public interest and in compliance with law.

Any district property designated for donation or unsold after such offer may be offered without cost to charitable or nonprofit organizations having a use for such property.

Supplies and equipment for specific programs, purchased with funds granted by the state and federal government, shall be disposed of in strict accordance with applicable law and regulations.

Legal References:

N.J.S.A. 18:7F-7(e) Appropriation by school district of undesignated fund balance; amounts allowable
 N.J.S.A. 18A:18A-45 Manner and method of sale (personal property)
 N.J.S.A. 18A:20-2 Purchase and sale of property in general
 N.J.S.A. 18A:20-5 Disposition of property and title of purchaser
 N.J.S.A. 18A:20-6 Sale at public sale; exceptions
 N.J.S.A. 18A:20-7 Sale at fixed minimum prices; rejection of bids
 N.J.S.A. 18A:20-8.1 Transfer of land for vocational school purposes
 N.J.S.A. 18A:20-8.2 Lease of land, or part or all of school building not necessary for school purposes; resolution; procedure
 N.J.S.A. 18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients, reversion
 N.J.S.A. 18A:20-9.2 Sale of school property to nonprofit schools for the handicapped
 N.J.S.A. 54:4-3.6 Exemption of property of nonprofit organizations
 N.J.A.C. 6:22-2.2 Approval for the disposal of land

Cross References:

3220/3230 State funds; federal funds

3280 Gifts, grants and bequests
3440 Inventories
6171.3 At-risk and Title 1
7110 Long-range facilities planning

Adopted: June 30, 1997
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: GIFTS, GRANTS, AND BEQUESTS

All grants, gifts, or bequests of a value of \$500 or more shall be reported promptly to the Board. The report shall include a description of the item. The title to all gifts, grants, and bequests shall rest with the district and not with any particular school. In practice it shall be the policy to maintain the given items within the school to which donated. No grant, gift or bequest shall be accepted if title cannot be fully conveyed and the project or proposal fully completed within a single fiscal year. Proposed gifts, grants or bequests that involve capital improvements or structural change to any school building shall be carefully described and presented to the Board as soon as feasible and prior to any commitment of acceptance.

Only the Board of Education may accept any bequest or gift or money, property or goods on behalf of the school district, except the Chief School Administrator may accept on behalf of the Board any such gift of less than \$500 in value.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the Board or the Chief School Administrator shall become the property of the Board, may not be returned without the approval of the Board, and is subject to the same controls and regulation as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

Grants

Staff members are encouraged to seek out sources of grants and gifts, and bring them to the attention of the Chief School Administrator, who shall investigate the conditions of such grants and make recommendations to the Board regarding the advisability of seeking them.

Legal References:

N.J.S.A. 18A:6-33.1 et seq. Grant program; innovative educational ideas and techniques...

N.J.S.A. 18A:18A-15.1 Payment for goods and services, funds received from a bequest, legacy or gift

N.J.S.A. 18A:20-4 Acceptance and use of gifts

N.J.S.A. 18A:20-11 Property devised in trust

N.J.S.A. 18A:29A-1 through -7 Governor's Annual Teacher Recognition Act

N.J.S.A. 18A:71A-1 et seq authority Structure and general Provisions

N.J.S.A. 18A:71B-1 et seq. Student financial Aid

N.J.S.A. 18A: 71C-1 et seq. Student Loans

N.J.S.A. 18A:71-27 Higher education; scholarship funds; establishment; administration

N.J.A.C. 6:22-2.1 Approval of land acquisition

Cross References:

1230 School-connected organizations

3220/3230 State funds; federal funds

3453 School activity funds

5126 Awards for achievement

6163.1 Media center/library

Approved: August 28, 1989

Revised:

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.**

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:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: RELATIONS WITH VENDORS

The Board of Education wishes to maintain good working relations with vendors who supply materials and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

In the schools vendors shall be seen by appointment only. Vendors who call upon a school shall be governed by policy #1250. Teachers or supervisors of instruction who have invited vendors to call should notify the principal's office in advance so that proper courtesies may be extended.

No agents, canvassers, or vendors shall have access to teachers during their classes. No business concern which solicits or gains business through the school system shall use school facilities for this purpose.

AFFIRMATIVE ACTION

All vendors shall supply assurances that they do not practice discrimination as described in the administrative code. All vendors shall be informed that harassment of any kind of district pupils or employees by their representatives is prohibited.

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination See particularly: N.J.S.A.
 10:5-31 through -35

N.J.S.A. 18A:6-8 Interest of school officers, etc., in sale of textbooks or supplies,
 royalties

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:12-2 Inconsistent interests or office prohibited

N.J.S.A. 18A:12-21 et seq. School Ethics Act

N.J.S.A. 18A:18A-1 et seq. Public Schools Contracts Law

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 52:32-44 Business registration for providers of goods and services

N.J.A.C. 6A:7-1.8 Equality in employment and contract practices

N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission

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

N.J.A.C. 6A:32-14.1 Review of mandated
 programs and services

Cross References:

1250 Visitors
1313 Gifts to district employees
1330 Use of school facilities
2224 Nondiscrimination/affirmative action
3320 Purchasing procedures
4119.21 Conflict of interest
4219.21 Conflict of interest
9270 Conflict of interest

