

SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey

REGULAR MEETING OCTOBER 22, 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, October 22, 2007 at 7:05 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, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

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 (7:06 PM)

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

RESOLUTION

“WHEREAS the Board of Education must discuss subjects concerning 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 (7:28 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

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

- a. Note of thanks to the Board from the Venezia family for their kind words on their recent loss.

7. MINUTES

Moved by Miss Duke, seconded by Mrs. Shanes, to approve the following minutes:
Regular Meeting - October 1, 2007

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. SUPERINTENDENT'S REPORT

Mr. Davino reviewed the following items:

- a. The 2006/2007 Spring Golf Team was recognized for winning the MVC
- b. Principal's Corner (New area)
 - Mrs. Cresci gave an update on Dayton, reviewed 1st period (Activity) and what is actually happening, addressed the inadequacies of the newspaper report, and discussed examples of activities taken place such as Student meetings with Principal.
 - Mrs. Cokeing, teacher at JDHS, provided a reviewed and her assessment of period 1 (Activity).
 - Mrs. Mandel, teacher at JDHS, provided her review and her assessment of period 1 (Activity), and how she is able to work with students in the academics. Mrs. Mandel has dubbed this 1st period as her "dream period", which allows for more time to meet with students.
- c. Public Hearing on the Violence and Vandalism report for 2006/2007

9. PUBLIC SESSION (8:05 PM)

There were no comments regarding the agenda or Public Hearing items.

10. BILL LIST

Moved by Mr. Sablosky, seconded by Mrs. Sandler, approval of computer checks numbered 017625 through 017866, and wire transfer 800036 in the amount of \$2,695,141.73 minus voided check numbers 017528, 017549, 017625 and 017634 in the amount of \$27,144.18 for a grand total of \$2,667,997.55.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. BOARD SECRETARY'S REPORT

Moved by Mr. Sablosky, seconded by Mrs. Sandler, approval of the Board Secretary's Report dated August 31, 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. Sablosky, seconded by Mrs. Sandler, approval of the Treasurer's Report dated August 31, 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. Sablosky, seconded by Mrs. Sandler, 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. Sablosky, seconded by Mrs. Sandler, 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 August 31, 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. COOPERATIVE GROUP PURCHASING

Moved by Mr. Sablosky, seconded by Mrs. Shanes, to approve membership for the 2007-2008 school year in the Cooperative Group Purchasing, Inc. Ramsey Cooperative Pricing Program, at a fee of \$500.

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. PERSONNEL APPOINTMENTS

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. PROFESSIONAL DEVELOPMENT TRAVEL

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

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

Abstention: Mrs. Jacqueline Shanes

MOTION CARRIED

18. PROFESSIONAL DEVELOPMENT TRAVEL

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

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

Abstention: Mrs. Jacqueline Shanes

MOTION CARRIED

19. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

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

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Mrs. Fran Sandler

MOTION CARRIED

20. SILLS CUMMIS, EPSTEIN & GROSS

Moved by Mrs. Venezia, seconded by Mr. Sablosky, to appoint the following firm and attorney as counsel to the Springfield Board of Education, for the 2007 - 2008 school year:

- | | |
|----------------------|--|
| 1. Partner/Paralegal | Sills Cummis Epstein & Gross |
| 2. Cherie Adams | Sills Cummis Epstein & Gross. (Attachment F) |

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Mrs. Fran Sandler

MOTION CARRIED

21. OVERNIGHT FIELD TRIP

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the following overnight field trip –

- JDHS Model UN – Princeton University – Model UN Conference, East Brunswick, NJ (November 29 – December 2, 2007)

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Mrs. Fran Sandler

MOTION CARRIED

22. NON-PUBLIC TECHNOLOGY UNION COUNTY EDUCATIONAL SERVICES

Moved by Mrs. Venezia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, I move to approve the Nonpublic Technology Initiative Program Agreements for participating schools located within this district.

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Mrs. Fran Sandler

MOTION CARRIED

23. WARINACO PARK ICE RINK

Moved by Dr. Hollander, seconded by Mrs. Delia, approval to authorize the Board President to execute a contract with County of Union, Department Parks and Recreation, Elizabeth, NJ for use of ice rental for practices and games during the 2007 - 2008 season, at a fee not to exceed \$3,150.

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. UNION SPORTS ARENA

Moved by Dr. Hollander, seconded by Mrs. Delia, approval to authorize the Board President to execute a contract with Union Sports Arena, LLC, Union, NJ for use of ice rental for practices and games during the 2007 - 2008 season, at a fee not to exceed \$19,380.

Yeas: Unanimous by all Members present.

MOTION CARRIED

25. SECOND AND FINAL READING OF POLICIES #9132, 9323/9324

Moved by Miss Duke, seconded by Mrs. Venezia, approval of the second and final reading of the following policies (Attachment G, G1):

Policy #9132 - Standing Committees and Representatives

Policy #9323/9324 - Agenda Construction

Yeas: Miss Linda Duke, Mr. Lloyd Grossman, Mr. Irwin Sablosky, Mrs. Fran Sandler, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Mr. Anthony Delia

Nays: Dr. David Hollander

MOTION CARRIED

26. FIRST READING OF POLICY #4000 SERIES

Moved by Miss Duke, seconded by Mrs. Shanes, to approve the first reading of the following policies (Attachment H):

Policy #4111 - Recruitment, Selection and Hiring (certificated)

Policy #4111.1/4211.1 - Non-discrimination/Affirmative Action

Policy #4111.2 - Elimination of Discrimination on the Basis of Disability in District Programs or Activities

Policy #4112.2 - Certification

Policy #4112.4/4212.4 - Employee Health

Policy #4112.6/4212.6 - Personnel Records

Policy #4112.8/4212.8 - Nepotism

Policy #4113/4114	- Assignment and Transfer
Policy 4115/4215	- Supervision
Policy #4116	- Evaluation
Policy #4117.4	- Reduction in Force/Abolishing a Position
Policy #4117.41	- Non-Renewal
Policy #4117.52	- Interruption in or Termination of Employment
Policy #4119.21/4219.21	- Conflict of Interest
Policy #4119.22/4219.22	- Conduct and Dress
Policy #4119.23/4219.23	- Employee Smoking, Drinking, Illegal Gambling and Use of Drugs on School Grounds
Policy #4122	- Student Teachers/Interns
Policy #4123/4223	- Classroom Assistants
Policy 4131/4231	- Staff Development: In-service Education, Visitation, (4131.1/4231.1) Conferences
Policy #4133/9250	- Travel Expense Reimbursement
Policy #4138/4238	- Non-school Employment
Policy #4138.2	- Private Tutoring
Policy #4147/4247	- Employee Safety
Policy #4151/4251	- Attendance Patterns
Policy #4151.1/4251.1	- Personal Illness and Injury/Health and Hardship
Policy #4211	- Recruitment, Selection and Hiring (Non-certificated)
Policy #4211.1	- Non-discrimination/Affirmative Action
Policy #4213/4214	- Assignment; Transfer
Policy #4216	- Evaluation
Policy #4222	- Non-instructional Aides

Yeas: Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander, Mr. Irwin Sablosky, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Mr. Anthony Delia, Mrs. Fran Sandler

MOTION CARRIED

27. COMPREHENSIVE MAINTENANCE PLAN

Moved by Mr. Grossman, seconded by Mrs. Shanes, approval to authorize the Business Administrator/Board Secretary to submit the attached Resolution for Submission of the Comprehensive Maintenance Plan for the Springfield School District in compliance with the State Department of Education requirements for the period of 2001-2008. (Attachment I)

Yeas: Unanimous by all Members present.

MOTION CARRIED

28. 2nd PUBLIC SESSION (8:30-9:35 PM)

The following members of the public had comments regarding laptops, '0' period at FMG and JDHS, middle schools sports:

Brian Casey
Warren Frank
Mindy Moss
Natalie Reese

Barry Grant
Peter Schowitz
Wendy Dash

29. NEW BUSINESS

- a. Fall Festival at Caldwell was more successful than in previous years monetarily
- b. Springfield Educational Foundation's fundraiser at Barnes and Noble starts Wednesday, October 24, 2007
- c. The Junior Class is hosting a waffle breakfast fund raiser on Wednesday, October 24, 2007
- d. A Charity soccer game being organized by a JHDS student, Katie Imbriano, is this Saturday, October 27, 2007.
- e. Prom Committee
- f. The District is currently going through the new State monitoring program NJQSAC and self assessment. The self assessment will be on the next agenda for approval.
- g. Miss Duke will need coverage for the 11/07 PTA meeting at Walton (Mrs. Millman will attend in her place.)
- h. Extra Curricular Clubs at Caldwell and Sandmeier have begun
- i. The recent Basketball Charity game raised enough money for the purchase of an additional air conditioner
- j. Reminder, BOE members must attend Board member training this year in accordance with PL 2007, Chapter 53 A-5)
- k. Reminder, Board workshop, Leadership Academy training is Monday, October 29th and Tuesday, October 30th at 6:30 PM.

30. OLD BUSINESS

- a. Is there a cost for volunteer program as discussed at the last BOE meeting?
Administration answered that the cost was minimal (if any, after net amount)

31. ADJOURNMENT (9:49 PM)

Moved by Miss Duke, seconded by Mrs. Sandler, to adjourn the meeting at 9:49 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Next Regular November 5, 2007 at 7:30 PM in the IMC at JDHS.

Matthew A. Clarke
Business Administrator/Board Secretary

SPRINGFIELD BOARD OF EDUCATION
LINE ITEM TRANSFERS
AUGUST 2007

ATTACHMENT (A)

From Account	To Account	Amount
11-000-262-420-93-15 REP/MAINT CNTR TECH	11-000-222-600-93-15 INSTRUCT SOFT TECH	\$17,345.50
12-000-100-730-93-15 EQUIPT TECH	11-000-222-600-93-15 INSTRUCT SOFT TECH	\$20,012.80

**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>								
Kinney	Kendra	Elementary	Walton	----	----	----	Leave	12/15/07-6/2/08
Williamson	Kimberly	Elementary Leave Replacement	Walton	Step 0/BA	\$ 45,767.00	cover for D.H.	----	10/29/07-3/1/08
Finan	Laura	Elementary	JCS	Step 1/MA	\$ 51,109.00	----	Attainment of MA	9/1/06 - 6/30/07
McCauley	Kristy	Business/Guidance	JDHS	*	\$ 1,143.03	----	Extra Class (5)	10/15/07-11/14/07
Sagese	Ken	English	JDHS	*	\$ 5,643.58	----	Extra Class (5)	10/15/07-1/31/08
Rollis	Lauren	English	JDHS	*	\$ 3,553.06	----	Extra Class (5)	10/15/07-1/31/08
Chomko	Karyn	English	JDHS	*	\$ 4,133.74	----	Extra Class (5)	10/15/07-1/31/08
Rooney-Kuhr	Elizabeth	English	JDHS	*	\$ 4,209.67	----	Extra Class (5)	10/15/07-1/31/08
Powers	MaryEllen	English	JDHS	*	\$ 5,013.86	----	Extra Class (5)	10/15/07-1/31/08
Coward	Gregory	TV Media	JDHS	*	\$25/period	----	up to \$2500.00	9/10/07-6/30/08
Madison	Ashley	Music	JDHS	*	\$25/period	----	up to \$2500.00	10/15/07-6/30/08
Mandel	Marisa	Alternatives Club	JDHS	----	----	----	resignation	10/23/07
Sista	Maria	Alternatives Club	JDHS	Schedule E	\$ 850.00	----	revised	10/23/07-6/30/08
Schulz	Kristen	Environmental Club	JCS	*	\$40/hour	----	up to 20 hours	9/1/07 - 6/30/08
Walsh	Barbara	Environmental Club	JCS	*	\$40/hour	----	up to 20 hours	9/1/07 - 6/30/08
Louis	Lynn	Environmental Club	JCS	*	\$40/hour	----	up to 20 hours	9/1/07 - 6/30/08
Goerge	Joe	Weight Rm Coordinator-winter	JDHS	Schedule E	\$23.00/hour	----	----	9/1/07 - 6/30/08
Kozub	Robert	Asst Girls Winter Track	JDHS	Schedule E	\$ 2,700.00	----	----	9/1/07 - 6/30/08
Kozub	Robert	Asst Girls Spring Track	JDHS	Schedule E	\$ 4,700.00	----	----	9/1/07 - 6/30/08
David	Joseph	M.S. Baseball	FMG	Schedule E	\$ 3,400.00	----	----	9/1/07 - 6/30/08

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Non-Certificated</i>								
Marx	Jean	Secretary	JDHS	Step 8	\$ 28,635.00	replaces B.W.	*	11/6/07-6/30/08
Cambuzza	Carmelo	Custodian	District	Step 1	\$ 31,054.00	replaces C.L.	*	1/1/08-6/30/08
Lenhart	Pearl	Aide	District	----	----	Rescind	Resignation	9/1/07
Lenhart	Pearl	Aide	District	----	----	----	Retirement	9/1/07

**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</i>								
Rutkowski	Jamie	Substitute Teacher	District	----	----	----	****	10/23/07-6/30/08
Bresner	Phyllis	Substitute Teacher	District	----	----	----	****	10/23/07-6/30/08
Rutkowski	Jamie	Cheerleading Volunteer Coach	District	----	----	----	----	10/23/07-6/30/08
Signorelli	Kathy	Event Staff	District	----	23.00/hour	----	*	10/22/07-6/30/08

