

SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING FEBRUARY 25, 2008

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, February 25, 2008 at 7:30 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, Mr. Irwin Sablosky, Mrs. Fran Sandler, 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 (left the meeting at 9:15 PM)
Mrs. Ellyn Atherton, Director of Human Resources

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS

- a. Thank you note from the Arbtsman family on book donation in memory of her father.
- b. Thank you note from the Vaccarella family on book donation in memory of her father.

4. Minutes

Moved by Miss Duke and Seconded by Mrs. Shanes, to approve the following minutes:

Regular Meeting	- January 28, 2008
Regular Meeting	- February 4, 2008

Motion was tabled until after closed session referencing an item on the regular minutes for January 28, 2008.

5. SUPERINTENDENT'S REPORT

Mr. Davino reviewed the following items:

1. Preliminary Tentative Budget for 2008/2009 was reviewed
2. Test scores

6. PUBLIC SESSION (9:35 – 9:36 PM)

There were no comments or questions regarding the agenda.

DRAFT COPY DRAFT COPY SUBJECT TO BD APPROVAL

7. BILL LIST

Moved by Mr. Sablosky, seconded by Mrs. Sandler, approval of computer checks numbered 018490 through 018752 and wire transfers 800040 in the amount of \$3,955,352.75 minus voided check numbers 017777, and 018343 in the amount of \$1,920.49 for a grand total of \$3,953,432.26.

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

Abstention: Dr. David Hollander

MOTION CARRIED

8. BOARD SECRETARY'S REPORT

Moved by Mr. Sablosky, seconded by Mrs. Sandler, approval of the Board Secretary's Report dated January 31, 2008 and that it be received and placed on file.

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

Abstention: Dr. David Hollander

MOTION CARRIED

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

Abstention: Dr. David Hollander

MOTION CARRIED

10. 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 January 31, 2008 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: Mr. Anthony Delia, Miss Linda Duke, Mr. Lloyd Grossman, Mr. Irwin Sablosky, Mrs. Fran Sandler, Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Dr. David Hollander

MOTION CARRIED

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11. EXTRAORDINARY AID

Moved by Mr. Sablosky, seconded by Mrs. Sandler, approval for the Superintendent to submit an application to the Department of Education for additional State Aid Section 19 (b) of P.L. 1996, N.J.S.A. (b) for students requiring special education services whose tuition costs exceed \$40,000 per year.

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

Abstention: Dr. David Hollander

MOTION CARRIED

12. 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

13. 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: Unanimous by all Members present.

MOTION CARRIED

14. 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: Unanimous by all Members present.

MOTION CARRIED

15. BALLOT POSITION

Moved by Mrs. Venezia, seconded by Mr. Sablosky, approval that Wednesday, March 5, 2008 at 4 P.M. be established as the date and time for the drawing of names for positions on the ballot for the School Board Election on April 15, 2008.

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. PUBLIC HEARING DATE

Moved by Mrs. Venezia, seconded by Mr. Sablosky, approval for March 24, 2008 at 7:00 P.M. be established as the date and time for the Annual Budget Hearing

Yeas: Unanimous by all Members present.

MOTION CARRIED

DRAFT COPY DRAFT COPY SUBJECT TO BD APPROVAL

17. OVERNIGHT FIELD TRIPS

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

- JDHS Boys Tennis – Bethany Beach, DE (March 7 – March 9, 2008)
- Model UN Club – United Nations, NYC (May 15 – May 19, 2008)

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. 2nd READING POLICY # 4116

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy #4116 - Evaluation

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. 2nd READING POLICY # 5201/5415

Moved by Miss Duke, seconded by Mrs. Venezia, approval of the second and final reading of the following policy:

Policy 5201/5415 - Harassment Intimidation Bullying and Hazing

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. 2nd READING POLICY # 9000

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9000 - Role of The Board

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

Nays: Dr. David Hollander

MOTION CARRIED

21. 2nd READING POLICY # 9010

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9010 - Role of The Board Member

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

Nays: Dr. David Hollander

MOTION CARRIED

22. 2nd READING POLICY # 9113

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9113 - Filling Vacancies

Yeas: Unanimous by all Members present.