Adopted: August 28, 1989

Revised; June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: ACCOUNTS

The Chief School Administrator shall ensure that generally accepted accounting principles (GAAP) are applied in preparing the budget and keeping all accounts of the district in accordance with code and statute

Legal References:

N.J.S.A. 18A:4-14 Uniform system of bookkeeping for school districts
N.J.S.A. 18A:17-8 Secretary; collection of tuition and auditing of accounts
N.J.S.A. 18A:17-35 Records of receipts and payments
N.J.S.A. 18A:22-8 Contents of budget; program budget system
N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting
N.J.A.C. 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local Districts
N.J.A.C. 6A:23-8.1 et seq. Annual Budget Development, Review and Approval

Cross References:

3100 Budget planning, preparation and adoption
3326 Payment for goods and services
3450 Money in school buildings
3451 Petty cash funds
3453 School activity funds
3570 District records and reports
3571 Financial reports
3571.4 Audit

Approved: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: INVENTORIES

The Board Secretary shall maintain an accurate and complete inventory of all buildings, fixed equipment and contents, and their value, in order to offer proof of loss in the event of an insurance claim and to provide a continuous chain of accountability.

The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies. Loss of any portable capital equipment of \$1000 unit value or more shall be reported to the Board. Consumable supplies shall be maintained on a continuous inventory basis.

The Board Secretary shall maintain:

1. A complete and accurate list for insurance purposes.
2. A body of pertinent cost data in the event of loss due to theft, fire, or destruction.
3. A yearly realistic replacement schedule to be utilized in budget preparation.
4. The assignment of responsibility for each fixed asset to a school district employee.
5. A Summary Report shall be developed by the School Business Administrator for the purpose of audit.

Major discrepancies in inventories which are not resolved by proper accounting procedures shall be reported to the Board.

The Board shall determine when it is necessary to hire an outside service to assist in appraisal.

Legal References:

N.J.S.A. 18A:7A-5f Major elements; guidelines

N.J.S.A. 18A:11-2b Power to sue and be sued; reports; census of school children

N.J.A.C. 6:20-2.4 Physical property records

Cross References:

3570 District records and reports

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: MONEY IN SCHOOL BUILDINGS

All funds from athletic events or other activities of pupil organizations collected by school district employees and by pupil treasurers under the auspices of the board shall be handled and accounted for pursuant to prudent business procedures and rules of the state board.

The principal/designee shall be responsible for the receipt and deposit of all funds collected in his/her school and shall administer a modified accrual accounting system for all such moneys.

In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

Legal References:

N.J.S.A. 18A:17-34 Receipt and disposition of moneys
N.J.S.A. 18A:19-13 Petty cash funds
N.J.S.A. 18A:19-14 Funds derived from pupil activities
N.J.S.A. 18A:23-2 Scope of audit
N.J.A.C. 6:20-2A.8 Petty cash fund

Cross References:

3250 Income from fees, fines, charges
3400 Accounts
3451 Petty cash funds
3453 School activity funds
3571.4 Audit
5136 Fund-raising activities
6145.4 Intramural Competition, Intermural competition

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: PETTY CASH FUNDS

The Board of Education authorizes establishment of imprest petty cash accounts by resolution annually. Individuals responsible for the disposition of each fund, the maximum expenditure and the amount authorized for each fund will be indicated.

Funds from such accounts are to be used for emergencies and/or making immediate payments of comparatively small amounts and not to subvert the intent of the regular purchasing procedures. No single expenditure shall exceed the amount determined by the Board in its resolution. The designated individual must authorize all expenditures.

All disbursements from petty cash shall be reported to the Board of Education in the annual audit document. Board-approved voucher shall establish all petty cash funds and all unused imprest petty cash funds are to be returned to the depository at the close of each fiscal year.

Legal References:

N.J.S.A. 18A:19-13 Petty cash funds
N.J.S.A. 18A:23-2 Scope of audit
N.J.A.C. 6:20-2.10 Petty cash fund

Cross References:

3320 Purchasing Procedures
3326 Payment for Goods and Services

Adopted August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: SCHOOL ACTIVITY FUNDS

All school checking accounts shall be co-signed by two authorized persons in the respective school building.

The Administration shall recommend the names of the signees and any alternate signees.

Cash Receipts

Separate accounts shall be maintained for each major category of receipt. All monies received for fines, shop projects, or for any other activity or material.

Student activity funds shall be audited annually along with other district funds and shall be administered, expended, and accounted for according to rules of the State Board of Education.

The student activity funds for each school shall be kept in separate accounts, supervised by the building principal or his/her designee. All receipts from student fund-raising projects, athletic events, and other events for which admission is charged will be deposited promptly. Disbursements must be made by check signed by the building principal or his/her designee. Separate and complete records shall be maintained for each student organization.

All disbursements made shall be directly related to student activities with proper supporting documentation.

Quarterly reports shall be filed by each administrator to the Board Secretary not later than 10 days after the close of the quarter. Such reports shall include at least the following information:

- Reporting period
- Beginning Balance
- Receipts
- Disbursements
- Transfers
- Ending Balance
- Accounts Receivable
- Accounts payable

Student activity funds shall be audited annually along with other district funds and shall

be administered, expended, and accounted for according to rules of the State Board of Education.