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Before and After School Program</i>								
Motto	Erica	Sub.Site Dir/Group Leader	District	----	\$20,\$25/hour	----	----	9/1/07-6/30/08
Kahn	Amy	Group Leader	District	----	\$20/hour	----	----	9/1/07-6/30/08
Boettcher	Dawn	Group Aide	District	----	\$13 /hour	New	----	9/1/07-6/30/08
Salort	Barbara	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 (July 1, 2003 - June 30, 2006)

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

*** In accordance with the Negotiated Contact between the Springfield BOE and the Springfield Supervisors 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
Alamorian	Christine	Teaching Strategies/High Potential Learners	November 30, 2007	75.00	EVW
Black	Patricia	Learning Consultants' Fall Symposium	October 26, 2007	150.00	Dist
Carter	Donie	Wellness Prog at Hunerdon HS	October 25, 2007	N/C	JD
Cioffi	Josephine	Kean University "Info on Teach Europe"	October 24, 2007	25.00	FMG
Dillard	Gillian	Dyslexia & Other Reading Disorders	December 7, 2007	149.00	TLS
Finelli	Michelle	NJPAA	October 24, 2007	N/C	FMG
Fischbein	Ellen	Teaching Strategies/High Potential Learners	November 30, 2007	75.00	Evw
Francis	Norman	NJ State Bar - Teasing & Bullying	November 2, 2007	N/C	JD
Francois	Angie	Great Books Training	December 6-7, 2007	250.00	FMG
Goerge	Joe	Wellness Prog at Hunerdon HS	October 25, 2007	N/C	JD
Guida	Connie	Women's Health	November 2, 2007	113.00	JD
Horowitz	Wendy	Texas Instruments Hands on Workshop	November 29-30, 2007	225.00	JD
Ilaria	Dan	Texas Instruments 2008 T3 Conf	February 29-March 2, 2008	775.00	Dist
Lassi	Jim	GL Liberty Fellowship	November 15-16, 2007	N/C	JD
Louis	Lynn	Using Tech in Writing	December 6, 2007	95.00	JC
Lynn	Patricia	Literacy Centers Gr. 3-5 MUJC	November 27, 2007	110.00	JC
Perdomo	Mary	Autism & Asperger Syndrome	December 7, 2007	189.00	EVW
Roberti	Carolyn	Fam & Consumer Science Conf	November 1, 2007	135.00	JD
Sanchez	Frank	NCTE Mapping Diverse Literacies	November 17, 2007	210.00	Dist
Sanchez	Frank	NJ ASK 5-7 Literacy Institutes	November 15, 2007	110.00	Dist
Scheckman	Shari	AMTNJ Conf	October 26, 2007	130.00	FMG
Schottland	Dave	Great Books Training	December 6-7, 2007	250.00	FMG
Schulz	Kristen	Using Tech in Writing	December 6, 2007	95.00	JC
Sista	Maria	SAC monthly meeting	October 26, 2007	N/C	Dist
Sista	Maria	Violent, Suicidal & Self Harming	November 16, 2007	N/C	Dist
Trueger	Barbara	Great Books Training	December 6-7, 2007	250.00	Dist
Zambolla	Marnie	Teaching Strategies/High Potential Learners	November 30, 2007	75.00	JC
Abidir	Lilian	NJ School Counselors Conf	October 22, 2007	N/C	FMG
Olive	Virginia	NJ School Counselors Conf	October 22, 2007	N/C	FMG
Bhasin	Kay	WIDA English Language Proficiency Standards	October 30 - 31, 2007	N/C	Dist

Travel
Professional Development

Attachment (D)

Lname	Fname	Description	Date	Amount	Location
Hollander	David	NJSBA Mandatory Board Member Training (A-5)	February 6, 2008	\$ 32.00	Bd Memb.

Travel
Professional Development

Attachment (D)

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

Attachment (E)

1. RELATED SERVICES REQUEST

Vendor	Related Service	Rate	Hours/days/weeks	Term	Student
Marina Muchnik Springfield, NJ	Speech/Language	\$75/Hr.	1.5 days/wk	SY07-08	
Dr. Mark Faber Livingston, NJ	Pediatric Psychiatry	\$500/Eval	Per C.S.T.	SY07-08	
Bayada Nurses, Inc. Morristown, NJ 08057	Nursing	\$53/Hr.	8 hr/day	SY07-08	0211
Lake Drive School Mountain Lakes, NJ	Itinerant Services	\$115/Hr.	Annual	SY07-08	0407
Monica Millin Springfield, NJ	Speech/Language Services	\$75/Hr.	Annual	SY07-08	0702
Developmental Learning Center (D.L.C.) New Providence, NJ	Applied Behavioral Analysis	\$119/Hr.	5x/Week	SY07-08	0613
Developmental Learning Center (D.L.C.) New Providence, NJ	Applied Behavioral Analysis	\$119/Hr.	5x/Week	SY07-08	1914
Developmental Learning Center (D.L.C.) New Providence, NJ	ABA - Program Coordination	\$149/Hr.	Per Contract	SY07-08	0705

2. OUT OF DISTRICT PLACEMENT REQUEST

School/Placement	Student	Tuition	Term	Comments
Union County Ed. Services Commission Westfield, NJ	2319	\$ 11,600.00	SY07-08	Special Needs Career Academy

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

Attachment (E)



BOARD ATTORNEYS

<u>Attorney</u>	<u>Firm</u>	<u>Rate</u>
Partner/Paralegal	Sills Cummis Epstein & Gross	\$170/hour (\$90/hour for paralegals)
Cherie Adams	Sills Cummis Epstein & Gross	\$170/hour (\$90/hour for paralegals)

Bylaw 9132

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

STANDING COMMITTEES AND REPRESENTATIVES

The President shall make committee assignments within one month of the annual Organizational Meeting. The following standing committees and representatives are recognized as official committees of the Springfield Board of Education and will consist of four members and one alternate:

1. Buildings and grounds
2. Finance
3. Public relations, legislation
4. Negotiations
5. Policy
6. School government
7. Teacher-Administrator-Board
8. Sports

Representatives:

1. Town and Recreational Liaison
2. State and county school boards associations
3. Union County Educational Services Commission
4. Local PTAs and PTSO

A chairperson appointed by the President shall report for the committee and shall inform the President and Superintendent of all committee meetings.

Meetings of the standing committees shall be held in private session unless otherwise specified by the Board.

Within the assigned responsibility, the committee will conduct studies, make recommendations to the Board and act in an advisory capacity, but no committee shall take action which binds the full Board.

Since the purpose of committee meetings is to expedite the work of the Board, the meetings shall be limited to those committee members appointed by the President, unless there is an absence at which time an alternate may be assigned.

The Board of Education shall have members assigned to particular standing committees so that they may concentrate their efforts on a particular segment of Board work. The committees shall expedite liaison between the Superintendent and the Board between

meetings. Committee minutes and recommendations for Board action shall be presented in writing to the full Board.

The Superintendent or any other member of the school staff maybe consulted in work of committees where his/her advice is needed.

The President with the advice and consent of the Vice President shall make committee assignments within one month after the annual Organizational Meeting. Committee assignments are for a term of one year, unless reassigned by the President at a later date.

Committee chairpersons may call a meeting by making arrangements through the President (or in his/her absence the Vice President) who will make arrangements with the School Business Administrator/Board Secretary. The Superintendent in consultation with the President (or in his/her absence the Vice President) may request a committee meeting as needed. The date and time of the meeting should be convenient for the chairperson and the administration. The chairperson shall discuss the proposed agenda in advance with the President. Committee members shall be officially notified of the date, time and place of the meetings.

While the Superintendent is an ex-officio member of the full Board, he may be excused from committee meetings upon his/her request and may appoint a staff member as his/her liaison. He/she may also be excused by request of the full committee.

The Individual committee member is responsible for notifying the committee chairperson if he/she is unable to attend a committee meeting. He/she should also contact the alternate to serve in his/her stead.

Each committee chairperson shall provide minutes of his/her meeting, with the exclusion of the Negotiations Committee or other issues as provided by law. Copies of committee minutes shall be distributed to all Board members by the President.

Approved: August 28, 1989

Revised: June 30, 1997

Revised:

Bylaw 9323/9324

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

AGENDA CONSTRUCTION

The agenda for each Regular meeting shall be prepared by the Superintendent in conjunction with the Board Secretary/School Business Administrator and Board president if feasible. Any member of the Board may request an agenda item by contacting the President (or in his/her absence the Vice President) who will forward the request to the Superintendent for review and consideration.

The agenda shall be completed not later than 4 p.m. the Thursday preceding the Monday meeting, except for emergency matters which may be added at any time before the meeting commences at the discretion of the Superintendent and Board President. The prepared agenda shall include only those matters that have been presented or delivered to the Board Secretary/School Business Administrator or Superintendent not later than noon on the day the agenda is to be prepared. As soon as the agenda for each meeting is prepared, the Board Secretary/School Business Administrator shall deliver or mail a copy to each Board member. The practice for Special Meetings shall conform as nearly as possible to the practice for Regular Meetings.

General topics to be discussed and/or voted upon at the Regular monthly meeting shall be in all schools, and the Springfield Public Library, the Sarah bailey Civic Center and the Office of the Board Secretary as well as the district's website. A copy will be available in the Board Secretary's office for each PTA President. Copies (at least 10) shall be available for members of the public at each regular Board meeting.

The agenda and copies of the proposed motions shall also be made available to the press, representatives of the community and staff groups, and to others upon their request.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be suggested by any Board of Education member, staff member, citizen or student of the district and referred to the appropriate committee for future consideration if the committee and a quorum of the Board agrees to consider them. However, existing Board policies or Bylaws may not be revised or new ones adopted unless the proposals are on the written agenda.

Advance Delivery of Meeting Minutes

Background and supplementary materials and agendas shall be delivered to each Board member on the Friday preceding the regular Monday meeting or at least two days prior to a Special Meeting.

Insofar as possible, supplementary material shall not be distributed at the time of the meeting.

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

4111

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: RECRUITMENT, SELECTION AND HIRING OF CERTIFICATED PERSONNEL

The Board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the Chief School Administrator shall have the responsibility of locating and recruiting the best-qualified candidates to provide for the identified needs of district pupils.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The Chief School Administrator shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

All teachers hired by the Board shall be highly qualified, as defined by federal law.

It shall be the duty of the Chief School Administrator to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The Chief School Administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.

The Chief School Administrator shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The Board shall adopt those job descriptions required by law or code and others as appropriate.

The Chief School Administrator in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

The Board shall affirm employment and initial placement on the salary guide by a recorded roll call majority vote of the full membership of the board.

The Board shall appoint all staff members only from nominations made by the Chief School Administrator. Should a nominee be rejected, it shall be the duty of the Chief

School Administrator to make other nominations.

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:3-15. Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
N.J.S.A. 18A:6-5 Inquiry as to religion and religious tests prohibited
N.J.S.A. 18A:6-6 No sex discrimination
N.J.S.A. 18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-76.1 Deadline for notification to students of requirements of provisional certificate and induction program ...
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:13-40 General powers and duties of board of newly created regional districts
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:26-1, -1.1, -2 Citizenship of teachers, etc. ...
N.J.S.A. 18A:27-1 et seq. Employment and Contracts
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.S.A. 26:8A-1 et seq. Domestic Partnership Act
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
N.J.A.C. 6A:9-6.1 et seq. Types of Certificates
N.J.A.C. 6A:9-8.1 et seq. Requirements for Instructional Certification
N.J.A.C. 6A:9-11.1 et seq. Exceptions for the Requirements for the Instructional Certificate
N.J.A.C. 6A:9-12.1 et seq. Requirements for Administrative Certification
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:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-4.1 Employment of teaching staff
N.J.A.C. 6A:32-4.8 Support residencies for regularly certified, inexperienced first-year principals
N.J.A.C. 6A:32-5.1 Standards for determining seniority

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

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

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

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

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Cross References:

2130 Administrative staff
2131 Chief school administrator
4111.1 Nondiscrimination/affirmative action
4112.2 Certification
4112.4 Employee health
4112.5 Criminal history check
4112.6 Personnel records
4112.8 Nepotism
4121 Substitute teachers
4222 Noninstructional aides
5120 Assessment of individual needs
6010 Goals and objectives

Approved: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: NONDISCRIMINATION/AFFIRMATIVE ACTION

The Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or non-renewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

The Board-designated affirmative action officer shall identify and recommend correction of any existing inequities, and any that occur in the future.

Harassment and Favoritism

The Board of Education is an affirmative action employer and holds all its employees responsible for maintaining a working environment that is free from all discriminatory practices. Harassment or favoritism on any basis included in the board's statement of equal access to employment, retention and advancement is prohibited.

Administrators and supervisors shall be familiarized with the actions that constitute harassment and favoritism. This material shall be included in the legally mandated affirmative action in-service training for all employees, and shall be clear and specific (see policy 2224). When harassment has been determined to have taken place, appropriate disciplinary action will follow. All such determinations shall be reported to the board.

