

SPRINGFIELD BOARD OF EDUCATION

OCTOBER 19, 2020

REGULAR MEETING

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

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

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held via electronic media through zoom on Monday, October 19, 2020 at 7:00 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 January 6, 2020 and revised on October 16, 2020.

1. CALL TO ORDER

The meeting was called to order by Board President, Mr. Marc Miller.

Present: Mr. Anthony Delia, Mrs. Laura Gamarekian, Mrs. Meredith Murphy, Mrs. Kristy Rubin, Mrs. Paula Saha, Mr. Scott Silverstein, Mrs. Hilary Turnbull, Mr. Marc Miller

Absent: Mr. Hector Munoz

Also Present:

Mrs. Rachel Goldberg, Superintendent

Mr. Matthew Clarke, Business Administrator/Board Secretary

Mrs. Erica Scudero, Assistant Superintendent for Curriculum, Instruction & Assessment

Mrs. Dana Kelly, Director of Human Resources

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS

a. NJSBA – School Board Notes- October 15th.

b. GSCS – News and Notes – October 5th and 12th.

4. MINUTES

Moved by Mr. Silverstein, seconded by Mrs. Rubin, to approve the following minutes:

Regular Meeting - October 5, 2020

Special Meeting - October 12, 2020

Present: Mr. Anthony Delia, Mrs. Laura Gamarekian, Mrs. Meredith Murphy, Mrs. Kristy Rubin, Mrs. Paula Saha, Mr. Scott Silverstein, Mrs. Hilary Turnbull, Mr. Marc Miller

Absent: Mr. Hector Munoz

MOTION CARRIED

5. SUPERINTENDENT'S REPORT

Moved by Mrs. Gamarekian, seconded by Mr. Silverstein, to accept and approve the Superintendent's Report as presented –

1. SSEP Update
2. Public Hearing (2019-2020 Violence and Vandalism & HIB Report)
3. "Return to School": Transition to Hybrid Instruction
4. Building Usage Request
5. Fund Raiser Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

6. PUBLIC SESSION (8:30 PM – 9:32 PM)

The following member of the public had questions or comments regarding the Superintendents Report on Reopening Plans:

May Ramon
David Mallow

7. BILLS LIST

Moved by Mrs. Rubin, seconded by Mr. Delia, approval of check numbers 046987 through 047205 and wire transfers 800191 and 888539 through 888551, 999953 and 999954 for a total of \$4,751,785.31 minus voided check #046860 in the amount of \$1,270.00 for a grand total of \$4,750,515.31.

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. TRANSFERS

Moved by Mrs. Rubin, seconded by Mr. Delia, 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

9. BOARD SECRETARY'S REPORT

Moved by Mrs. Rubin, seconded by Mr. Delia, to approve the Board Secretary's Report dated July 31, 2020 and August 31, 2020 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. TREASURER'S REPORT

Moved by Mrs. Rubin, seconded by Mr. Delia to approve the Treasurer's Report dated July 31, 2020 and August 31, 2020 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. LEGAL JULY 7 AUGUST 2020

Moved by Mrs. Rubin, seconded by Mr. Delia, “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 July 31, 2020 and August 31, 2020 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.”

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. PERSONNEL APPOINTMENTS

Moved by Mrs. Gamarekian, seconded by Mr. Silverstein, At the recommendation of the Superintendent, approval of the appointment of personnel on the attachment all such contracts being subject to future action on account of substantial reductions in State School Aid by virtue of the state of emergency and resulting Statewide Financial dislocation. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. SPECIAL EDUCATION PLACEMENTS

Moved by Mrs. Gamarekian, seconded by Mr. Silverstein, At the recommendation of the Superintendent, that the Board of Education approve Special Education request for Related Services/Placements on the attachment. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. 2020-21 UNION COUNTY ARTS EDUCATION PROGRAM

Moved by Mrs. Gamarekian, seconded by Mr. Silverstein, At the recommendation of the Superintendent, that the Board of Education approve application into the 2020-21 Union County Arts Education Program.

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. CHARLOTTE DANIELSON

Moved by Mrs. Gamarekian, seconded by Mr. Silverstein, At the recommendation of the Superintendent, approval of the teacher practice evaluation instrument – Charlotte Danielson: The Framework for Teaching (2013 edition) for the 2020-21 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. NJPEPL

Moved by Mrs. Gamarekian, seconded by Mr. Silverstein, At the recommendation of the Superintendent, approval of the principal practice evaluation instrument – New Jersey Principal Evaluation for Professional Learning (NJPEPL) for the 2020-21 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. POLICY – 2nd READING

Moved by Mr. Silverstein, seconded by Mrs. Gamarekian, to approve the second and final reading of the following policy and regulation (Attachment E):

- a. 9270 - Home Schooling and Equivalent Education Outside the Schools
- b. 2360 - Use of Technology
- c. 2361 - Acceptable Use of Computer Networks/Computers and Resource

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. PUBLIC SESSION

19. The public did not have any questions or comments at this time.

20. NEW BUSINESS

- a. Pictures of the graduates from June & the deck for the live Graduation.
- b. Food Service Grab and Go pickup remains Monday pickup for Monday, Tuesday and Wednesday, and Thursday Pickup for Thursday and Friday. The FDA has expanded the program to Saturday and Sunday. When this is available to Springfield, an updated email will be provided.