The Superintendent of Schools and/or his/her designee is directed to develop administrative regulations prohibiting the unauthorized opening and maintenance of accounts bearing the name of the Springfield Board of Education, or individual schools or groups within the school system.

Legal References:

N.J.S.A. 18A:19-14 Funds derived from pupil activities.

N.J.S.A. 18A:23-2 Scope of audit.

N.J.A.C. 6:20-2.2(d)7 Records of receipt and expenditure accounts.

N.J.A.C. 6:20-2.3(b)8ii Budget and cost distribution records.

N.J.A.C. 6A:23-2.1et seq. Double Entry Bookkeeping and GAAP Accounting

Cross References:

3280 Gifts, grants and bequests

3400 Accounts

3450 Money in school buildings

3571 Financial reports

3571.4 Audit

5136 Fund-raising activities

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

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.

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 -52Buildings and grounds supervisors to be certified educational facilities managers

N.J.S.A. 18A:22-8Contents 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

3516 Safety

5141 Health

6161 Equipment, books and materials

7110 Long-range facilities planning

9130 Committees.

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: EQUIPMENT

Equipment purchased by the Board of Education is intended for support of the educational program.

The Chief School Administrator shall oversee the maintenance of all district educational and non-educational equipment in safe working condition. No employee or pupil shall use equipment found unsafe. Equipment used during school hours shall be properly supervised by appropriate teaching staff.

Specific items of equipment may be loaned or rented for **student or** community use after a written request is made to and approval granted by the Chief School Administrator. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. He/she shall be responsible for its safe return.

When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.

The Board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the principal is required for such removal.

Unauthorized removal of school equipment from school property for personal use is prohibited.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
 N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
 N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation

Cross References:

1330 Use of school facilities
 1410 Local units
 3250 Income from fees, fines, charges
 3510 Operation and maintenance of plant
 3516 Safety
 3530 Insurance management

4143 Extra pay for extra work

4147 Employee safety

4243 Overtime pay

4247 Employee safety

5142 Pupil safety

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: SMOKING PROHIBITION

The Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all district buildings and on the surround grounds and athletic fields. Smoking is not permitted by district employees, pupils, or any visitors or contractors.

Notice of this policy shall be given at each school entrance in accordance with law. Smoking shall not be permitted at any time in classrooms, lecture halls, auditoriums **or on school grounds.**

The principal of each school building is authorized to report violations, in accordance with law, to the Board of Health. Violations must also be reported to the Chief School Administrator. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures.

Definition: For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy.

Legal References:

N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act
N.J.S.A. 30:5B-5.3 Smoking in child care centers prohibited
N.J.A.C. 6A:16-1.3 Definitions
N.J.A.C. 6A:16-3.1(a)7 Establishment of comprehensive alcohol, tobacco and other drug abuse programs
N.J.A.C. 6A:26-1.2 Definitions
N.J.A.C. 6A:26-12.2(a)4 Policies and procedures for school facility operation
No Child Left behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Cross References:

1250 Visitors
 1330 Use of school facilities
 4119.23 Employee substance abuse
 4219.23 Employee substance abuse
 5131..6 Drugs, alcohol, tobacco (substance abuse)

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: SAFETY

The Chief School Administrator or designees shall develop rules governing school safety which shall include but not be limited to: pupil safety in school; care of injured pupils; vehicle safety programs; plant safety including removal and/or encapsulation of asbestos; labeling and storage of hazardous substances; emergency procedures; pupil safety in transit to and from school; and eye protection. In addition, pupils shall be provided with safety instruction in accordance with the law.

The rules and procedures shall be reviewed and adopted by the Board as required by law and shall be disseminated to staff and pupils annually, and whenever any changes are made.

Legal References:

N.J.S.A. 18A:6-2 Instruction in accident and fire prevention
 N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:17-42 et seq. Public School Safety Law
 N.J.S.A. 18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases ...
 N.J.S.A. 18A:41-1 et seq. Fire drills and fire protection
 N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
 N.J.S.A. 34:5A-1 et seq. 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. 6:8-4.3 Quality assurance
 N.J.A.C. 6:8-4.5 Curriculum and instruction
 N.J.A.C. 6:20-5.5 Public school asbestos removal and encapsulation state aid
 N.J.A.C. 6:21-1.2(c) Accident reporting
 N.J.A.C. 6:22-1.1 et seq. School facility planning services
 N.J.A.C. 6:29-1.1 Purpose
 N.J.A.C. 6:29-1.3 Policies and procedures
 N.J.A.C. 6:29-1.7 Eye protection in public schools
 N.J.A.C. 6:53-1.1 et seq. Vocational education safety standards
 N.J.A.C. 8:59 Worker and Community Right to Know Act

Cross References:

1330 Use of school facilities
 1410 Local units

3510 Operation and maintenance of plant
5141.1 Accidents
5142 Pupil safety
5142.1 Safety patrols
6114 Emergencies and disaster preparedness
6142.12 Career education

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: SECURITY

The Board of Education believes that the buildings and facilities of this district represent a substantial community investment. The Board directs the development and implementation of a plan for district security to protect that investment.

The district security program will include: the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment. The Board directs close cooperation of district officials with local law enforcement officers, fire fighters, the sheriff's office, and insurance company inspectors.

Personal access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose presence in the facility has been approved by the administration. A code control system will be maintained to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons.