MOTION CARRIED

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23. 2nd READING POLICY # 9114

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9114 - Resignation/Removal from Office

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

Abstention: Dr. David Hollander

MOTION CARRIED

24. 2nd READING POLICY # 9121

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9121 - Role and Responsibilities of The President

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

Nays: Dr. David Hollander

MOTION CARRIED

25. 2nd READING POLICY # 9132

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9132 - Standing Committees and Representatives

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

Nays: Dr. David Hollander

MOTION CARRIED

26. 2nd READING POLICY # 9132.1

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9132.1 - Buildings and Grounds Committee

Yeas: Unanimous by all Members present.

MOTION CARRIED

27. 2nd READING POLICY # 9132.2

Moved by Miss Duke, seconded by Mr. Sablosky, approval of the second and final reading of the following policy:

Policy BL #9132.2 - Finance Committee

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

Nays: Dr. David Hollander

MOTION CARRIED

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28. 2nd READING POLICY # 9132.3

Moved by Miss Duke, seconded by Mr. Sablosky, approval of the second and final reading of the following policy:

Policy BL #9132.3 - Public Relations Committee

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

Nays: Dr. David Hollander

MOTION CARRIED

29. 2nd READING POLICY # 9132.4

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9132.4 - Negotiations Committee

Yeas: Unanimous by all Members present.

MOTION CARRIED

30. 2nd READING POLICY # 9132.5

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9132.5 - Policy Committee

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

Nays: Dr. David Hollander

MOTION CARRIED

31. 2nd READING POLICY # 9132.6

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9132.6 - School Government Committee

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

Nays: Dr. David Hollander

MOTION CARRIED

32. 2nd READING POLICY # 9132.7

Moved by Miss Duke, seconded by Mr. Sablosky, approval of the second and final reading of the following policy:

Policy BL #9132.7 - Teacher Administrator Board (TAB) Committee

Yeas: Unanimous by all Members present.

MOTION CARRIED

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33. 2nd READING POLICY # 9132.8

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9132.8 - Sports Committee

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

Nays: Dr. David Hollander

MOTION CARRIED

34. 2nd READING POLICY # 9132.9

Moved by Miss Duke, seconded by Mrs. Shanes, approval of the second and final reading of the following policy:

Policy BL #9132.9 - Representatives

Yeas: Unanimous by all Members present.

MOTION CARRIED

35. 2nd PUBLIC SESSION (10:48-11:03 PM)

The following members of the public had comments or concerns about Walton school:

- Lisa Circelli
- Mandy Martinez

36. EXTEND MEETING PAST 11:00 PM

Moved by Miss Duke, seconded by Mrs. Millman, to extend the public meeting past 11:00 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

37. NEW BUSINESS

- a. The recent Ski Club trip was another huge success
- b. Board member Mr. Delia reported out his recent Board training presented by NJSBA regarding NJQSAC
- c. Jacqueline Kyzinski, JDHS Junior, Girls Varsity Basketball player, has reached 1,500 points for her career at Dayton
- d. JSA performed outstanding recently during the JSA Winter conference in Washington DC
- e. Miss Duke will need a Board member to cover upcoming Walton PTA meeting on March 5, 2008
- f. Boys and Girls basketball teams each have a State Tournament game at Dayton. Girls on Tuesday, February 26th; Boys on Thursday, February 28th.

38. CLOSED SESSION (11:04 PM)

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

DRAFT COPY DRAFT COPY SUBJECT TO BD APPROVAL

“WHEREAS the Board of Education must discuss subjects concerning matters protected by Attorney/Client privilege which are not appropriate subjects to be discussed in a public meeting and which are within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

RESOLVED that the aforesaid subjects shall be discussed in private session by this Board and the administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist.”

Yeas: Unanimous by all Members present.

MOTION CARRIED

39. CLOSED CONFERENCE ITEMS

1. Matters protected by Attorney/Client privilege

40. RECONVENE (11:41 PM)

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

Yeas: Unanimous by all Members present.

MOTION CARRIED

41. MINUTES

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

Regular Meeting	- January 28, 2008
Regular Meeting	- February 4, 2008

Yeas: Miss Linda Duke, Mr. Lloyd Grossman, Dr. David Hollander Mr. Irwin Sablosky, Mrs. Fran Sandler

Nays: Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Judith Millman

Abstention: Mr. Anthony Delia

MOTION CARRIED

42. ADJOURNMENT (11:50 PM)

Moved by Mrs. Shanes, seconded by Mrs. Sandler, to adjourn the meeting at 11:50 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Next Regular March 3, 2008 at 7:30 PM in the IMC at JDHS.