Sexual Harassment

The Board of Education shall maintain a working environment that is free from sexual harassment.

Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited. No supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment of an employee. Sexually harassing conduct committed by non-supervisory personnel is also prohibited.

Staff may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and carry out a prompt and thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

"Whistleblower" Protection

The Board prohibits discrimination or retaliation against any school employee who does any of the following:

- A. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the board that the employee reasonably believes is in violation of a law, or a rule or regulation established pursuant to law;
- B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation established pursuant to law by the board; or
- C. Objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes is in violation of law, rule or regulation; is fraudulent or criminal; or is incompatible with public health, safety or welfare or protection of the environment.

The Board shall ensure that notices are posted conspicuously in each school, informing employees that they are protected under the "Conscientious Employee Protection Act."

Report on Implementation

The Chief School Administrator shall devise regulations, including grievance forms and procedures to implement this policy. He/she shall be responsible for informing staff annually of the identity and location of the affirmative action officer and the implementing procedures.

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:6-5 Inquiry as to religion and religious tests prohibited
N.J.S.A. 18A:6-6 No sex discrimination
N.J.S.A. 18A:18A-17 Facilities for handicapped persons
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1 Residence requirements prohibited
N.J.S.A. 18A:29-2 Equality of compensation for male and female teachers
N.J.S.A. 26:8A-1 et seq. Domestic Partnership Act
N.J.S.A. 34:19-1 et seq. Conscientious Employee Protection Act
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education 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

Executive Order 11246 as amended

29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended

20 U.S.C.A. 1681 et seq. - 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. - Individuals with Disabilities Education Act

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)

School Board of Nassau County v. Arline, 480 U.S. 273 (1987)

Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)

Cross References:

2224 Nondiscrimination/affirmative action
3320 Purchasing procedures
4111 Recruitment, selection and hiring
4112.8 Nepotism

4147 Employee safety
5145.4 Equal educational opportunity
6121 Nondiscrimination/affirmative action

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

**POLICY: ELIMINATION OF DISCRIMINATION ON THE BASIS OF
DISABILITY IN DISTRICT PROGRAMS OR ACTIVITIES**

As a recipient of federal financial assistance which funds in part or in whole certain educational programs in the district, it shall be the policy of the Board of Education that no otherwise qualified person shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program or activity sponsored by this Board.

The Board shall comply with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), and the Individuals with Disabilities Education Act (IDEA).

Section 504/ADA Requirements

A. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 protect the rights of individuals with disabilities in programs and activities that received federal financial assistance. Section 504 provides that: "No otherwise qualified individual with disabilities in the United States... shall, solely by reason of her or his disabilities, be excluded for the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

B. The Section 504/ADA regulations require a recipient operating federally funded public elementary and secondary education programs to provide a "free appropriate public education" (FAPE) to each qualified person with a disability who is in the recipient's jurisdiction, regardless of the nature or severity of the person's disabilities.

C. Section 504/ADA defines a "person with a disability" as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
2. has a record of such impairment; or,
3. is regarded as having such impairment.

Employment Practices

A. Qualified disabled persons shall not, solely on the basis of disability be subjected to discrimination in employment, nor in any of the activities or programs related thereto such as recruitment, hiring, promotion, transfer, termination, compensation, assignment, leaves, fringe benefits, and any other existing term or condition of employment.

B. Reasonable accommodation shall be made to the known disabilities of qualified applicants or employees unless it can be demonstrated that the accommodation would impose an undue hardship in the program.

Such accommodation may include making facilities used by employees accessible to and usable by disabled persons; job restructuring; modified work schedules; acquisition or modification of equipment; providing readers or interpreters.

In determining whether or not an accommodation would impose undue hardship on the school district, the nature and cost of the accommodation will be considered.

Qualified disabled employees or applicants shall not be denied any employment opportunity solely on the basis of the need to make reasonable accommodation.

Employment tests or other selection criterion which tend to screen out disabled persons shall not be used unless the test score or selection criterion can be shown to be job related and alternative employment tests or selection criterion are not available.

Pre-employment medical examinations or pre-employment inquiries shall not be made as to whether the applicant is a disabled person. Pre-employment inquiries may be made regarding the applicant's ability to perform job related functions.

Program Accessibility in School District Facilities

A. Disabled persons shall not be denied the benefits of or be excluded from participation in, or otherwise be subjected to discrimination in any school program or activity on the basis of facilities which are either unusable or inaccessible to them.

B. The school district shall operate its programs or activities so that when viewed in their entirety, are accessible to the disabled. The school district is not required to make each existing facility or every part thereof accessible to and usable by disabled persons but will through planning make it possible for disabled persons to participate in all programs and activities.

C. In the event structural changes are needed in any of the school district's facilities, a transition plan shall be developed identifying the changes and setting forth the steps to complete such changes. The plan shall be developed with

assistance, advice and counsel of interested persons, including disabled persons or organizations representing disabled persons and, following approval by the Board of Education, shall be made available for public inspection in the office of the Board Secretary.

Any such structural changes shall be made within three years, or more expeditiously if possible, and shall be made in conformance with the “American National Standard Specifications for Making Buildings and Facilities Accessible to and Usable by the Physically Disabled.”

Elementary and Secondary Education

A. The school district shall provide each qualified disabled person with a free appropriate public education.

B. The school district shall establish procedures for the identification evaluation and placement of persons who because of disabilities need a special education program or related services. To the maximum extent appropriate, the placement shall be in an instructional setting with pupils who are not disabled or have severe disabilities.

The procedures for the evaluation of disabled persons shall provide for periodic re-evaluation of persons who have been provided special education and related services and shall also provide for a system of procedural safeguards and a process of appeal by which a disabled person or his or her parent(s) or guardian(s) can have the educational placement reviewed.

C. Disabled students shall be afforded an equal opportunity to participate in all non-academic and co-curricular programs and activities including but not limited to the following: counseling services, physical education programs, athletics, intramurals, health services, and clubs. Students shall also receive assistance in transition services i.e., school to careers.

Designation of Responsible Employee and Adoption of Grievance Procedure

A. Upon the recommendation of the Chief School Administrator, the Board of Education shall designate an administrator to whom the Chief School Administrator shall delegate responsibility for the implementation of this policy within the administrative structure of the school district. The responsibilities shall include the preparation of assurances of compliance, the development of all plans, activities and reports required under this policy, and the administration of the grievance procedure included in this Section 4B.

B. The school district shall adopt a grievance procedure with final appeal to the Board of Education, that will provide for the prompt and equitable resolution of complaints alleging any action or actions which are prohibited by and in violation

of this Policy.

The grievance procedure, however, shall not be available to process complaints from applicants for employment.

Legal References:

29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973)

20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)

42 U.S.C. 12101 (Americans with Disabilities Act of 1990)

N.J.S.A. 10:5-1 et. seq. (Law Against Discrimination)

N.J.S.A. 18A: 18A-17 (Tenure)

N.J.A.C. Title 6 Chapter 28 (Special Education)

34 CFR Part 104 (Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance)

45 CFR Part 84 (Nondiscrimination under Programs Receiving Federal Assistance through the Department of Health and Human Services Effectuation of Title VI of the Civil rights Acts of 1964)

Adopted:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: CERTIFICATION

The certification of teachers and other personnel in the public schools of New Jersey is a protective measure for the children, the community, and the staff members themselves. All personnel hired shall have proper certification as required by the State Board of Education.

The responsibility for fulfilling all certification requirements for positions covered by certification rests with the employee.

Validity of certification must be verified with the county office.

The Chief School Administrator must receive valid evidence of proper certification or qualifications to pursue the alternative route to certification before presenting a candidate to the Board.

Provisionally Certified Teachers

The Board of Education encourages the employment of provisionally certified teachers for service in their first year of employment. The Chief School Administrator shall prepare and submit a plan to the State Department of Education ensuring adequate training of provisional teachers.

The Chief School Administrator shall provide each employed provisionally certified teacher with:

- A. The guidance of a professional support team comprised at a minimum of the principal, an experienced mentor teacher, and a curriculum supervisor (or other team members with comparable expertise);
- B. A minimum of three evaluations of the provisional teacher's classroom performance.

Legal References:

N.J.S.A. 18A:6-38 Powers and duties of the board; issuance and revocation of certificate; rules and regulations

N.J.S.A. 18A:6-39 Issuance of certificates to non-citizens

N.J.S.A. 18A:6-76.1 Deadlines for notification to students of requirements of provisional certificate and induction program

N.J.S.A. 18A:26-1, -2, -8.1, -9 Citizenship of teachers, etc.
N.J.S.A. 18A:26-2.1 et al. Supervisory certificate required for appointment as director of athletics
N.J.S.A. 18A:27-2 Employment without certificate prohibited
N.J.S.A. 18A:29-1 Uncertified teacher denied salary
N.J.S.A. 18A:40A-4 Pre-service training of future teachers; teaching certificate requirements
N.J.A.C. 6:8-3.2(a) Staffing
N.J.A.C. 6:8-4.8 Teaching staff and professional development
N.J.A.C. 6:11-1.1 et seq. Teacher preparation and certification
N.J.A.C. 6:28-1.1 et seq. Special education
N.J.A.C. 6:30-2.1(a)8 Purpose and program descriptions

Old Bridge Education Association v. Old Bridge Township Bd. of Ed.,
1986 S.L.D. 1917

Cross References:

2131 Chief School Administrator
4111 Recruitment, selection and hiring
6141 Curriculum design/development
6142.1 Family life education
6156 Instructional planning/scheduling
6163.1 Media center/library
6164.2 Guidance services
6171.4 Special education
6200 Adult/community education

Adopted: June 30, 1997
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: EMPLOYEE HEALTH

Examinations

When a candidate has been given a conditional offer of employment, he/she shall be required to submit to a medical evaluation and a physical examination. This physical examination may include testing for controlled dangerous substances as they are defined in the criminal code. Elements of the examination of newly employed staff shall include but not be limited to those physical exam elements listed in administrative code.

Any employee whose condition of physical or mental health is thought to be a possible danger to the health or welfare of pupils or other employees may be required by the Board at any time, upon recommendation of the Chief School Administrator, to submit to physical or psychiatric examination.

When an employee is requested to submit to any examination he/she shall be provided with:

- A. A written statement of reasons for the request.
- B. An opportunity for a Board hearing, if so requested said hearing shall be in private and confidential unless the employee requests otherwise
- C. Adequate prior notice of the date of the hearing
- D. Copies of statements or affidavits relied on by the Board prior to the hearing;
- E. An opportunity to be represented at the hearing by counsel or other persons of the employee's choice:
- F. An opportunity to present witnesses on his/her behalf

Reports of these examination shall include a statement by the examining physician as to any physical or mental condition noted likely to prevent the person examined from performing all duties and responsibilities of the position sought or occupied, or creating a risk to the health or welfare of pupils or other employees, or a statement that no such condition exists.

The results of all required employee medical examinations shall be made known to the Chief School Administrator on a confidential basis, discussed with the employee, and made a part of his/her confidential medical record. Records and reports of examinations shall be filed with the district medical inspector as confidential information but shall be available to and reported to appropriate health agencies as

required by law.

In the event an employee of the Board has been determined to have a mental abnormality or communicable disease or exhibits symptoms of substance abuse and, if in the opinion of the district medical inspector such condition makes the employee unfit for continued employment, the Board may remove the employee from further service as provided by law or grant leave as provided by law during the period of unfitness. An employee determined to be unfit must provide the Board with satisfactory proof of recovery before reinstatement will be allowed.

In order to protect the pupils and staff in the district schools, all regulations of the State Department of Education, the State Department of Health and the local Board of Health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases. Staff who have been identified as having a communicable disease shall not be permitted continued employment unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine and reporting.

When required examinations are performed by a physician designated by the Board, the Board shall bear the expense. Should an employee prefer to see his/her own physician, with Board approval, the employee shall bear the expense.

Occupational Containment of Bloodborne Pathogens

The Board is committed to provide a safe and healthful work environment for staff. In pursuit of this endeavor, an Exposure Control Plan (ECP) shall be provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with federal regulations.

The ECP is a key document to assist the district in implementing and ensuring compliance with the OSHA bloodborne pathogens standard, thereby protecting employees. This ECP includes:

- A. Identification of tasks, procedures and job classifications where occupational exposure to blood occurs;
- B. Procedures for evaluating the circumstances surrounding an exposure incident; and
- C. The schedule and method for implementing the specific sections of the standard, including:
 - 1. Methods of compliance;
 - 2. Hepatitis B vaccination;

3. Post-exposure evaluation and follow-up;
4. Hazard communication requirements;
5. Effective employee training;
6. Recordkeeping.