Building records and funds shall be kept in a safe place and under lock and key as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of security guards in situations in which special risks are involved.

Adopted: June 2003

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY; INSURANCE MANAGEMENT

The Board recognizes its responsibility under law to keep all insurable property of this school district, real and personal, insured for its replacement value against loss or damage. In placing the insurance coverage the Board shall be guided by the price and extent of coverage.

The Board Secretary/School Business Administrator shall administer the district's insurance program.

Liability insurance

The Board recognizes the risks it faces in the ordinary course of conducting a school program and chooses to insure itself against certain liabilities as a result of said risks. The Board shall carry "excess" insurance for students during school time and in school time activities.

The Board shall provide appropriate insurance for the indemnification of officers and employees, including student teachers, from damages, losses, and expenses from civil suit brought against such persons on grounds arising out of and in the course of their employment or position with this Board.

Approved: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: EMPLOYEE/OFFICER BONDS

The board recognizes that prudent trusteeship of the resources of this district dictates that employees responsible for the safekeeping of district monies be bonded.

The district shall be indemnified against loss of money by bonding of the Treasurer of School Moneys and Board Secretary/School Business Administrator in the amounts required by law.

All other employees and all board members shall be covered under a blanket bond.

The Board shall bear the cost of bonding required by this policy.

Cross References:

3530 insurance Management

9123/9124 Appointment of Board Secretary

Approved: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: ROUTES AND SERVICES

The Board of Education directs the School Business Administrator/Board Secretary to supervise development of bus routes to provide safe, economical and reasonably expeditious transportation for:

- A. Pupils who live remote from the schoolhouse as defined by New Jersey law;
- B. Pupils whose route to the school is deemed hazardous by the board;
- C. Educationally handicapped pupils in accordance with their IEP;
- D. Pupils participating in board-approved extracurricular activities or field trips;
- E. Other pupils as required by law.

The criteria to be used in designing routes and assigning pupils to them shall include:

- A. The distance to be traveled to and from school;
- B. The hazards involved on the route to be traveled.
- C. The age and state of health of the child
- D. The requirements of the instructional program;

Transportation to and from school shall be provided as required by law to eligible nonpublic school pupils. All pupils riding on district buses shall be required to observe the district's bus conduct regulations or risk loss of the privilege of such transportation.

The Board of Education in the interest of student safety and parent convenience has established the following criteria for subscription Courtesy Busing eligibility:

- A. Age of children to be transported
- B. Distance from school and traffic patterns
- C. Hardship

Subscription Courtesy Busing will be administered according to the established criteria and/or a lottery system for available seats. The Board will set an annual fee for this service, and a special adjustment in those fees will be available for individuals whose children qualify for free and reduced meal prices.

Buses, whether contracted or district-owned, shall be kept in optimum condition and shall conform to all state safety regulations.

Bus routes must be acted upon annually by the Board and submitted to the county office.

Legal References:

N.J.S.A. 18A:22-8.6 Transportation (budget line item)
N.J.S.A. 18A:39-1 et seq. Transportation to and from schools
N.J.S.A. 18A:46-19.6, -23 Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost ...
N.J.S.A. 18A:39 Transportation to and from schools
N.J.S.A. 18A:46-19.6 Transportation to location or maintenance of vehicular class-rooms to obtain services; payment of cost
N.J.S.A. 18A:46-23 Transportation of pupils; special classes; handicapped children; state aid
N.J.S.A. 18A:58-6 Atypical pupils
N.J.S.A. 18A:58-7 Transportation
N.J.S.A. 39:3-10.9 et al. Conformity with Federal Commercial Motor Vehicle Highway Safety Act of 1986
N.J.S.A. 39:3-27 Free registration of certain vehicles; transfer to other motor vehicles
N.J.A.C. 6:8-4.3(a)10vi Evaluation of elements and standards (financial)
N.J.A.C. 6:3-8.4, -8.6 Responsibilities of the district of residence ...
N.J.A.C. 6:8-4.9 School resources: finance and facilities
N.J.A.C. 6:8-8.3(b)11vi Procedures for evaluation and certification (financial)
N.J.A.C. 6:21 Pupil transportation
N.J.A.C. 6:28-3.7(a)5 Related services
N.J.A.C. 6:28-3.8(a)5 Related services

Parents for Student Safety, Inc. v. Board of Education of the Morris School District, 1968 S.L.D. (February 5),
St. Bd. rev'g 1984 S.L.D. (August 24)

Parents for Student Safety, Inc., v. Morris Bd. of Ed., 1986 S.L.D. (February 5), St. Bd. rev'g 1984 S.L.D. (August 24), aff'd App. Div., unreported decision (docket no. A-3257-85-T7, decided February 17, 1987) certif. den. 108 N.J. 180 (1987)

Wayne Board of Education v. Kraft et al., docket no. A-94-94,
decided April 24, 1995

Cross References:

3220/3230 State funds; federal funds
3516 Safety
3541.31 Privately owned vehicles
3541.33 Transportation safety
3541.4 Use of Privately Owned Vehicles in Pupil Transportation
4211 Recruitment, selection and hiring
5200 Nonpublic school pupils
6145 Extracurricular activities

6153 Field trips

Adopted: August 28, 1989

Revised: November 20 1995

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: NONSCHOOL USE OF DISTRICT VEHICLES

The Board has made the buildings and grounds of the district's public schools available for nonprofit use, provided that in the opinion of the Chief School Administrator such use would not conflict with, impede or negatively affect the operation of any school-related activities. The Board will also make school-owned vehicles available to transport groups of qualified senior or disabled citizens to civic, social, cultural, educational, recreational, nutritional and health programs and activities within the district, or in the immediately surrounding districts, provided the distance does not exceed 50 miles. "Qualified" senior citizens are persons over 60 residing in the area served by this school district and their spouses of less than 60 if they are accompanying them.