Matthew A. Clarke
Business Administrator/Board Secretary

SPRINGFIELD BOARD OF EDUCATION
LINE ITEM TRANSFERS
JANUARY 08

ATTACHMENT (A)

From Account	To Account	Amount
11-000-291-270-97-03 HEALTH INSUR	11-000-100-566-98-11 TUIT PRIV SCH HAND	\$42,100.00
11-000-291-270-97-03 HEALTH INSUR	11-000-213-300-70-11 HLTH SERV SP ED TH	\$19,200.00
11-000-291-270-97-03 HEALTH INSUR	11-000-230-339-01-01 OTH PROF SERV	\$4,600.00
11-402-100-890-46-14 OTH EXP ATH JDHS	11-402-100-610-46-14 SUP ATH JDHS	\$1,200.00
12-000-240-732-82-07 EQUIP NON INSTR TLS	11-000-222-600-05-07 AVA SUPL BULBS TLS	\$149.00

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name <i>Certificated</i>	First Name <i>Teachers</i>	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Mortensen	Jennifer	Science Teacher	JDHS	----	----	----	revised leave	1/11/08-6/30/08
Balasic	Sandra	Leave Replacement Biology	JDHS	Step 0/BA	\$ 48,073.00	covers for J.M.	revised	1/7/08-6/30/08

Last Name <i>Non-Certificated</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Passe	Michael	Head Baseball Coach	JDHS	Schedule E	\$6,666.00	----	----	2/26/08-6/30/08
Moore	Michael	Director of B&G	District	----	----	----	retirement	5/1/08

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Scheckman	Shari	Home Instructor	District	----	\$25/hour	----	****	9/1/07-6/30/08
Arrunategui	Nelsa	Substitute Teacher	District	----	----	----	****	2/26/08-6/30/08
Bratash	Parascevia	Substitute Teacher	District	----	----	----	****	2/26/08-6/30/08
Griffin	Kristen	Substitute Teacher	District	----	----	----	****	2/26/08-6/30/08
Kirna	Robin	Substitute Teacher	District	----	----	----	****	2/26/08-6/30/08
Shehady	Rita	Substitute Teacher	District	----	----	----	****	2/26/08-6/30/08
Siniscak	Lisa	Substitute Teacher	District	----	----	----	****	2/26/08-6/30/08
Cooper	Christopher	Substitute Aide	District	----	----	----	****	2/26/08-6/30/08
Hanks	Kelsey	Substitute Aide	District	----	----	----	****	2/26/08-6/30/08

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

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

**** Substitute Salary Guide 2007 -2008

**Workshop Requests
2007 - 2008**

Attachment (C)