Legal References:

N.J.S.A. 2C:35-1 et seq. Comprehensive Drug Reform Act of 1987
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:16-3 Character of examinations
N.J.S.A. 18A:16-4 Sick leave; dismissal
N.J.S.A. 18A:16-5 Records of examinations
N.J.S.A. 18A:40-10 Exclusion of teachers and pupils exposed to disease
N.J.S.A. 18A:66-39 Disability retirement
N.J.S.A. 26:4-1 "Communicable disease" defined
N.J.S.A. 26:4-6 Prohibiting attendance of teachers or pupils
N.J.S.A. 26:4-15 Reporting of communicable diseases by physicians
N.J.S.A. 26:5c-1 et seq. AIDS Assistance Act
N.J.A.C. 6A:16-1.4 et seq. District policies and procedures
N.J.A.C. 6A:16-2.1 Health services policy and procedure requirements
N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations
N.J.A.C. 8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection
N.J.A.C. 12:100-4.2 Safety and Health Standards for Public Employees
(Adoption by reference)

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

29 CFR 1910.1030 - Bloodborne Pathogen Standard
School Board of Nassau County v. Arline, 480 U.S. 273 (1987)

Elizabeth v. Elizabeth Fire Officers Association, 10 NJPER 15022

HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools,
SDOE Division of Student Services, Sept. 1996, Doc. #P101400-31

Cross References:

4111 Recruitment, selection and hiring
4112.6 Personnel records
4117.50 Standards for staff discipline
4117.52 Dismissal/suspension
4119.23 Employee substance abuse

4510 Leaves

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: PERSONNEL RECORDS

Orderly administration of the school district and compliance with state and federal law require the compilation of information about all employees of the district. The Board of Education recognizes that there is a distinction between those personnel records which are clearly a matter of public concern, and those which must be considered privileged until such time as they are opened to the public by the Commissioner of Education or the courts.

The Chief School Administrator shall consult with the Board attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Chief School Administrator and the Board attorney shall be responsible for limiting administrative records to those which are consistent with New Jersey and federal law.

The Chief School Administrator shall establish the necessary regulations for maintaining both public and confidential employee records.

A. The public files shall consist of a directory of personnel and master appointment lists including all those presently employed by the district in whatever capacity. The information in this file shall be limited to name, title, position, salary, payroll record, and length of service. The Chief School Administrator shall devise procedures for making these files available to the public in accordance with the Public Right to Know Laws.

B. The confidential file shall consist of an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance; original application filed by the employee; original salary and increments; and general correspondence to and from the employee and the employee's record of attendance shall be available to that employee but it shall be kept in computer data storage and in a Master Attendance Ledger. This file is available for examination:

1. At any time, by the Chief School Administrator or personnel he/she designates;
2. During regular business hours by the employee in accordance with the provisions of the collective bargaining agreement;
3. During regular business hours, or at any meeting of the Board or any

committee thereof, by any member of the Board in connection with any assigned Board responsibility or duty.

C. Staff emergency contact cards for all employees shall be maintained by the Chief School Administrator and updated annually.

D. Upon separation from service the employee's file shall be placed in a filing system separate from active employees.

Legal References:

N.J.S.A. 18A:6-7 Oaths of persons employed in teaching capacities

N.J.S.A. 18A:6-7A Alleged child abuse, neglect by school employee; no use if unfounded

N.J.S.A. 18A:6-11 Written charges; written statement of evidence; filing; statement of position by employee; certification of determination; notice

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. 47:1A Examination and copies of public records (Public Right to Know Law)

N.J.S.A. 47:3-15 et seq. Destruction of Public Records Law

N.J.A.C. 6:29-7.4(g) Requirements of physical examinations

N.J.A.C. 6:29-9.2(a)7 Adoption of policies and procedures

N.J.A.C. 12:100-4.2 Safety and health standards for public employees occupational exposure to bloodborne pathogens

Citizens for Better Education v. Camden Bd. of Ed., 124 N.J. Super. 523 (App. Div. 1973)

Trenton Times Corp. v. Trenton Bd. of Ed., 138 N.J. Super. 357 (App. Div. 1976)

Nero v. Hyland, 76 N.J. 213 (1978), rev'd 146 N.J. Super. 46 (App. Div. 1977), 136 N.J. Super. 537 (Law Div. 1975)

Brick Township Education Association v. Brick Township Bd. of Ed., 1974 S.L.D. 111

Sayreville Education Association v. Sayreville Bd. of Ed., S.L.D. 197

White v. Galloway Township Bd. of Ed., 1977 S.L.D. 900, aff'd St. Bd. 1977 S.L.D. 903

Witchel v. Cannici and the Passaic Bd. of Ed., 1966 S.L.D. 159

Mendell v. Cimmino and the Kinnelon Bd. of Ed., 1970 S.L.D. 185

Cordano v. Weehawken Bd. of Ed., 1974 S.L.D. 316, appeal dismissed St. Bd. 1974

S.L.D. 323

Horner v. Kingsway Regional Board of Education, 1990 S.L.D. 752

Lacey Township Board of Education v. Lacey Township Education Association, 130 N.J. 312 (1992)

Cross References:

3570 District records and reports
4111 Recruitment, selection and hiring
4112.4 Employee health
4115 Supervision
4116 Evaluation
5141.4 Child abuse and neglect

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: NEPOTISM

Persons who are immediate family members of a school official (board member or administrator) may be employed in this school district, but the interested Board member must declare the relationship and abstain from discussing or voting on the appointment or future employment status.

Persons who are immediate family members of a member of the administrative staff shall not be appointed to a position that is in a line relationship involving supervision and evaluation of the position.

When a member of a school official's immediate family is a member of the bargaining unit, that school official shall not discuss or vote on the proposed collective bargaining agreement with that unit, nor participate in any way in negotiations or as a member of the negotiating team. Nor shall that Board member be present with the Board in closed session when negotiation strategies are being discussed.

When a school official or a member of his/her immediate family is a member of the same statewide union, that school official shall not participate in any way in negotiations, prior to the Board's attaining a tentative memorandum of agreement with the bargaining unit. Once the tentative memorandum of agreement is established, a school official with an out-of-district same statewide union affiliation may fully participate in the process, absent other conflicts. Prior to that time, the school official shall not be a member of the negotiating team and shall not be present with the Board in closed session when negotiation strategies are being discussed. The Board member may vote on the collective bargaining agreement.

A Board member should not vote on any action (contract of employment or purchase) of the Board which will directly affect a member of his/her immediate family, unless requested to do so by a majority of the members of the Board of Education, and only after full disclosure of the relationship has been made.

Legal References:

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:16-1 Officers and employees in general
N.J.A.C. 6:2-1.1 et seq. Appeals
N.J.A.C. 6:3-9.1 et seq. School Ethics Commission

In re Bayless, 1974 S.L.D. 603, State Board rev'g 1974 S.L.D. 595

Smiecinski v. Hanover Bd. of Ed., 1975 S.L.D. 478

Scola v. Ringwood Bd. of Ed., 1978 S.L.D. 413

Salerno v. Old Bridge Board of Ed., 1984 S.L.D. (April 28)

Larsen v. Woodbridge Board of Ed., 1985 S.L.D. (March 18)

Scannella v. Scudillo, School Ethics Decision, Complaint No. C-14-93, (February 3, 1994)

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A021-93

School Ethics Commission, Advisory Opinion, A07-94

School Ethics Commission, Advisory Opinion, A33-95

Cross References:

4111 Recruitment, selection and hiring

4119.21 Conflict of interest

9270 Conflict of interest

Adopted: August 28, 1989

Revised: June 30, 1997

Revised: November 19, 2003

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: ASSIGNMENT AND TRANSFER

The Chief School Administrator shall make certified staff assignments in the manner best calculated, in his/her judgment, to enhance the educational program of the Springfield Public Schools.

Teaching, supervisory and administrative personnel are subject to assignment and transfer after recommendation of the Chief School Administrator and approval by the Board of Education. Procedures for such transfers shall comply with provisions of current negotiated agreements and state and federal law. Particular attention shall be paid to ensuring that there shall be equivalence of teachers and administrative staff among the schools.

Initial assignments and subsequent reassignments among offices and schools shall be recommended by the Chief School Administrator with due consideration for the following:

- (a) overall needs of the school system,
- (b) qualifications of the employee in relation to school needs and to the qualifications of other available personnel,
- (c) state certification requirements, and,
- (d) opinion of administrators most directly involved.

Within individual offices and schools, reassignments will be the responsibility of the administrator in charge. Making such assignment he/she will give due consideration to

- (a) overall needs of his/her unit of administration,
- (b) qualifications of the employee in relation to needs of the organization and to qualifications of other available personnel, and,
- (c) state certification requirements.

Any employee who feels that a change in assignment would enhance his/her value to the school system and contribute to a greater sense of personal and professional achievement and satisfaction should so notify his/her building principal or office supervisor.

Recommendations for appointment to the staffs of summer schools shall originate with the Assistant Superintendent and be forwarded to the Chief School Administrator for final disposition.

Recommendations for appointment to athletic coaching and related services shall

originate with the Director of Athletics and have the approval of the principals of the schools involved before they are forwarded to the Chief School Administrator for final disposition.

Recommendations for appointment to other assignments which carry extra compensation (co-curricular activities and/or services) shall originate with the appropriate administrator and shall be forwarded to the Chief School Administrator for final disposition.

Principals may be subject to transfer at the discretion of the Chief School Administrator.

Legal References:

N.J.S.A. 18A: 25-1 Transfer of teaching staff members

N.J.S.A. 18A: 27-4 Power of boards of education to make rules

N.J.S.A. 18A: 59-1 through -3 Apportionment and distribution of federal funds; exceptions ...

N.J.S.A. 34:13A-1 ET seq. New Jersey Employer-Employee

N.J.A.C. 6:4-1.1 et seq. Equality in educational programs

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

42 U.S.C.A. 2000d - 2000d4 - Title VI of the Civil Rights Act of 1964

20 U.S.C.A. 1681 - Title IX of the Education Amendments 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

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

34 CFR 200.1 to 200.89 - Part 200

34 CFR Parts 204

Ridgefield Park Education Association v. Ridgefield Park Board of Education, 78 N.J144 (1978)

Bureau of Equal Educational Opportunity, Doc. #MISM260040699

Cross References:

2224 Nondiscrimination/affirmative action

3220/3230 State funds; federal funds

4111 Recruitment, selection and hiring

4111.1 Nondiscrimination/affirmative action

4131/4131.1 Staff development; in-service education/visitations/ conferences
5145.4 Equal educational opportunity
6121 Nondiscrimination/affirmative action
6141 Curriculum design/development
6145 Extracurricular activities
6160 Instructional services and resources
6171.3 At-risk and Title 1
6171.4 Special education

Adopted: June 27, 1988
Revised: March 25, 1991
Revised: August 28, 1989
Revised: June 30, 1997
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: SUPERVISION

The Board acknowledges that the purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the Core Curriculum Content Standards.

The Chief School Administrator shall ensure development of procedures for observation, supervision and evaluation of all employees so that optimum support is provided for the educational program.

Each teacher employed in this district as of the effective date specified in code shall be responsible for fulfilling requirements for continuing education and for making annual progress toward the goal of 100 clock hours of state-approved professional development every five years. Each teacher's professional improvement plan (PIP) shall incorporate appropriate steps toward this goal and shall be designed to assist teachers in obtaining and maintaining the knowledge and skills essential to student achievement of the state's Core Curriculum Content Standards. The professional improvement plan shall describe specific activities designed to provide guidance for that teacher in improving his/her performance. Such activities may include, but are not limited to, seminars, course work, day-long workshops, and classes on certain instructional approaches. Although supervisors shall develop professional improvement plans in collaboration with teachers, the Chief School Administrator shall maintain final authority in determining their appropriate content.

Supervisory assistance and support in achieving the 100 clock hours of state-approved continuing education shall be offered in the context of the district's evaluation process, negotiated agreements, other policies, student safety and well-being, continuity of instruction, and budgetary constraints.

The Chief School Administrator shall develop procedures for supervision of the teaching and administrative staff in performance of their duties that shall not be limited to the observations required for evaluation. Such supervision may include, but need not be limited to, review of lesson plans and teacher-made examinations; regularly scheduled curriculum conferences; and brief, informal classroom observations as prescribed by the state, noted in the collective bargaining agreement, or found elsewhere in Board Policy. The supervisor shall note the teacher's satisfactory fulfillment or non-fulfillment of continuing education requirements identified in the professional improvement plan.

This policy shall be made available to each teaching staff member at the beginning of his/her employment.

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-5 Major elements; guidelines
N.J.S.A. 18A:27-3.1 through -3.3 Non-tenured teaching staff; observation and evaluation; conference; purpose ...
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals
N.J.A.C. 6:3-4.1 Supervision of instruction: observation and evaluation of nontenured teaching staff members
N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members
N.J.A.C. 6:30-2.1(a)8 Purpose and program descriptions
(Adult education programs)

Cross References:

2131 Chief school administrator
4112.6 Personnel records
4117.41 Non-renewal
4131/4131.1 Staff development; inservice education/visitations/ conferences
4215 Supervision
4216 Evaluation
6143.1 Lesson plans
6200 Adult/community education

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: EVALUATION

The Springfield Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of the Springfield Public Schools. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The Board encourages a positive working environment in which the professional growth which results from staff participation in the evaluation process is considered of major importance. Therefore, the administration shall develop evaluation instruments flexible enough to identify the needs, strengths, and improvement objectives of each staff member.

All teaching staff members shall be evaluated by appropriately certified personnel against criteria which evolve logically from the instructional priorities and program objectives of each staff member as specified in the job description for his/her position. The Superintendent shall develop, in consultation with teaching staff members, job descriptions for each teaching staff member position and evaluation criteria for said positions based directly upon the job description. The job description shall be concise, stating major responsibilities as briefly as possible. Job descriptions are mandated for all certificated positions. All job descriptions shall be presented to the Board for approval.