Further, the Board will make district buses available to groups of children and adults for transportation to and from municipal programs or events.

The chief school administrator shall formulate administrative regulations in conformity with N.J.A.C. 6A:27-7.8 and all other pertinent law. These regulations shall provide for payment by the group of all or part of the costs incurred by the district in such use of its vehicles. The regulations will also refer to, without duplicating, all current regulations governing conduct of the public on and/or using school facilities.

The board shall approve the use of buses for all non-school purposes.

Legal References:

N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
 N.J.S.A. 18A:39-22 School buses; use by senior citizens, handicapped, and children and adults in certain municipal programs
 N.J.S.A. 18A:39-22. Use of school buses owned, leased or contracted by school district for transportation of certain handicapped adults
 N.J.A.C. 6A:27-7.2 Capacity
 N.J.A.C. 6A:27-7.8 Use of school buses other than to and from school and school related activities

Cross References:

1330 Use of school facilities
 3515 Smoking prohibition

Approved: June 30, 1997
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

**POLICY: USE OF PRIVATELY OWNED VEHICLES IN PUPIL
TRANSPORTATION**

In recommending arrangements for pupil transportation to and from school-related activities, the Chief School Administrator shall consider the type of activity, the total number of pupils involved, and the availability of appropriate vehicles. Groups of pupils too small in number to make economical use of Type I or Type II vehicles may be transported in privately passenger vehicles driven by qualified school personnel, state employees and parents/guardians.

Transportation by Volunteer Drivers

The **School Business Administrator** shall supplement the transportation resources of the district by identifying qualified school personnel, state employees and parents/guardians who are willing to provide transportation for district pupils to and from school-related activities.

1. A valid New Jersey (or other) driver's License with no convictions for moving violations within the past three years;
2. A private passenger vehicle of 8 or fewer capacity, with a current New Jersey (or other) inspection sticker; and
3. Evidence of at least the statutorily required insurance coverage.

The Chief School Administrator or designee shall develop detailed regulations to ensure:

1. District approval of activities involved;
2. District determination of drivers and assignment of students to them;
3. Student safety in pick-up, transit and drop off.
4. Adequate supervision of students at the activity.

Transportation of Students by District Employees as Part of Assigned Duties

District employees who transport pupils in a private vehicle during working hours as part of their assigned duties shall:

1. Have a current New Jersey (o other) driver's license with no convictions for moving violations within past three years;
2. Use a privately owned passenger vehicle of 8 or fewer capacity with evidence of at least the statutorily required insurance coverage. The vehicle must have a current inspection sticker; and
3. Conform to all safety practices set forth in the regulations to this policy.

Implementation of this section shall be in conformity with applicable negotiated agreement

Legal References:

N.J.S.A. 18A:16-6 Indemnity of Officers and Employees

N.J.S.A. 18A:39-10.1 Small Vehicle Transportation of Pupils

N.J.S.A. 18A:39-20.1 Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents

N.J.S.A. 6:21-10.4 Small Vehicle Regulations

N.J.A.C. 6A:27-7.6 Transportation to and from related school activities

N.J.A.C. 6A:27-7.7 Parent transporting his or her own child or children

Cross References:

5020 Role of parents/guardians

6145 Extracurricular activities

6145.1/6145.2 Intramural competition; interscholastic competition

6153 Field trips

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: TRANSPORTATION SAFETY

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The Board directs the Chief School Administrator to oversee development of regulations to govern:

- A. Pupil conduct on buses;
- B. In-service education for bus drivers to include:
 - 1. Management of pupils;
 - 2. Safe driving practices; recognition of hazards;
 - 3. Special concerns in transporting handicapped pupils;
 - 4. Emergency procedures on the road; accident report;
 - 5. Information on required drug and alcohol testing.

Accidents

Forms shall be provided for the immediate reporting of all incidents involving a district-owned or contracted vehicle that include any of the following:

- A. Physical injury to anyone concerned, no matter how minor
- B. Property damage of any kind, even if the financial loss is negligible
- C. Failure of any mechanical function of a district-owned or contracted vehicle during operation, even if no injury or damage results

It shall be the responsibility of the Chief School Administrator to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating personnel performances, and in scheduling inspection of vehicles.

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. At least one bus drill per year shall be conducted for all students, and this drill shall take place prior to class trips that involve bus transportation.

Vehicles and Equipment

All district-owned or contracted vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of

delays and disruption due to mechanical or equipment failure.

All district-owned or contracted vehicles used to transport children shall conform to state standards for such vehicles and shall be equipped with all safety devices required by code and statute..