Lname	Fname	Description	Date	Amount	Location
Atherton	Ellyn	NJDOE School Safety	2/27/08	41.00	Dist
Atherton	Ellyn	UC Prof Dev Roundtable	2/28/08 pm	N/C	Dist
Bouillier	Paula	Para-Professional & Spec Needs Students	3/7/2008 pm	N/C	TLS
Cokeing	Mary	Teaching American History	3/7/08	N/C	JD
Corburn	Hillary	NJTAP-IN	3/6/08 am	N/C	Dist
Cresci	Liz	NJECC Conf	3/18/08	123.00	JD
Davino	Michael	NJTAP-IN	3/6/08 am	N/C	Dist
Delikaris	Barbara	Secondary Art Program	3/3/08	195.00	JD
Francois	Norm	Master Schedule Building Workshop	3/4-5/08	35.00	JD
Gardner	Geraldine	Para-Professional & Spec Needs Students	3/7/08 pm	N/C	TLS
Goerge	Joseph	NJSIAA Strength & Coaches Clinic	2/29/08	70.00	JD
Guida	Connie	Medications Children & Adolescents	2/27/2008 pm	N/C	JD
Gutman	Debra	SMART Board Training	3/5/08	N/C	TLS
Ilaria	Dan	AP Annual Conf	7/17-19/08	1,534.00	Dist
Kielty	Tim	NJTAP-IN	3/6/08 pm	N/C	FMG
Kielty	Tim	NJECC Conf	3/18/08	123.00	FMG
Lassi	James	GL US History Grant Workshop	3/7/08	N/A	JD
Louis	Lynn	NJ ASK Training	4/2/08	35.00	JC
Motto	Erica	NJ ASK Training	4/2/08	35.00	Dist
Plias	Michael	Master Schedule Building Workshop	3/4-5/08	35.00	FMG
Salow	Jeremy	Para-Professional & Spec Needs Students	3/7/2008 am	N/C	TLS
Sanchez	Frank	American Revelation for Soc St. Teachers	2/29/08	N/C	Dist
Sanchez	Frank	GL US History Grant Workshop	3/7/08	N/C	JD
Santos	Linda	Para-Professional & Spec Needs Students	3/7/08 pm	N/C	TLS
Schmidt	Linda	SMART Board Training	3/5/08	N/C	TLS
Shields	Deborah	Para-Professional & Spec Needs Students	3/7/08 am	N/C	TLS
Tattoli	Daniela	NJTAP-IN	3/6/08 pm	N/C	Dist
Tattoli	Daniela	NJECC Conf	3/18/08	108.00	Dist
February 25, 2008					

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

Attachment (D)

1. RELATED SERVICES REQUEST

Vendor	Related Service	Rate	Hours/days/weeks	Term	Student
Four Winds Hospital Katonah, NY	Bedside Instruction	\$42.50/Hour	10 Hours/Week	SY07-08	1911
Morris-Union Jointure Commission New Providence, NJ	Assistive Technology	\$575	Per Child	SY07-08	0713
Cathrine Stark Cranford, NJ	Applied Behavioral Analysis	\$95/hour	Per IEP	SY07-08	

2. OUT OF DISTRICT PLACEMENT REQUEST

School/Placement	Student	Tuition	Term	Comments
Developmental Learning Center (D.L.C.) Warren, NJ	0801	\$70,810.00	SY07-08	Change in Placement

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

Attachment (D)

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.

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 regulation.

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 (*pre- and post-*) 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'd 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

Revised: February 25, 2008

**SPRINGFIELD PUBLIC SCHOOLS
SPRINGFIELD, NEW JERSEY 07081**

POLICY: HARASSMENT, INTIMIDATION, BULLYING AND HAZING

Acts of harassment, intimidation or bullying may be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

“Harassment, intimidation or bullying” is defined as any gesture or written, verbal or physical act *or any electronic communication* that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or

B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils’ abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee. The district prohibits all types of bias based harassment.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This policy will appear in all publications of the district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior (s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. The appropriate consequence will be consistent with the case law, Federal and State statutes, and district/school policies and regulations.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous report.

Investigation

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to Incident of Harassment, Intimidation or Bullying

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may include participation of parent(s) or legal guardian(s) and other community actions the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial actions for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school sponsored functions or on a school bus.

The Superintendent shall develop an annual process for the Principal(s) to discuss the school district's policy on harassment, intimidation and bullying with pupils.

Harassment, Intimidation and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.c., information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a schools' employee training program.

Pursuant to N.J.S.A. 18A:37-17a., the district will establish bullying prevention programs, and other initiatives involving school staff, pupils, administrators, volunteers, parent(s) or legal guardian(s), law enforcement and community members in developing such programs and initiatives.

Pursuant to N.J.S.A. 18A:37-17.b., the district is encouraged to, and to the extent funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussing the school district's harassment, intimidation and bullying policies with pupils.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

Legal Reference:

N.J.S.A. 18A:37-13 through 18A:37-19
N.J.A.C. 6A:16-7.9 et seq.

Adopted: August 25, 2003
Revised: February 25, 2008

BYLAW 9000

SPRINGFIELD PUBLIC SCHOOLS Springfield, New Jersey 07081

ROLE OF THE BOARD

The general mandatory powers and duties of the board are defined in Title 18A of New Jersey statutes. Other sections of the statutes state or imply that a local board of education has full power to operate the local public schools as it deems fit in compliance with state and federal mandates and pertinent laws of the municipality. The Board functions only when in session.