Criteria must include but need not be limited to consideration of pupil progress; instructional skills; subject knowledge; professional conduct and growth; human relations skills; classroom management skills. These criteria shall also apply to requirements for continuing education and shall be incorporated into each teacher's professional improvement plan (PIP).

The evaluation procedures shall provide continuous, constructive, cooperative interaction and communication between the teaching staff member and his/her supervisor/evaluator, thus ensuring a valid basis for performance review. All procedures for the evaluation of teaching staff members shall be in compliance with law and regulations.

Tenured teaching staff members shall be observed and evaluated at least once each year by properly certified administrators/supervisors. Non-tenured teaching staff members shall be observed and evaluated at least three times each year by properly certified district administrators/supervisors.

All evaluative procedures shall include review of each teacher's progress toward achievement of the state-required goal of 100 clock hours of professional development every five years. Evaluative procedures shall recognize that the purpose of this goal is to assist teaching staff in obtaining and maintaining the knowledge and skills essential to student achievement of the state's Core Curriculum Content Standards. In any instance where an individual teacher fails to make annual progress toward meeting the 100-hour requirement, or where a professional fails to satisfy the requirement fully within the five-year period, the district administration shall take appropriate remedial action, applying sound and accepted principles of progressive supervision as well as by using existing laws and rules to the fullest extent.

The district administration shall recognize each teacher's fulfillment of the continuing education requirement. For evaluative purposes, a teacher has fulfilled his/her professional improvement plan when his/her students have demonstrated satisfactory progress toward achievement of the curriculum standards, as well as the educational goals of this district.

At the end of the first five-year cycle, the district administration shall annually report all instances of noncompliance and actions taken to address them to the State Department of Education. The Board of Education shall cooperate with the County Professional Development Board and the County Superintendent in evaluating its program and progress toward goals.

The Chief School Administrator shall provide each teaching staff member with a copy of this policy statement, and a copy of the districts evaluation instrument annually by October 1, and shall distribute any amendments to those documents within 10 working days of their becoming effective. Evaluations shall be completed before May 16 in compliance with law.

The Chief School Administrator shall report on the effectiveness of the evaluation system and shall recommend means to improve it whenever desirable.

The Chief School Administrator shall, in the implementation of this policy, develop procedures in consultation with teaching staff members for:

- A. The collection and reporting of data, which are appropriate to the job description and minimally, include the observation of classroom instruction;
- B. Observation conferences between the teaching staff member and the supervisor; the preparation of a written evaluation for each of the three observations of non-tenured staff members; and an evaluation for each observation of a tenured staff member;
- C. The preparation of individual professional improvement plans;
- D. The preparation by the administrator/supervisor of an annual written

performance report which shall include the annual evaluation of the teacher, an individual professional improvement plan developed by the staff member and the administrator/supervisor, and a summary of the results of the formal and informal assessment of his/her pupils along with a statement of how these indicators relate to the effectiveness of the overall program and the performance of the staff member;

E. The conduct of the annual summary conference;

F. The signing of the annual written performance report by the properly certified administrator/supervisor and the staff member.

All such procedures shall conform to law.

This policy and related procedures shall be reviewed at least yearly, and any necessary revisions made before readoption by the Board.

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-5 Major elements; guidelines

N.J.S.A. 18A:27-3.1 through -3.3 Non-tenured teaching staff; observation and evaluation; conference; purpose ...

N.J.S.A. 18A:28-5 Tenure of teaching staff members

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

N.J.A.C. 6:3-4.1 Supervision of instruction: observation and evaluation of nontenured teaching staff members

N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members

N.J.A.C. 6:8-4.8 Teaching staff and professional development

N.J.A.C. 6:30-2.1(a)8 Purpose and program descriptions
(Adult education programs)

Manual for the Evaluation of Local School Districts (June 1993)

Lacey Township Bd. of Ed. v. Lacey Township Education Association, 130 N.J. 312 (1992), aff'g 259 N.J. Super. 397 (App. Div. 1991)

Cross References:

2131 Chief School Administrator

4112.6 Personnel records

4117.41 Nonrenewal

4131/4131.1 Staff development; inservice education/visitations/ conferences

4215 Supervision

4216 Evaluation
6143.1 Lesson plans
6200 Adult/community education

Adopted: June 27, 1988
Revised: August 28, 1989
Revised: June 30, 1997
Revised: November 19, 2003
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SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: REDUCTION IN FORCE/ABOLISHING A POSITION

The Board of Education has the right under state law to abolish unilaterally any existing position in whole or in part and to reduce the number of employees in any category for reasons of economy, reduction in the number of pupils, change in the administrative or supervisory organization, change in the educational program or other good cause.

Should it become necessary to reduce the number of employees in the district, the laws and regulations of the state shall be the controlling guides. If, in the case of such reduction, candidates for termination are nontenured personnel only, the primary basis for selection for termination or reduction shall be the needs of the district's educational program and the individual's contribution toward achievement of that program based on properly completed observations and evaluations.

If, in the case of such reduction, candidates for termination or reduction in grade are tenured in this district, the state regulations regarding seniority shall be the primary basis for decision. In the event that there should be equal applicable seniority among staff members, the decision for reduction or termination shall be based on the needs of the district's educational program and the individual's contribution toward achievement of that program based on properly completed observations and evaluations.

In no case shall any choice be based on arbitrary, capricious or discriminatory reasons.

The Chief School Administrator shall prepare guidelines for restructuring positions and for determining objectively which employees are to be dismissed as a result, and shall present his/her recommendations to the Board for action.

Legal References:

- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.S.A. 18A:28-9 Reduction of force; power to reduce and reasons for reduction
- N.J.S.A. 18A:28-10 Reasons for dismissals of persons under tenure on account of reduction
- N.J.S.A. 18A:28-11 Seniority; board to determine; notice and advisory opinion
- N.J.S.A. 18A:28-12 Dismissal of persons having tenure on reduction; reemployment
- N.J.A.C. 6:3-5.1 Standards for determining seniority
- N.J.A.C. 6:11-3.3 Assignment of titles

Dennery v. Passaic County Regional High School District Bd. of Ed., 131 N.J. 626 (1993)

Impey v. Board of Education of Shrewsbury, 142 N.J. 388 (1995)

Cross References:

2131 Chief School Administrator

4116 Evaluation

4117.41 Nonrenewal

Adopted: April 27, 1987

Revised: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: NON-RENEWAL

A non-tenured teaching staff member who is not recommended for renewal by the Chief School Administrator shall be deemed non-renewed. The Board shall determine annually whether a new contract will be offered to a nontenured staff member by a recorded roll call majority vote of the full Board only upon the recommendation of the Chief School Administrator.. The Board Secretary will send written notice of renewal or non-renewal of employment to the employee. This notice will be given by the date specified by law.

A written request from a non-tenured teaching staff member for a written statement of reasons for nonreemployment will be honored by the Board of Education.

An informal appearance before the Board may be requested in writing within 10 calendar days and shall be scheduled within 30 days of receipt of the Board's statement of reasons.

It is the Board of Education's prerogative to determine the date, starting time and length of an informal appearance, the purpose of which shall be to permit the staff member a final opportunity to convince the Board of Education to offer re-employment. Written notice of date and time will be provided to the staff member at least five days prior to the informal appearance.

The non-tenured teaching staff member may be represented by counsel or one individual of his/her choosing and may present witnesses on his/her behalf. Witnesses may be excused from the hearing after making their statements.

Within three days following the informal appearance, the Board of Education or its designee will notify the teaching staff member, in writing, of the Board's final decision.

Legal References:

N.J.S.A. 18A:27-3.1 Non-tenured teaching staff; observation and evaluation; conference; purpose

N.J.S.A. 18A:27-3.2 Teaching staff member; notice of termination; statement of reasons; request; written answer

N.J.S.A. 18A:27-10 Nontenure teaching staff member; offer of employment for next succeeding year or notice of termination before April 30

N.J.A.C. 6:3-1.20 Procedure for appearance of non-tenured teaching staff members before a district board of education upon receipt of notice

N.J.S.A. 18A:27-3.1 Non-tenured teaching staff; observation and evaluation; conference; purpose

N.J.S.A. 18A:27-3.2 Teaching staff member; notice of termination; statement of reasons; request; written answer

N.J.S.A. 18A:27-4.1 Board of education, procedure for certain personnel actions; recommendation of Chief School Administrator

N.J.S.A. 18A:27-10 Nontenure teaching staff member; offer of employment for next succeeding year or notice of termination before May 15 of non re-employment

N.J.A.C. 6:3-4.2 Procedure for appearance of non-tenured teaching staff members

before a district board of education upon receipt of notice of nonreemployment
N.J.A.C. 6:8-4.8 Teaching staff and professional development

Donaldson v. North Wildwood Bd. of Ed., 65 N.J. (1974)

Hicks v. Pemberton Township Board of Education, 1975 S.L.D. 332

Manual for the Evaluation of Local School Districts (June 1993)

Donaldson v. North Wildwood Board of Education, 1974 S.L.D.
1377

Hicks v. Pemberton Township Board of Education, 1975 S.L.D.
332

Cross References:

4115 Supervision

4116.1 Observation and Evaluation of Non-Tenure
Teaching Staff Members

4116.2 Observation and Evaluation of Tenured
Teaching Staff Members

4117.4 Personnel Reduction/Abolishing a Position

Adopted August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: INTERRUPTION IN OR TERMINATION OF EMPLOYMENT

If the Board of Education upon recommendation of the Superintendent institutes dismissal/suspension proceedings against a member of the certificated staff, it should be only after all reasonably possible corrective measures have been attempted and have failed.

Dismissal/suspension procedures shall protect the “due process” rights of the staff member as well as those of the school district, according to the intent and letter of the statutes and any applicable court decisions.

A. Suspension

An employee may be suspended by the Chief School Administrator for incompetence, irresponsibility, non-performance of legitimate assignments, insubordination or for other conduct considered by the Chief School Administrator to be detrimental to the school system.

Written notification of the suspension, with reasons indicated, shall be given to the employee and the President of the Board of Education. Disposition of the suspension shall be determined by the Board of Education at the next regularly scheduled meeting.

B. Termination of Employment

1. The Board of Education, upon the recommendation of the Chief School Administrator may terminate employment of any employee, without tenure status, within the terms of the contract of employment.
2. In terminating employment of employees with tenure status, procedures outlined by state law shall be followed by the administration and the Board of Education.

Legal References:

Cross References:

4115 Supervision
4116 Evaluation

Approved: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: CONFLICT OF INTEREST

An employee of the Board shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of his/her duties.

An employee of the Board shall not use or attempt to use his/her position to secure unwarranted privileges or advantages for himself/herself or others.

An employee of the Board shall not act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest such as selection or purchase of any textbook or other materials on which he/she receives a royalty.

An employee of the Board shall not accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her duties.

Political Activities of Staff

All employees are prohibited from active campaigning on school property on behalf of any candidate for local, state or national office.

All employees working in a facility of this district which is used as a polling place are prohibited on an officially declared election day from displaying any materials that would promote the election of any candidate or opinions on voting issues.

Disciplinary Action

Violations of this policy may result in disciplinary action.

Legal References:

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

N.J.S.A. 18A:6-8.4 Right to hold elective or appointive state, county or municipal office

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:12-24 sets ethical parameters for the board to follow in hiring relatives of school officials.

N.J.S.A. 18A:14-72 prohibits electioneering within 100 feet of a polling place on the day of an election.

N.J.A.C. 6:3-9.1 et seq. defines the purpose, authority and operating procedures of the School Ethics
N.J.S.A. 18A:12-24
N.J.S.A. 18A:14-72 Obstructing elections; electioneering near polling place prohibited
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6:2-1.1 et seq. Appeals
N.J.A.C. 6:3-9.1 et seq. School Ethics Commission

Cross References:

1140 Distribution of materials by pupils and staff
4112.8 Nepotism
4119.22 Conduct and dress
4119.23 Employee substance abuse
4138 Nonschool employment
4212.8 Nepotism
9270 Conflict of interest

Adopted: June 30, 1997
Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: CONDUCT AND DRESS

The Board of Education expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion. To protect the safety and health of staff and the students, the Chief School Administrator or his/her designee shall be responsible for the implementation of this policy.

The personal life of an employee is not an appropriate concern of the Board except as it may directly prevent the employee from performing his/her properly assigned functions during the work day or affect his/her professional relationship with pupils.

Unbecoming Conduct

When an employee, either within the schools or outside normal duties, creates conditions under which the proper operation of the schools is affected, the Board upon recommendation of the Chief School Administrator and in accordance with statute shall determine whether such acts or lack of actions constitute conduct unbecoming a school employee, and if so, will proceed against the employee in accordance with law.

Unbecoming conduct sufficient to warrant Board review may result from a single flagrant incident or from a series of incidents.