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

Bus Drivers

Drivers of all Type I and Type II school vehicles used to transport district pupils shall be licensed by the State of New Jersey as bus drivers. They shall comply with all state requirements on physical condition, criminal history clearance, etc. The district shall be in compliance with all drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act and implementing regulations and shall provide all bus drivers with required information on them (see policy 4219.23 Employee substance abuse). Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle.

Legal References:

N.J.S.A. 18A:25-2 Authority over pupils
N.J.S.A. 18A:39-1 et seq. Transportation to and from schools
N.J.S.A. 39:3-10.9 et seq New Jersey Commercial Driver License Act
N.J.S.A. 39:3B-10 through -12 School Buses, Equipment and Regulations
N.J.A.C. 6:21-1.1 et seq. Pupil transportation
34 CFR Part 85.100, Government-wide Debarment and Suspension
(nonprocurement) and Government-wide Requirements for Drug-Free
Workplace (Grants)
49 U.S.C. §2717 et seq.- Omnibus Transportation Employee Testing Act
of 1991
49 C.F.R. Part 40 - Procedures for Transportation Workplace Drug and
Alcohol Testing Programs
49 C.F.R. Part 382 - Controlled Substance and Alcohol Use and Testing
49 C.F.R. Part 391 - Qualification of drivers

Cross References:

3516 Safety
3541.1 Transportation routes and services
4211 Recruitment, selection and hiring
4219.23 Employee substance abuse
4231/4231.1 Staff development; in-service education/visitations/conferences
5131 Conduct/discipline

5142 Pupil Safety

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: STUDENT NUTRITION

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on student's health, and their ability and motivation to learn.

The Board is committed to:

1. Providing students with healthy nutritious foods;
2. Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
3. Supporting healthy eating through nutrition education
4. Encouraging students to select and consume all components of the school meal;
5. Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served, as part of the After School Snack Program shall meet the standards as outlined within this policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All foods and beverage items listing sugar, in any form, as the first ingredient;
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. (Federal labeling of trans fats on all food products is required by January 1, 2006.)

All snacks and beverage items sold or served anywhere on school property during the School day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers shall meet the following standards.

1. Based on manufacturers nutritional data or nutrient facts labels:
 - a. No more than 8 grams of total fat per serving with the exception of nuts and seeds
 - b. No more than 2 grams of saturated fat per serving
2. All beverages shall not exceed 12 ounces, with the following exceptions:
 - a. Water

- b. Milk containing 2% or less fat
3. Whole milk shall not exceed 8 ounces.

In elementary schools:

1. 100% of all beverages offered shall be milk, water or 100% fruit or vegetable juice.

In middle and high schools:

1. At least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices
2. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using FMNV's during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The Board recommends that physical education or recess be scheduled before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The Board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:18A-4.1 f.,h. Use of competitive contracting in lieu of public bidding; boards of education

N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations

N.J.S.A. 18A:33-3 through -5 Cafeterias for pupils

N.J.S.A. 18A:33-9 through -14 Findings, declarations relative to school breakfast

programs..

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 18A:58-7.1 through -7.2 School lunch program ...

N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs See particularly:

N.J.A.C. 2:36-1.7 Local school nutrition policy

N.J.A.C. 6A:16-5.1(b) School safety plans

N.J.A.C. 6A:23-2.6 Supplies and equipment

N.J.A.C. 6A:32-12.1 Reporting requirements

N.J.A.C. 6A:32--14.1 Review of mandated programs and services

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

Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265)

42 U.S.C. 1751 et seq. Richard B. Russell National School Lunch Act

42 U.S.C. 1771 et seq. Child Nutrition Act of 1966

7 C.F.R. Part 210 Medically authorized special needs diets

7 C.F.R. Part 210.10 Foods of minimum nutritional value

Cross References:

1200 Participation by the public

1220 Ad hoc advisory committees

3000/3010 Concepts and roles in business and noninstructional operations; goals and objectives

3220/3230 State funds; federal funds

3450 Money in school buildings

3510 Operation and maintenance of plant

3542 Food Service

3542.31 Free or reduced-price lunches/milk

3542.44 Purchasing

4222 Noninstructional aides

5131 Conduct/discipline

9123 Appointment of board secretary

9124 Appointment of business official

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: FREE OR REDUCED-PRICED LUNCHES/MILK

It is the policy of the Board of Education that this school district participates in any federal or state subsidized food program for the benefit of eligible pupils.

Pupil eligibility shall be as determined by the guidelines of the subsidizing agency. The Board requires that all regulations of the subsidizing agency be observed including especially those which preserve the privacy of eligible pupils.

Legal References:

N.J.S.A. 18A:33-3 Cafeterias for pupils

N.J.S.A. 18A:33-4 School lunch; availability to all children

N.J.S.A. 18A:33-5 Exemptions

N.J.S.A. 18A:33-10 Establishment of school breakfast program in certain schools

N.J.S.A. 18A:33-11 Implementation of school breakfast program by district

N.J.S.A. 18A:58-7.1 through -7.2 School lunch program

N.J.A.C. 6:20-9.1 et seq. Child nutrition programs

N.J.A.C. 2:36-1.2 Policy and agreement for school nutrition programs

N.J.A.C. 2:36-1.8 Review and evaluation

Cross References:

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: FOOD SERVICE PURCHASING

The Board of Education authorizes and directs the Chief School Administrator or designee to execute contracts with proper vendors in accordance with state law to purchase subsistence amounts of perishable foods without competitive bids. This policy shall be published annually as required by law, along with the procedures by which authorized vendors may become eligible to submit quotations.