The Board of Education sees these as its required functions:

Policy oversight

The Board is responsible for the development of policy and for the employment of a chief school administrator who shall carry out its policies through the development and implementation of regulations. The Board is responsible for evaluating the effectiveness of its policies and their implementation. This includes setting and evaluating goals in educational and financial areas.

Educational planning

The Board is responsible for requiring and acquiring reliable information from responsible sources that will enable it and the staff to work toward the continuing improvement of the educational program.

Provision of financial resources

The Board has major responsibilities for the adoption of a budget that will provide the wherewithal--in terms of buildings, staff, materials, and equipment--to enable the school system to carry out its functions.

Interpretation

The Board is responsible for providing adequate and direct means for keeping the local community informed about the school and for keeping itself and the school staff informed about the wishes of the public. All planning, both that which is and that which is not related to the budget, needs to be interpreted to the public if citizens are to support the school program.

The Board believes that, by diligently exercising these functions, it will be able to provide the best educational opportunities possible for our children within the financial limitations set by the community.

The Board shall exercise its powers through the legislation of bylaws and policies for the organization and operation of the school district.

The Board shall be responsible for the operation of the school but shall delegate the administration to the Chief School Administrator, who shall be appointed by a recorded roll-call majority vote of the full Board.

The Board may hear appeals in complaints and in grievance and disciplinary actions as defined in these policies and in the law.

Legal References:

- N.J.S.A. 18A:10-1 Constitution of boards of education; conduct of schools; state-operated school district
- 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:17-15 Appointment of superintendents; terms; apportionment of expense
- N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
- N.J.S.A. 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
- N.J.S.A. 18A:36-2 Time when schools are open; determination
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.A.C. 6A:4-1.1 et seq. Appeals
- N.J.A.C. 6A:8-1.1 et seq. Standards and Assessment
- N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- N.J.A.C. 6A:32-1.1 et seq. School District Operations
- N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for school board members and charter school board of trustees members

Cross References:

- 1000/1010 Concepts and roles in community relations; goals and objectives
- 2000/2010 Concepts and roles in administration; goals and objectives
- 3000/3010 Concepts and roles in business and noninstructional operations; goals and objectives
- 4000 Concepts and roles in personnel
- 5000 Concepts and roles in pupil personnel
- 6000 Concepts and roles in instruction
- 6140 Curriculum adoption
- 6161.1 Guidelines for evaluation and selection of instructional materials
- 7000 Concepts and roles in construction, remodeling and renovation
- 9311 Formulation, adoption, amendment of policies

- 9312 Formulation, adoption, amendment of bylaws
- 9313 Formulation, adoption, amendment of administrative regulations
- 9314 Suspension of policies, bylaws and regulations

Approved: August 28, 1989

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Revised: February 25, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

ROLE OF THE BOARD MEMBER

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is in pursuance of specific instructions from the Board.

Members of the board shall adhere to the code of ethics for Board members as set forth in Bylaw 9271.

No board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or as an individual command the services of any school employee.

Board members visiting the schools for any reason shall observe district regulations for all visitors.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:12-21 et seq. School Ethics Act
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:28-1.1 et seq. School Ethics Commission

Cross References:

1250 Visitors
9020 Public statements
9271 Code of ethics

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

PUBLIC STATEMENTS BY BOARD MEMBERS

All public statements in the name of the Springfield Board of Education shall be issued by the Board President; or if appropriate, by the superintendent at the direction of the Board President. *Only the Board President shall authorize or make statements of official Board positions.*

In accordance with Board Bylaw 9271, Board Member Code of Ethics, no Board member shall make public statements that contravene the policies and actions of the Board or that jeopardize the ability of the Board to act effectively. *No individual Board member (except the President) shall speak for or in the name of, the total Board unless by explicit direction of the Board. Board members should emphasize to the media that they can only speak as private citizens unless empowered by the Board to speak for it. when asked to speak as a Board member.*

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:42-4 Campaign literature
N.J.S.A. 18:A-54-20 Powers of the Board (county vocational schools)

Cross References:

1100 Communicating with the public
1110 Media
9010 Role of the Board Member
9271 School Board Member Code of Ethics

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SPRINGFIELD PUBLIC SCHOOLS Springfield, New Jersey 07081

FILLING VACANCIES

Vacancies Filled by the Board

The Board shall fill vacancies created by the resignation, removal by the Board for cause or death of a serving member, or when a member ceases to be a bona fide resident of the district. The vacancy shall be filled within the 65 days prescribed by law.