Legal References:

N.J.S.A 18A:6-10 Dismissal and reduction in compensation of persons
under tenure in public school system
N.J.S.A 18A:11-1 General mandatory powers and duties
N.J.S.A 18A:27-4 Power of Boards of Education to make rules governing employment of
teacher, etc., employment thereunder
N.J.S.A 18A:54-20 Powers of Board (county vocational schools)

Hicks c. Pemberton Bd. of Ed., 1975 S.L.D. 332
Quiroli v. Linwood Bd. of Ed., 1974 S.L.D. 1035
Carlstadt Teachers Ass'n v. Carstadt Bd. of Ed., App. Div., unreported decision
(docket no. A-1469-80-T4, decided March 26, 1982), 1982 S.L.D. 1448

Cross References:

4119.21 Conflict of interest
4119.23 Employee substance abuse
4138 Non-school employment

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

**POLICY: EMPLOYEE SMOKING, DRINKING, ILLEGAL GAMBLING
AND USE OF DRUGS ON SCHOOL GROUNDS**

General - All Employees

The use of alcoholic beverages, smoking, illegal gambling and drugs on school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action which may include but is not limited to nonrenewal, suspension, or termination at the discretion of the Board of Education.

The unlawful manufacture, distribution, dispensing, possession of, use of or sale of any narcotic and/or hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance on or in school worksites is prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action including but not limited to; nonrenewal, suspension, or termination at the discretion of the Board of Education.

For the purposes of this policy "worksite" shall include any school building, or any school grounds as well as any school-owned vehicles, or any other school approved vehicle, used to transport students to and from school or school activities. Worksite also includes off-school grounds during any school-sponsored or school approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.

The Board of Education, as a result of criminal convictions of any criminal drug statute violation by an employee occurring outside of the worksite, may discipline said employee. Disciplinary action may include, but is not limited to; nonrenewal, suspension, or termination at the discretion of the board.

Illegal gambling is not permitted in the school worksite.

Smoking by employees in school buildings and on school premises is prohibited except as part of the authorized curriculum classroom instruction or theatrical production.

The Chief School Administrator shall establish a drug-free awareness program which includes notice of the dangers of drug abuse in the workplace and available drug counseling programs and shall distribute this policy to all employees annually. New employees shall be provided with a copy of this policy prior to beginning work assignments.

Work performance in connection with a federal grant

In order for the school district to qualify for any direct federal grant, the district must certify that it will provide a drug-free workplace and maintain a good faith effort to continue to maintain a drug-free workplace. To this end, employees engaged in school worksites as a result of federal grant monies shall in addition to complying with requirements of the programs shall also be in strict compliance with this policy.

The Chief School Administrator shall notify all employees whose work performance is done in connection with federal grant that they are to notify their respective supervisors of convictions of any criminal drug statute violation occurring in the workplace. Employees must notify their supervisors no later than five days after each conviction. To be in compliance, the district must notify the federal grant program of such conviction within 10 days of a receipt of said conviction.

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. 2C:35 Controlled dangerous substances
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher; etc; employment of teacher; etc; employment thereunder
N.J.S.A. 18A:40A-5 Cigarette vending machines prohibited
N.J.S.A. 18A:54-20 Powers of board
N.J.S.A. 24:21-19 Prohibited acts A. - Manufacturing
N.J.S.A. 24:21-20 Prohibited acts B. - Possession, use or being under influence - Penalties
N.J.S.A. 26:30-15 Legislative findings and declarations (smoking in educational institutions)
N.J.A.C. 6:3-6 Enforcement of drug-free school zone
N.J.A.C. 6:29-1.3(a)8 Policies and procedures

Anti-Drug Abuse Act of 1988
Drug-Free Workplace Act of 1988
34 CFR Part 85, Government-wide Debarment and Suspension (nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)
34 CFR Part 86 Drug-Free Schools and Campuses
Attorney General's Executive Directive No. 1988-1

Cross References:

1330 Use of School Facilities
1410 Local Units
3220/3230 State funds; federal funds
3515 Facilities use

4117.5 Disciplinary action

4146 Employment-related accommodations (employee assistance programs)

4217.5 Disciplinary action

4246 Employment related accommodations (employee assistance programs)

5131.6 Drugs, alcohol, tobacco

Adopted: November 20, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: STUDENT TEACHERS/INTERNS

The Board of Education encourages the Chief School Administrator to cooperate with colleges and universities in the placement of student teachers/administrative interns in the district's schools. Student teachers/administrative interns shall be placed with experienced staff members who agree to perform this service.

The Chief School Administrator shall recommend the selection and placement of student teachers and administrative interns. Student teachers/interns shall comply with the requirements of law regarding health examinations.

The supervising teacher and principal shall be responsible for the conduct of student teachers while serving in the schools of this district. The Chief School Administrator shall be responsible for administrative interns.

Student teachers/interns shall be allowed to participate in school activities where their contributions would be appropriate to the educational program of the school.

The Chief School Administrator shall ensure the equitable distribution of student teachers/interns throughout the district.

No remuneration will be provided to student teachers or administrative interns.

Legal References:

N.J.S.A. 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception ...

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

N.J.S.A. 18A:16-2 through -5 Physical examinations; requirement ...

N.J.S.A. 18A:16-6 Indemnity of officers and employees in certain criminal actions

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

N.J.A.C. 6:8-3.2 Staffing

N.J.A.C. 6:11-7.3(e) Curriculum

N.J.A.C. 6:11-7.4 Supervision of practicum students

N.J.A.C. 6:29-2.3(a)3 Testing for tuberculosis infection

Cross References:

4111 Recruitment, selection and hiring

4112.4 Employee health

4121 Substitute teachers

4123 Classroom aides

6162.4 Community resources

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: CLASSROOM ASSISTANTS

The Board of Education, within its financial means, may hire aides as recommended by the Chief School Administrator.

It is the responsibility of the classroom teacher to plan for any teacher assistant's constructive involvement with the class. The primary benefit must be to the pupils.

Classroom assistants shall be under the supervision of the classroom teacher.

All aide job descriptions must be approved by the County Superintendent. All assistants shall be required to comply with the provisions of the law regarding health and security checks.

Legal References:

N.J.S.A. 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment ...
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:16-2 through -5 Physical examinations; requirement ...
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6:11-4.6 Paraprofessional approval
N.J.A.C. 6:29-2.3 Testing for tuberculosis infection
8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

Cross References:

3541.1 Transportation routes and services
3542 Food service
4212.4 Employee health
4215 Supervision
4216 Evaluation
5131 Conduct/discipline
6162.4 Community resources

Adopted: June 30, 1997
Revised:

SPRINGFIELD SCHOOL DISTRICT
Springfield New Jersey 07081

POLICY: STAFF DEVELOPMENT: IN-SERVICE EDUCATION, VISITATION, CONFERENCES

The Board of Education recognizes its legal obligation to provide in-service activities to further the ability of the teaching staff to progress toward achievement of district goals and objectives.

The Chief School Administrator shall develop a comprehensive management system for staff professional improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings.

Staff participation that may require released time and financial reimbursement in excess of \$350 (See 4133.1) will be determined by the Board of Education after recommendation by the Chief School Administrator.

Staff members who participate in out-of-district programs at Board expense shall upon request submit a written report to the Chief School Administrator or designee highlighting the main thrust and ideas observed by the participant.

Mandated In-service Programs

The Chief School Administrator shall arrange development of appropriate in service presentations, seminars and/or workshops on:

- Affirmative Action/equity
- special education
- child abuse/neglect
- substance abuse
- possible hazardous substances in the workplace and other topics
 - specifically required by federal or New Jersey law
- staff cooperation with law enforcement authorities in matters relating to
 - substance, weapons and safety
- recognizing and responding to crisis
- procedures and mechanisms for managing crisis
- annual in-service training for all staff (both certificated and non- certificated) to identify and resolve problems arising from prejudice on the basis of race, color, creed, religion, sexual orientation, ancestry, national origin or social or economic status

The district design of the in-service/professional development program should occur in the context of other policies, student safety and well-being, continuity of the instructional program, and budgetary constraints.

Legal References:

N.J.S.A. 18A:7A-11 Annual report of local school district; contents; See particularly: annual report of commissioner; report on
N.J.S.A. 18A:7A-11e improvement of basic skills
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:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
N.J.S.A. 18A:30-7 Power of boards of education to pay salaries
N.J.S.A. 18A:31-2 Attendance at conventions of New Jersey Education Association
N.J.S.A. 18A:40A-3 Initial in-service training programs; curriculum; See particularly: availability
N.J.S.A. 18A:40A-3a, -18c
N.J.S.A. 34:5A-10 Workplace surveys and hazardous substance fact sheets; file; update; copies of employee health and exposure records; request for copies
N.J.S.A. 34:5A-13 Employee education and training program; certification of programs and persons; duration; renewal; fees; rules and regulations; violations; penalties
N.J.A.C. 6:3-1.6 Reporting and staffing of school districts
N.J.A.C. 6:3-4.1 Supervision of instruction: observation and evaluation of non-tenured teaching staff members
N.J.A.C. 6:3-4.3 Evaluation of tenured teaching staff members
N.J.A.C. 6:11-13.1 et seq. Required Professional Development for Teachers
N.J.A.C. 6A:7-1.6 Professional development
N.J.A.C. 6A:14-1.2(b)13 District eligibility for assistance under IDEA Part B
N.J.A.C. 6A:15-1.8 In-service training
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development See particularly:
N.J.A.C. 6A:16-3.1(a)4, -5.2(c), 6.2(b)11
N.J.A.C. 6A:16-10.1 et seq. Reporting Allegations of Child Abuse and Neglect
N.J.A.C. 6A:16-10.2
N.J.A.C. 6A:24-1.1 et seq. Urban Education Reform in the Abbott Districts
See particularly:
N.J.A.C. 6A:24-2.2, -4.1, -4.2, -6.1
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
Manual for the Evaluation of Local School Districts (September 2002)
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
Multi-year Equity Plan for the Academic Years 2000-2001 through 2002-2003,
New Jersey State Department of Education Division of Student Services Office of
Bilingual Education and Equity Issues

Cross References:

4115 Supervision

4116 Evaluation

4133 Travel/reimbursement

4231/4231.1 Staff development; in-service education/visitations/conferences

5131.6 Drugs, alcohol, tobacco (substance abuse)

5141 Health

5141.4 Child abuse and neglect

6142.2 English as a second language; bilingual/bicultural

6171.3 At-risk and Title 1

6171.4 Special education

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: TRAVEL EXPENSE REIMBURSEMENT

Board members receive no payment for their services. With board approval, they may be reimbursed for out-of-pocket expenses incurred on board business.

Travel and Related Expenses

Travel reimbursement will be paid only upon compliance with the Board's policy provisions and approval requirements. Board members and employees shall only be reimbursed for work-related travel that is directly related to and within the scope of the Board member and employees' current work responsibilities. Board members and employees shall only be reimbursed for travel that:

- A. promotes the delivery of instruction or furthers the efficient operation of the school district,
- B. is fiscally prudent, and
- C. is directly related to and within the scope of the board member's current responsibilities.

All employee travel must have prior approval of the Superintendent and/or Business Administrator and a majority of the full voting membership of the Board. Such approval must include the name of the event, the event cost, and the purpose of the trip.

All Board members must have approval of the majority of the full voting membership of the Board.

Such approval must include the name of the event, the event cost, and the purpose of the trip.

All Board members and employees shall adhere to the following specifications to be considered for reimbursement:

- A. Reimbursement may not exceed State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02 (found at <http://www.state.nj.us/infobank/circular/cir0602b.htm>), including but not limited to the types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and supporting documentation.
- B. Reimbursement must also be in compliance with OMB Circular A-87 (found at http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html). No

reimbursement will be issued without submission of written documentation such as receipts, checks and vouchers detailing the amount of each expenditure. Such documentation must be submitted within thirty (30) days to the district business office.

C. Shall provide, when requested by the Board of Education, a brief report that includes, as appropriate, but may not be limited to, a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed. This report will be submitted to an appropriate party designated by the Board.

In addition to the requirements above, such travel must be directly related to the employee's professional development. No district employee shall be reimbursed for travel and related expenses without prior written approval of the Chief School Administrator, and prior approval by a majority of the full voting membership of the board.

Board members shall only be reimbursed for travel and related expenses that have received prior approval by a majority of the full voting membership of the board, and is in compliance with N.J.S.A. 18A:12-24 and 24.1 of the School Ethics Act.

The Board shall:

- A. Allot in its annual budget a maximum travel expenditure amount and annually review its policy to assure that it properly reflects the amount budgeted.
- B. Adopt a public resolution authorizing each reimbursement; specifying the way in which it promotes the delivery of instruction or furthers the efficient operation of the school district.

The Board shall exclude from these requirements reimbursement for:

- A. travel caused by or subject to contractual provisions, other statutory requirements or federal regulatory requirements; and
- B. travel that will otherwise not comply with the requirements in state regulation governing this policy, but that is deemed necessary or unavoidable; documented with full detail; and approved by board resolution.

In order to demonstrate compliance with this policy, documentation of all reimbursed travel expenses shall be maintained on file. This record may include receipts, checks and vouchers submitted in connection with any reimbursement.

Reimbursement shall not be made for any of the following:

1. Alcoholic beverages
2. Car rentals

3. Limousine services
4. Chauffeuring services
5. Any cost not deemed necessary by the Chief School Administrator or the Board of Education

One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement except in limited circumstances authorized by the Department of Treasury guidelines.