The School Business Administrator is authorized to purchase not more than **\$500** worth of food supplies in any month for the cafeterias **or consumer and family living** classes without soliciting quotations. Such purchases must be documented according to law.

Legal References:

N.J.S.A. 18A:18A-5(a)6, -42.1 Exceptions to requirements for advertising
N.J.S.A. 18A:18A-6 Standards for purchase of milk
N.J.A.C. 6:20-2.6 Supplies and equipment
N.J.A.C. 6:20-2A.5 Supplies and equipment

Cross References:

3320 Purchasing procedures

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

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: FOOD SERVICE

The school lunch program shall make a nutritionally adequate lunch available to every pupil and shall operate on the most economically feasible basis.

It shall be operated in strict compliance with all laws and regulations pertaining to health, sanitation and safety; internal accounting; employment practices; nutritional standards; costs of lunches; and periodic reporting required by New Jersey law.

The School Business Administrator/Board Secretary is responsible for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the Board.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:18A-5 Exceptions to requirement for advertising
 N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations
 N.J.S.A. 18A:33-3 through -5 Cafeterias for pupils
 N.J.S.A. 18A:58-7.1 through -7.2 School lunch program ...
 N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs
 N.J.A.C. 6A:23-2.6 Supplies and equipment
 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. 6A:32-14.1 Review of mandated programs and services

Cross References:

1200 Participation by volunteers
 1220 Ad hoc advisory committees
 3000/3010 Concepts and roles in business and noninstructional operations; goals and objectives
 3220/3230 State funds; federal funds
 3450 Money in school buildings
 3510 Operation and maintenance of plant
 3542.1 Local wellness/Nutrition
 3542.31 Free or reduced-price lunches/milk
 3542.44 Purchasing
 4222 Noninstructional aides
 5131 Conduct/discipline

- 9123 Appointment of board secretary
- 9124 Appointment of business official

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: DISTRICT RECORDS AND REPORTS

The increasing complexity of both the law and the process of governing a school district require the Board of Education to assure itself that the financial and educational operations of the district are recorded and reported in strict accordance with New Jersey and federal law.

During the course of the school year, the Chief School Administrator and/or his designee shall report to the Board, the various statistical and educational reports required by law and code, be submitted to the State of New Jersey and other governmental and regulatory agencies.

The Chief School Administrator shall formulate rules, regulations and procedures, in cooperation with those responsible, to implement the gathering, recording, disseminating, copying, storing and ultimately the destroying of all such records in accordance with applicable law.

Availability to the public fees:

The Board secretary will make district records which are open to the public available during business hours after sufficient notice has been given of a person's wish to view them. Copies may be made at a price not to exceed that set by statute. Documents must be viewed in the presence of the Board Secretary or his/her designee and shall not be removed from the viewing place for any reason.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act

N.J.S.A. 18A:4-14 Uniform system of bookkeeping for school districts

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

N.J.S.A. 18A:11-2b Power to sue and be sued; reports; reports; census of school children

N.J.S.A. 18A:17-7 through -12 Secretary to give notices and keep minutes, etc.

N.J.S.A. 18A:17-28(e) Duties of business manager

N.J.S.A. 18A:17-35 Records of receipts and payments

N.J.S.A. 18A:17-36 Accounting; monthly and annual

N.J.S.A. 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report

N.J.S.A. 18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; non-liability

N.J.S.A. 47:1A-1 Legislative finding

N.J.S.A. 47:1A-2 Pupil records; right of inspection; copies; fees
N.J.S.A. 47:3-15 et seq. Short title
N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs
N.J.A.C. 6:3-2.8 Retention and destruction of pupil records
N.J.A.C. 6:8-3.2 Annual reports
N.J.A.C. 6:8-4.3(a)10i,10ii Evaluation of elements and standards (financial)
N.J.A.C. 6:8-8.3(b)11i,11ii Procedures for evaluation and certification (financial)
N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism and substance abuse
N.J.A.C. 6:20-2 Bookkeeping and accounting in local school districts
N.J.A.C. 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts
N.J.A.C. 6A:27-7.9 Vehicle records
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A: 32-7.1 et. seq. Student Records
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-12.2 School level planning
N.J.A.C. 15:3-2 State records manual

Annual Data Collection Plan, New Jersey State Department of Education

Matawan Regional Teachers Association v. Matawan-Aberdeen Bd. of Ed., 212 N.J. Super. 328 (Law Div. 1986)
Laufgas v. Barnegat Twp. Bd. of Ed., 1987 S.L.D. 2442, aff'd St. Bd. 1988 S.L.D. 2496
Horner v. Kingsway Regional, 1990 S.L.D. 752
Beatty v. Chester Bd of Ed, 1999 S.L.D. (Sept.)

Cross References:

3543 Office services
3571 Financial reports
4112.6 Personnel records
4212.6 Personnel records
5125 Pupil records
5131.5 Vandalism/violence
6142.2 English as a second language; bilingual/bicultural
6171.3 At-risk and Title 1
6171.4 Special education
9322 Public and executive sessions
9326 Minutes

Adopted: December 21, 1987

Revised: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: AUDIT

An audit of the accounts of the school district shall be made annually by an independent certified accounting firm selected by the Board of Education. The audit examination shall be conducted in accordance with statute and generally accepted auditing standards and shall include all funds over which the Board has directed or supervisory control.