Procedures by which to select the persons to fill such vacancies may include advertisement of the vacancy in suitable local media, and interviews with interested parties conducted in public by the Board acting as committee of the whole.

If a vacancy occurs on the Board due to the recall of a board member, all procedures of the law shall be followed to fill that vacancy.

Vacancies filled by the Board shall be by a majority vote of the remaining members of the Board after the vacancy occurs.

Vacancies Filled by the County Superintendent

The County Superintendent fills vacancies that the Board fails to fill within 65 days, and those caused by the voters' failure to elect a member, or by the removal of a member because of lack of qualifications, some flaw in the election, or when a recount or contested election fails to elect a member. The County Superintendent also appoints enough members to make up a quorum.

Legal References:

N.J.S.A. 18A:6-56 Election of members of representative assembly; vacancies
N.J.S.A. 18A:12-1 Qualifications of board members
N.J.S.A. 18A:12-3 Removal of members
N.J.S.A. 18A:12-7 Boards; appointments; vacancies (Type I district)
N.J.S.A. 18A:12-15 Vacancies (Type II district)
N.J.S.A. 18A:38-8.1 Additional member on board of education in each sending district
N.J.S.A. 19:27A-1 et seq. Uniform Recall Election Law

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BYLAW 9114

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

RESIGNATION/REMOVAL FROM OFFICE

A Board member wishing to resign from office should notify the Board *President and School Business Administrator/Board Secretary* as soon as practical.

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

ROLE AND RESPONSIBILITIES OF THE PRESIDENT

The President of the Board of Education shall serve a one-year term, dating from the Organization Meeting of his/her election until the following Organizational Meeting. The President shall preside at all meetings of the Board and shall perform other duties as directed by statute, State Department of Education regulations, and this Board. In carrying out those responsibilities, the President shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. *Consult with the Superintendent on the Board's agenda where practicable.*
3. Consult with each Board Member relative to his/her committee interests and appoint Board committees, chairpersons and appoint Board representatives to educational organizations and other community liaison positions in consultation with the Vice President. The Board President shall make every effort to distribute chairmanships among the members.
4. *Call such meetings of the Board as he/she may deem necessary upon at least two days notice.*
5. Be an ex-officio Member of all Board committees.
6. *Confer with the Superintendent on crucial matters which may occur between Board meetings.*
7. *Be responsible for the orderly conduct of all Board meetings.*
8. *Shall serve as the conduit to administration for Board questions and requests for non-OPRA information.*

In the case of the resignation, absence, or disability of the President, the Vice-President shall perform the duties of the President. In case of the absence or disability of both the President and Vice-President, the chairperson of the Policy committee shall preside and perform all the duties of the President.

The President may succeed him/herself.

Legal References:

N.J.S.A. 18A:6-20 The right to testify; counsel; witnesses; compulsory process
N.J.S.A. 18A:6-54 Representative assembly; organization; election of board of
directors and officers (educational services commission)
N.J.S.A. 18A:13-12 Organization of boards; failure to organize
N.J.S.A. 18A:15-1 President and vice president; election or failure to elect
N.J.S.A. 18A:15-2 Removal of president or vice president; vacancies
N.J.S.A. 18A:19-1 Expenditure of funds on warrant only; requisites
N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls
N.J.A.C. 6A:32-3.1 Special meetings of district boards of education

Cross References:

1120 Board of education meetings
9020 Public statements
9130 Committees
9322 Public and executive sessions

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**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 *in consultation with* 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.