Implementation

The Chief School Administrator shall develop regulations to implement this policy. The Board shall adopt regulations on all aspects of the Travel Expense Reimbursement Policy.

Legal References:

N.J.S.A. 18A:2-1 Power to effectuate action
N.J.S.A. 18A:4-23 Supervision of schools; enforcement of rules
N.J.S.A. 18A:4-24 Determining efficiency of schools; report to state board
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:12-4 Compensation of members
N.J.S.A. 18A:12-24 School Ethics Act
N.J.S.A. 18A:12-24.1 Code of Ethics
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:10A-8.3 Travel and Related Expense Reimbursement (Abbott Districts)
N.J.A.C. 6A:23B-1.1 et. seq. Travel and Related Expenses Reimbursement (Non-Abbott Districts)

P.L. 2005, c.132 Appropriations Act

In the Matter of Anthony Esgro, Luis Perez, Clifford Meeks and Frank Speziali, Glassboro Board of Education, CO7-97, March 30, 1998

Cross References:

3571 Financial reports
9200 Orientation and training of board members
9270 Conflict of interest

Date Approved: November 21, 2005

Date Revised: June 25, 2007

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: NONSCHOOL EMPLOYMENT

School employees shall not engage in outside activities or perform any services for compensation other than those assigned by the district during the hours of their employment.

Any outside work performed by a Board employee shall not prevent him/her from properly performing assigned functions or adversely affecting the employee's performance in any manner.

Legal References:

N.J.S.A. 18A:608.1 Leave of certain employees to serve in legislature
N.J.S.A. 18A:6-8.2 Leave of certain employees to serve on board of chosen freeholders
N.J.S.A. 18A:6-8.4 Right to hold elective or appointive state, county or municipal office
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-18 Full time required of superintendents
N.J.S.A. 52:13D-12 et seq. Legislative findings

Cross References:

3514 Equipment
4119.21 Conflict of Interest
4138.2 Private tutoring

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

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: PRIVATE TUTORING

The Springfield Board of Education recognizes that occasionally, for a variety of reasons, parents/guardians may wish their children to receive intensive private tutoring beyond the scope of the regular individualized instruction program.

Since private tutoring has the potential of raising sensitive questions of ethics and conflicts of interest, teachers may not tutor students who attend the school in which they teach, though they may, however, engage to tutor students from other schools in the system. Tutorial service on administrative assignment or tutorial service which requires limited and special skills may be exempted from this provision on approval by the Superintendent.

In any case, the principal of the teacher's home school as well as the principal of the school the student attends should both be apprised of tutorial arrangements, and the approval of both principals must be obtained. Tutoring sessions should not be held in school buildings.

Legal References:

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

N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teachers, etc.; employment thereunder

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

Cross References:

4119.21 Conflict of interest

4138 Nonschool employment

4219.21 Conflict of interest

4238 Nonschool employment

6173 Home instruction

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: EMPLOYEE SAFETY

Through its overall safety program, the Board of Education shall seek to ensure the safety of employees during working hours.

The Board shall be diligent in maintaining safe working conditions for employees. It shall provide an Exposure Control Plan for the occupational containment of bloodborne pathogens as described in Policy 4112.4 Employee health and information on possible hazardous substances in the workplace, in accordance with law.

The Board shall expect employees to follow all established safety rules and regulations, such as those pertaining to the use of safety equipment, the wearing of safety clothing and protective eye devices where appropriate, and the lifting or shifting of heavy weights.

Employees shall report all accidents to their principal and/or supervisor immediately.

Legal References:

N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:40-12.1 Protective eye devices required for teachers, pupils and visitors in certain cases
N.J.S.A. 18A:40-12.2 Rules prescribing kinds, types and quality of devices
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.S.A. 34:19-1 et seq. Conscientious Employee Protection Act
N.J.A.C. 6:29-1.7 Eye protection in public schools
N.J.A.C. 12:100-4.2 Safety and health standards for public employees occupational exposure to bloodborne pathogens
29 CFR 1910.1030 - Bloodborne Pathogen Standard

Cross References:

3510 Operation and maintenance of plant
3516 Safety
4111.1 Nondiscrimination/affirmative action
4112.4 Employee health

Adopted: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: ATTENDANCE PATTERNS

The Board of Education is responsible for providing a continuous education program for the community. In order to fulfill its mandate, the Board expects all employees to report to work each scheduled day on time. All employees are expected to strive for perfect attendance.

The Board believes that pupils in their formative years deserve the best education possible with as complete continuity as can be accorded them, recognizing that excessive employee absenteeism has a deleterious effect on their education.

The Board requires that each employee's attendance record be reviewed in connection with the employee's periodic performance review.

The Chief School Administrator shall develop procedures to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that staff members personally report all illnesses and request all leaves at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and negotiated contracts to which the Board is a party.

The review of employee attendance patterns should provide for:

- a. recognition of excellent attendance
- b. disciplinary action in the event of failure to meet established criteria

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals
N.J.S.A. 18A:30-1 et seq. Leaves of absence
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6:8-1.1 Words and terms defined

Montville Education Ass'n v. Montville Bd. of Ed., 1984 S.L.D. 550, rev'd St. Bd. 1984 S.L.D. 559, rev'd App. Div., unreported decision (docket no. A-1178-84T7, decided December 6, 1985) 1985 S.L.D. 1972, decision on remand, St. Bd., 1986 S.L.D. 3113

Burlington Educational Ass'n v. Burlington Bd. of Ed., 1985 S.L.D. 889, aff'd St. Bd.

1985 S.L.D. 912

Scotch Plains-Fanwood Board of Education v. Scotch Plains-Fanwood Education Association, 270 NJ Super 444 (App. Div. 1994) rev'd. Supreme Court (A-45) decided January 26, 1995

Adopted: June 29, 1987

Revised: August 28, 1989

Revised: June 30, 1997

Revised:

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

POLICY: PERSONAL ILLNESS AND INJURY/HEALTH AND HARDSHIP

The Board of Education will consider requests for extension of sick leave benefits on a case-by-case basis.

Legal References:

N.J.S.A. 18A:6-6 No sex discrimination
N.J.S.A. 18A:6-66 Rights and benefits of personnel (educational services commission)
N.J.S.A. 18A:16-2 through -5 Physical examinations; requirement ...
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc. employment thereunder
N.J.S.A. 18A:30-1 Definition of sick leave
N.J.S.A. 18A:30-2 Sick leave allowable
N.J.S.A. 18A:30-6 Prolonged absence beyond sick leave period
N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations

Ramsey Teachers Ass'n v. Ramsey Bd. of Ed., 1979 S.L.D. 862, St. Bd. rev'g 1978 S.L.D. 518, aff'd App. Div., 1980 S.L.D. 1528

Cole v. Essex County Vocational School District Bd. of Ed., 1986 S.L.D. 1855

Cross References:

4150 Leaves
4151 Attendance patterns

Approved:

SPRINGFIELD PUBLIC SCHOOLS
Springfield new jersey 07081

POLICY: RECRUITMENT, SELECTION AND HIRING (Non-Certificated Staff)

The Board of Education shall appoint all staff members only from nominations made by the Chief School Administrator. All appointments shall be by recorded roll call majority vote of the full membership of the board. The Chief School Administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nationality, or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.

The Chief School Administrator is responsible for the maintenance of job descriptions that define the duties, responsibilities and qualifications required for each support position. The Board shall adopt those job descriptions required by law or code and others as appropriate.

All candidates must have training and/or actual work experience in the vacant position, and/or an acceptable level of proficiency.

It shall be the duty of the Superintendent to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check and proof of citizenship or eligible alien status.

The employment of any candidate is not official until the contract is approved by the Board of Education and signed by the candidate. It shall be the responsibility of the Chief School Administrator to communicate this fact to all candidates.

The Chief School Administrator may make temporary appointments in emergency situations in accordance with law. These appointments must be ratified by the Board at the next regular meeting.

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
 N.J.S.A. 18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
 N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:16-1 Officers and employees in general
 N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
 N.J.S.A. 18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees; exceptions
 N.J.S.A. 18A:39-17 through -20 Names, social security numbers, and certification of
 N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
 N.J.S.A. 26:8A-1 et seq. Domestic Partnership Act

N.J.S.A. 39:3-10.1 Driver of motor vehicle or trackless trolley with capacity over six passengers;
Special license

N.J.A.C. 6A:7-1.1 et seq Managing for Equality and Equity in Education

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

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

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

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

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Cross References:

2131 Chief school administrator

3000/3010 Concepts and roles in business and non-instructional operations; goals and objectives

4000 Concepts and roles in personnel

4010 Goals and objectives

4123 Classroom aides/paraprofessionals

4211.1 Nondiscrimination/affirmative action

4212.4 Employee health

4212.5 Criminal history check

4212.6 Personnel records

4212.8 Nepotism

4219.23 Employee substance abuse

4222 Non-instructional aides

6010 Goals and objectives

9123 Appointment of board secretary

9124 Appointment of business official

Approved:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: NONDISCRIMINATION/AFFIRMATIVE ACTION

The Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test.

An Affirmative Action/Equity Program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or non-renewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

The Board-designated Affirmative Action Officer shall identify and recommend correction of any existing inequities, and any that occur in the future.

Harassment and Favoritism

The Board of Education is an Affirmative Action Employer and holds all its employees responsible for maintaining a working environment that is free from all discriminatory practices. Harassment or favoritism on any basis included in the Board's statement of equal access to employment, retention and advancement is prohibited.

Administrators and supervisors shall be familiarized with the actions that constitute harassment and favoritism. This material shall be included in the legally mandated Affirmative Action in-service training for all employees, and shall be clear and specific (see policy #2224). When harassment has been determined to have taken place, appropriate disciplinary action will follow. All such determination shall be reported to the Board.

Sexual Harassment

The Board of Education shall maintain a working environment that is free from sexual harassment.

Administrators and supervisors will make it clear to all staff that sexual harassment is

prohibited. No supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment of an employee. Sexually harassing conduct committed by non-supervisory personnel is also prohibited.

Staff may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and carry out a prompt and thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

"Whistleblower" Protection

The Board prohibits discrimination or retaliation against any school employee who does any of the following:

- A. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the Board that the employee reasonably believes is in violation of a law, or a rule or regulation established pursuant to law;
- B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation established pursuant to law by the Board; or
- C. Objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes is in violation of law, rule or regulation; is fraudulent or criminal; or is incompatible with public health, safety or welfare or protection of the environment.

The Board shall ensure that notices are posted conspicuously in each school, informing employees that they are protected under the "Conscientious Employee Protection Act."

Report on Implementation

The Chief School Administrator shall devise regulations, including grievance forms and procedures to implement this policy. He/she shall be responsible for informing staff annually of the identity and location of the affirmative action officer and the implementing procedures.

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:6-5 Inquiry as to religion and religious tests prohibited
N.J.S.A. 18A:6-6 No sex discrimination
N.J.S.A. 18A:18A-17 Facilities for handicapped persons
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1 Residence requirements prohibited
N.J.S.A. 18A:29-2 Equality of compensation for male and female teachers
N.J.S.A. 26:8A-1 et seq. Domestic Partnership Act
N.J.S.A. 34:19-1 et seq. Conscientious Employee Protection Act
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
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

Executive Order 11246 as amended

29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended
20 U.S.C.A. 1681 et seq. - 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. - Individuals with Disabilities Education Act
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)

School Board of Nassau County v. Arline, 480 U.S. 273 (1987)

Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)

Cross References:

2224 Nondiscrimination/affirmative action
3320 Purchasing procedures
4211 Recruitment, selection and hiring
4212.8 Nepotism
4247 Employee safety
5145.4 Equal educational opportunity
6121 Nondiscrimination/affirmative action

Approved: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New jersey 07081

POLICY: ASSIGNMENT; TRANSFER

The Chief School Administrator shall make support staff assignments and transfers in the manner best calculated, in his/her judgment, to enhance the educational program.

Teaching, supervisory, administrative, and support personnel are subject to assignment and transfer after recommendation of the Chief School Administrator and approval by the Board of Education. Procedures for such transfers shall comply with provisions of current negotiated agreements and state and federal law. Disciplinary transfers are prohibited. Particular attention shall be paid to ensuring to the extent possible that there shall be equivalence of staff among the schools. Discrimination in assignment, transfer and promotion shall not be tolerated.

Legal References:

N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc. employment thereunder

N.J.S.A. 18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees; exceptions

N.J.S.A. 18A:59-1 Apportionment and distribution of federal funds; exceptions

N.J.S.A. 34:13A-1 et seq. New Jersey Employer-Employee Relations Act

N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education

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

42 U.S.C.A. 2000d - 2000d4 - Title VI of the Civil Rights Act of 1964

20 U.S.C.A. 1681 - Title IX of the Education Amendments 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. - Individuals with Disabilities Education Act

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

34 CFR 200.1 to 200.89 Part 200

34 CFR Part 204

Ridgefield Park Education Association v. Ridgefield Park Board of Education, 78 N.J.144 (1978)

Cross References:

2224 Nondiscrimination/affirmative action

- 4211 Recruitment, selection and hiring
 - 4211.1 Nondiscrimination/affirmative action
- 4231/4231.1 Staff development; in-service education/visitations/conferences
- 5145.4 Equal educational opportunity
- 6121 Nondiscrimination/affirmative action
- 6141 Curriculum design/development
- 6160 Instructional services and resources
 - 6161.1 Guidelines for evaluation and selection of instructional materials
- 6171.4 Special education

Adopted: August 28, 1989

Revised: June 30, 1997

Revised:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: EVALUATION

The Chief School Administrator shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel in the schools shall submit to the Chief School Administrator a report on the work and attitude of each employee under their jurisdiction.