An auditor's fee shall be established in each fiscal year. The Board of Education shall select an auditing firm experienced in school accounting and willing to perform the required services for the established fee.

Within 30 days following the receipt of the annual audit, the Board of Education will, at a regular meeting, cause the recommendations of the auditor to be read and to be discussed, and the discussion noted in the minutes of the meeting. The Board will direct the implementation of the auditor's recommendations.

Legal References:

N.J.S.A. 18A:6-68 Bookkeeping and accounting system (educational services commission)
N.J.S.A. 18A:18A Public School Contracts Law
N.J.S.A. 18A:23 Audits and auditors
N.J.A.C. 6:8-4.3(a)10iv, 10iv(1), 10iv(2) Evaluation of elements and standards (financial)
N.J.A.C. 6:8-8.3(b)11iv, 11v Procedures for evaluation and certification (financial)

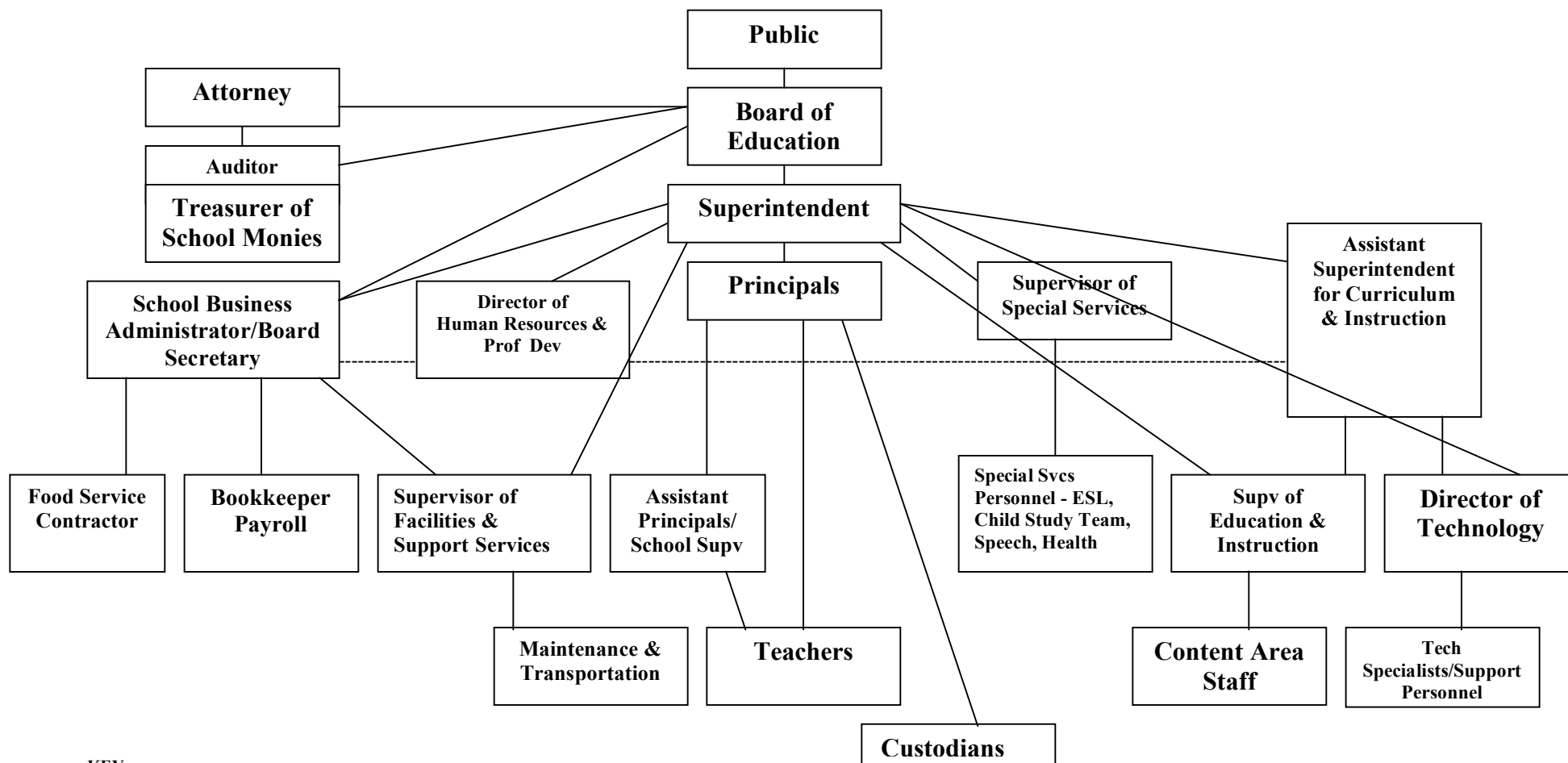
Cross References:

1100 Communicating with the public
1120 Board of education meetings
3570 District records and reports
3571 Financial reports
9127 Appointment of auditor

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

SPRINGFIELD PUBLIC SCHOOLS

Organizational Chart



KEY

-----denotes Lines of Cooperation
 _____denotes Lines of Authority

Rev July 27, 2007