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

BUILDINGS AND GROUNDS COMMITTEE

Duties of this committee shall include but not be limited to:

1. Periodically inspecting *all buildings and grounds* in conjunction with the Superintendent, School Business Administrator/Board Secretary, *Director of Buildings and Grounds* and/or Principals
2. Making recommendations regarding major repairs
3. Monitoring identified project needs
4. Reviewing, evaluating and making recommendations based upon staff reports

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SPRINGFIELD PUBLIC SCHOOLS
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FINANCE COMMITTEE

Duties of this committee shall include, but are not limited to;

1. Review all bills and requisitions *by one member of the committee* prior to consideration by the full Board
2. Make recommendations as necessary regarding such items as insurance policies and firms, auditors, audit reports, budget
3. Serve on a screening committee *in conjunction with the Superintendent* as needed for the School Business Administrator/Board Secretary position
4. Meet periodically with the School Business Administrator/Board Secretary in regards to financial reports
5. Conduct a preliminary budget review prior to the presentation to the full Board

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

PUBLIC RELATIONS

Duties of this committee shall include, but are not limited to:

1. Regular reports on major current legislation and how it affects the school district.
2. Draft correspondence for legislators in conjunction with the central administration for the Board President to sign on behalf of the Board
3. Attend regional legislative meetings as necessary
4. Recommend areas public relations *strategies* to the Board and Superintendent
5. Attend regional public relations workshops as necessary
6. *Provide information concerning Board of Education activities as necessary*

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

NEGOTIATIONS COMMITTEE

Duties of this committee shall include, but are not limited to:

1. Representing the Board of Education in all negotiations sessions with all units as necessary.
2. *Consulting with the Superintendent and Business Administrator/Board Secretary during negotiations as needed*
3. Recommending action to the Board regarding negotiations
4. Advising the Board regarding individual staff letters or agreement and salary increments as needed.
5. Serving on a screening committee for a professional negotiator as recommended by the Board
6. Attending regional negotiations workshops as necessary
7. Reviewing formal grievances with the Superintendent and making recommendations to the full Board
8. Making no commitments in the negotiation process without the prior approval of the majority of the Board

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY COMMITTEE

Duties of this committee shall include but are not limited to:

1. Recommending needed policy *and fulfilling state mandates for new policies*
2. Drafting recommended policy for presentation to the full Board
3. Reviewing and updating the policy manual annually
4. Attending regional policy workshops as necessary
5. Serving as a policy resource at Board meetings
6. Reviewing action items on the agenda for policy implications prior to Board meetings
7. Maintaining a master policy book
8. Making sure copies of all policies passed by the Board are distributed to all district-wide policy books
9. Requesting review by the School Attorney for legality and wording of proposed policies *where necessary*

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

SCHOOL GOVERNMENT COMMITTEE

Duties of this committee shall include, but are not limited to:

1. Developing *or selecting* an evaluation instrument based on job targets for the annual Superintendent evaluation
2. Collating the results and reporting to the full Board on the results of the Superintendent's evaluation
3. Developing *or selecting* an instrument for the Board Self-Evaluation
4. Serving as a screening committee for *the following* administrative appointments: *Assistant Superintendent, directors and/or building* Principals in conjunction with the Superintendent
5. *Serving* as a personnel committee for any such issues that may be warranted and/or recommended by the Superintendent

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

TEACHER ADMINISTRATOR BOARD (TAB) COMMITTEE

Duties of this committee shall include, but are not limited to:

1. Attending TAB meetings as necessary
2. Report to the entire Board regarding TAB recommendations
3. Serving as an information mechanism to relay ideas and/or opinions regarding major policy changes that may affect the staff

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BYLAW 9132.8

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

SPORTS COMMITTEE

Duties of the committee shall include, but are not limited to:

1. Meeting with the Supervisor of Physical Education and Athletics, Director of Buildings and Grounds, building Principals and/or Central administration when necessary to discuss the athletic program.

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SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

REPRESENTATIVES

The representative for New Jersey School Boards Association and Union County School Boards Association may be the same individual *and will be elected annually at the Reorganizational meeting.* This representative *may represent the Board at* monthly Union County School Board meetings and report back to the full Board as necessary. This representative shall have the power to vote in all cases except where the County Association or New Jersey School Boards Association specifically requests full Board adoption of the subject under discussion.

The representative *may* also attend the New Jersey School Boards Association Delegate Assemblies as scheduled.

The Union County Educational Services Commission representative *shall be elected annually at the Reorganizational Meeting.* He/she *may represent the Board at* monthly meetings and report back to the full Board as necessary. This representative shall have the power to vote in all cases except where the Commission specifically requests full Board adoption of the subject under discussion.

Approved:

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