The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he/she is to be evaluated in advance of the evaluation.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-2 Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
N.J.S.A. 18A:17-3 Tenure of janitorial employees
N.J.S.A. 18A:38-33 Tenure of attendance officers in city districts

Cross References:

3510 Operation and maintenance of plant
3541.33 Transportation safety
4212.6 Personnel records

Approved:

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: NONINSTRUCTIONAL AIDES

The Board, within its financial means, may hire aides as recommended by the Chief School Administrator.

It is the responsibility of the classroom teacher to plan for any teacher aide's constructive involvement with the class. The primary benefit must be to the pupils.

Lunchroom and playground aides shall be under the supervision of appropriate certified personnel.

All aide job descriptions must be approved by the County Superintendent. All non-instructional aides shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

Legal References:

N.J.S.A. 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception ...

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

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees;

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

N.J.A.C. 6A:32-4.7 Approval of paraprofessional staff

N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations

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

Cross References:

3541.1 Transportation routes and services

3542 Food service

4212.4 Employee health

4215 Supervision

4216 Evaluation

4221 Non-instructional substitutes

6162.4 Community resources

Approved: August 28, 1989

Revised: June 30, 1997

Revised:

Springfield Board of Education

Resolution

Submission of Comprehensive Maintenance Plan

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Springfield School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep their system warranties valid,

Now Therefore Be It Resolved, that the Springfield School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Springfield School District in compliance with Department of Education requirements.

COMPREHENSIVE MAINTENANCE PLAN
2001/2002 THROUGH 2007/2008

PROJECT DESCRIPTION	SITE	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Repair Lavatory Stalls	JDHS	\$150	\$4,500	\$0	\$1,020	\$0	\$0	\$4,000
Repair of Fields	JDHS	\$1,100	\$508	\$1,291	\$8,743	\$9,200	\$30,586	\$9,200
Repair/Refinish Floors	JDHS	\$0	\$0	\$12,452	\$51,280	\$2,180	\$7,100	\$500
Boiler Tube Replacement	JDHS	\$0	\$4,584	\$0	\$0	\$0	\$0	\$500
Rebuild Condensate Return Pumps	JDHS	\$1,338	\$1,818	\$4,211	\$8,470	\$5,897	\$4,461	\$1,000
Flushometer Repair/Replacement	JDHS	\$2,568	\$1,376	\$3,200	\$0	\$2,723	\$1,582	\$500
A/C Unit Replacement	JDHS	\$3,417	\$1,406	\$2,240	\$13,249	\$37,600	\$25,141	\$10,000
Plumbing Repairs	JDHS	\$0	\$4,110	\$7,102	\$1,877	\$9,789	\$8,182	\$5,000
Electrical Repairs	JDHS	\$0	\$2,100	\$2,754	\$1,100	\$3,787	\$15,168	\$5,000
Replace Univentilator	JDHS	\$0	\$0	\$0	\$0	\$0	\$941	\$12,000
Tuck Pointing	JDHS	\$0	\$0	\$0	\$10,745	\$0	\$0	\$0
Door Replacement	JDHS	\$0	\$0	\$0	\$0	\$4,400	\$1,850	\$0
Piping, replacement and repair	JDHS	\$0	\$0	\$0	\$0	\$12,608	\$0	\$0
Sidewalk repairs	JDHS						\$16,000	
SUBTOTAL		\$8,573	\$20,402	\$33,250	\$96,484	\$88,184	\$111,011	\$47,700
Exterior Painting	FMG	\$6,996	\$0	\$0	\$580	\$0	\$0	\$2,000
Boiler Repair	FMG	\$0	\$0	\$3,984	\$0	\$2,144	\$6,700	\$0
Repair Lavatory Stalls	FMG	\$0	\$6,000	\$0	\$1,381	\$0	\$0	\$2,000
Repair of Fields	FMG	\$850	\$837	\$1,728	\$1,440	\$1,239	\$15,000	\$1,000
Landscape Ties & Woodchip Replacement	FMG	\$385	\$400	\$520	\$580	\$0	\$0	\$500
Repair/Refinish Terrazzo Floors	FMG	\$0	\$1,537	\$3,044	\$2,870	\$0	\$0	\$500
Rebuild Sewage Ejection Pumps	FMG	\$4,634	\$700	\$688	\$750	\$4,657	\$2,320	\$1,000
Flushometer Repair/Replacement	FMG	\$2,448	\$1,170	\$3,257	\$820	\$210	\$1,000	\$1,000
Rebuild Condensate Return Pumps	FMG	\$1,080	\$1,633	\$1,394	\$1,650	\$0	\$500	\$500
Replace Sidewalk	FMG	\$0	\$0	\$7,610	\$0	\$0	\$0	\$0
Locker Replacements	FMG	\$0	\$0	\$23,858	\$19,177	\$15,350	\$0	\$0
Replace/repair Univentilator	FMG	\$0	\$0	\$0	\$2,980	\$7,375	\$2,300	\$8,500
Plumbing Repair	FMG	\$0	\$0	\$0	\$0	\$7,308	\$870	\$0
SUBTOTAL		\$16,393	\$12,277	\$46,083	\$32,228	\$38,283	\$28,690	\$17,000
Replace Classroom Carpets	JC	\$3,465	\$3,644	\$4,780	\$3,821	\$8,220	\$0	\$8,220
Replace/repair Flooring	JC	\$0	\$0	\$8,331	\$10,070	\$15,970	\$8,320	\$12,000
Boiler Tube Replacement	JC	\$585	\$1,280	\$0	\$0	\$0	\$0	\$2,000
Landscape Ties & Woodchip Replacement	JC	\$1,000	\$1,500	\$1,240	\$1,100	\$3,650	\$1,200	\$2,000
A/C Unit Replacement - Office	JC	\$3,200	\$2,498	\$4,661	\$12,799	\$0	\$630	\$3,000
Paint and Plaster Repair	JC	\$0	\$7,860	\$9,172	\$11,721	\$9,863	\$10,000	\$10,000
Replace Univentilator	JC	\$0	\$0	\$0	\$0	\$0	\$3,363	\$4,000
Tree Trimming	JC	\$0	\$0	\$0	\$0	\$3,949	\$400	\$0
October 19, 2007 SUBTOTAL		\$8,250	\$16,782	\$28,184	\$39,511	\$41,652	\$23,913	\$41,220

**COMPREHENSIVE MAINTENANCE PLAN
2001/2002 THROUGH 2007/2008**

Repair of Fields	TLS	\$1,640	\$5,607	\$4,229	\$1,065	\$3,147	\$30,000	\$3,000
Replace Classroom Carpets	TLS	\$2,738	\$7,136	\$5,221	\$8,253	\$0	\$7,000	\$7,000
Landscape Ties & Woodchip Replacement	TLS	\$850	\$0	\$1,240	\$1,100	\$2,655	\$1,000	\$1,000
Rebuild/Repair Circulation Pump	TLS	\$1,500	\$0	\$297	\$20,100	\$1,109	\$1,288	\$1,100
Boiler Tube Replacement	TLS	\$965	\$412	\$0	\$0	\$5,788	\$0	\$2,000
A/C Unit Replacement	TLS	\$3,450	\$3,890	\$6,244	\$3,193	\$3,622	\$1,238	\$3,000
Sewer Repairs	TLS	\$3,500	\$1,840	\$0	\$0	\$2,297	\$1,100	\$1,100
Exterior Soffit	TLS	\$0	\$5,385	\$0	\$0	\$0	\$0	\$0
Replace Univentilator	TLS	\$0	\$0	\$0	\$0	\$6,670	\$0	\$4,000
Clock System Repairs	TLS	\$0	\$0	\$0	\$1,815	\$1,320	\$875	\$1,915
SUBTOTAL		\$14,643	\$24,270	\$17,231	\$35,526	\$26,608	\$42,501	\$24,115

PROJECT DESCRIPTION	SITE	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2006-2007
Boiler Tube Replacement	EVW	\$81	\$1,157	\$2,170	\$14,603	\$0	\$2,000	\$2,000
Landscape Ties & Woodchip Replacement	EVW	\$1,000	\$1,280	\$1,240	\$1,100	\$3,770	\$1,500	\$1,500
Cleaning Catch Basins	EVW	\$6,740	\$0	\$0	\$0	\$1,100	\$1,100	\$1,100
Repair Pumps	EVW	\$0	\$0	\$0	\$0	\$2,322	\$0	\$0
Repair Electrical	EVW	\$0	\$0	\$0	\$0	\$3,040	\$0	\$0
Clock System Repairs	EVW	\$0	\$742	\$0	\$0	\$0	\$0	\$0
Roof Top Ventilation	EVW	\$0	\$0	\$1,246	\$21,107	\$3,600	\$3,600	\$3,600
Replace Sidewalks	EVW	\$0	\$0	\$7,605	\$0	\$5,650	\$0	\$0
Replace/repair Univentilator	EVW	\$0	\$0	\$0	\$4,320	\$4,178	\$4,000	\$4,000
Replace/repair Roof	EVW	\$0	\$0	\$0	\$0	\$2,900	\$0	\$0
Asbestos Removal	EVW	\$0	\$0	\$0	\$0	\$15,150	\$0	\$0
SUBTOTAL		\$7,821	\$3,179	\$12,261	\$41,130	\$41,710	\$12,200	\$12,200

Repairing/Cleaning Catch Basins	DW	\$0	\$0	\$1,800	\$0	\$0	\$4,000	\$2,500
Carpentry	DW	\$0	\$0	\$0	\$2,390	\$904	\$18,540	\$6,000
Window Repairs	DW	\$1,635	\$10,186	\$0	\$6,180	\$7,780	\$2,425	\$17,500
Roof Repairs	DW	\$14,600	\$11,528	\$11,657	\$18,020	\$15,410	\$17,210	\$5,000
Tuck-Pointing	DW	\$0	\$0	\$0	\$18,945	\$8,611	\$0	\$3,000
Replace/Repair Door Hardware	DW	\$0	\$2,776	\$1,730	\$5,340	\$11,180	\$7,465	\$10,000
Boiler/Water Cleaning	DW	\$6,823	\$8,300	\$9,600	\$11,750	\$11,800	\$6,600	\$10,000
Maintenance Temperature Controls	DW	\$10,000	\$10,000	\$18,041	\$10,162	\$9,745	\$23,500	\$11,000
Repair Steam Traps	DW	\$10,800	\$10,800	\$0	\$9,480	\$8,344	\$15,611	\$15,500
Repair HVAC Units	DW	\$16,958	\$13,630	\$3,526	\$0	\$10,411	\$3,300	\$2,000
Interior Bleacher Renovation	DW	\$6,550	\$1,632	\$3,881	\$0	\$6,980	\$0	\$10,000
Plumbing Repairs/Replacements	DW	\$31,840	\$19,742	\$0	\$27,920	\$21,020	\$35,685	\$7,477
Resurface Gym Floors	DW	\$6,326	\$13,810	\$14,180	\$9,945	\$6,670	\$2,300	\$2,000
Miscellaneous Tree Work	DW	\$0	\$3,875	\$2,083	\$4,700	\$0	\$1,300	\$0
Security Upgrade	DW	\$0	\$0	\$4,128	\$17,164	\$10,989	\$14,497	\$10,630
Electrical Upgrades	DW	\$20,733	\$26,593	\$0	\$19,971	\$5,148	\$23,168	\$3,500

October 19, 2007

COMPREHENSIVE MAINTENANCE PLAN
2001/2002 THROUGH 2007/2008

Environmental	DW	\$0	\$0	\$0	\$10,770	\$17,520	\$20,902	\$19,300
Fire Safety	DW	\$0	\$0	\$0	\$2,911	\$0	\$7,017	\$1,800
Fencing and Backstops Repair	DW	\$0	\$0	\$0	\$0	\$3,210	\$5,100	\$5,235
Communication Equipment	DW	\$0	\$0	\$0	\$0	\$9,137	\$15,300	\$3,150
Line Striping	DW	\$0	\$0	\$0	\$0	\$3,550	\$0	\$3,550
SUBTOTAL		\$126,265	\$132,872	\$70,626	\$175,648	\$168,409	\$223,920	\$149,142
GRAND TOTAL		\$181,945	\$209,782	\$207,635	\$420,527	\$404,846	\$442,235	\$291,377

Revised October 19, 2007

\$ 404,847 \$ 442,235 \$ 291,377



Annual Maintenance Budget Amount Worksheet Per N.J.A.C. 6A:26A

Current Area Cost Allowance per SF	\$ 149.00
District contact name	Matthew A. Clarke
District contact phone	(973) 376-1025
District contact e-mail	mclarke@springfieldschools.co

Max. Maintenance Reserve Amount (4% of column D)	\$ 2,597,988
Current District Maintenance Reserve Amount	\$ 194,669

Sign