21. ADJOURNMENT

Moved by Mr. Delia, seconded by Mr. Silverstein, to adjourn the regular meeting at 8:59 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

- 1. Regular Meeting – November 2, 2020 at 7:30 PM in the IMC at JDHS
- 2. Regular Meeting – November 16, 2020 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

**Transfer
July 2020**

Attachment (A)

Account Code	Description	To	From
11-000-100-561-98-04	TUITION TO OTHER LEA IN STATE	19,655.00	
11-000-100-562-98-11	TUITION SPECIAL ED OTHER DISTR	47,662.10	
11-000-100-563-98-11	TUITION CNTY VO TECH REGULAR	114,500.00	
11-000-100-564-98-11	TUITION COUNTY VOC TECH SPECIA	7,850.00	
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC	199,223.96	
11-000-213-300-01-07	NURSE COVERAGE_CONT. SERV TLS	770.00	
11-000-213-300-70-11	SPEC ED PROF THERAPY	144,071.25	
11-000-213-300-73-11	SPEC ED EVALUATIONS	1,220.00	
11-000-213-600-72-06	HEALTH SERVICE SUPPLIES FMG	642.50	
11-000-213-600-72-07	HEALTH SERVICE SUPPLIES TLS	344.50	
11-000-213-600-72-08	HEALTH SERVICE SUPPLIES JC	52.50	
11-000-213-600-72-09	HEALTH SERVICE SUPPLIES EVW	52.50	
11-000-213-600-72-14	HEALTH SERVICE SUPPLIES JDHS	388.74	
11-000-216-320-55-11	COMMISSION OF BLIND	7,239.10	
11-000-218-600-71-06	SUPPLIES-GUIDANCE/FMG	1,302.42	
11-000-218-600-71-07	SUPPLIES-GUIDANCE/TLS		97.00
11-000-218-600-71-14	SUPPLIES GUIDANCE JDHS	2,500.00	
11-000-219-300-70-11	PROFESSIONAL SERVICES	1,270.00	
11-000-219-600-70-11	OTHER EXP OFFICE/PROF/TEST BKS	322.93	
11-000-221-500-06-04	OTHER EXP TRAVEL CUR+STAFF DEV	523.00	
11-000-221-500-07-04	OTHER EXP DUES COMPUTER/CUR+ST	433.00	
11-000-221-500-09-04	OTHER EXP TEST SCORES-CURR+STA	434.00	
11-000-221-500-80-12	PROF SERVICES	2,200.00	
11-000-221-500-80-12	PROF SERVICES		1,300.00
11-000-222-100-00-10	SALARY IMC		36,000.00
11-000-222-105-99-10	SALARY IMC CLERKS	36,000.00	
11-000-222-600-01-06	LIBRARY BOOKS FMG	5,604.93	
11-000-222-600-01-07	LIBRARY BOOKS TLS	8,790.11	
11-000-222-600-01-08	LIBRARY BOOKS JC	1,916.79	
11-000-222-600-02-14	PERIODICALS JDHS	25.53	
11-000-222-600-03-14	SOFTWARE AVA JDHS	123.96	
11-000-222-600-81-09	SUPPLIES LIBRARY EVW	2,250.00	
11-000-222-600-93-15	INSTRUCT SOFTWARE TECH	21,600.00	
11-000-223-320-80-12	PROF SERVICE TRAINING	4,500.00	
11-000-223-500-80-04	INSTR.STAFF TRAIN.PURCH.SERVIC	180.00	
11-000-223-500-80-12	STAFF TRAINING	1,744.35	
11-000-230-331-01-01	PROFESSIONAL SERVICES LEGAL	33,958.50	
11-000-230-340-93-15	PURCH TECH SERV COMPUTERS	1,883.24	
11-000-230-530-82-07	POSTAGE		300.00

**Transfer
July 2020**

Attachment (A)

Account Code	Description	To	From
11-000-230-580-09-12	WORKSHOPS/TRAVEL	118.51	
11-000-230-590-08-02	SUPT OFFICE PETTY CASH	19.52	
11-000-230-590-97-03	INSURANCE	3,652.00	
11-000-230-590-97-14	ADMINISTRATOR PURCH.SERV.JDHS	265.00	
11-000-230-610-05-02	SUPERINTENDENT SUPPLIES	258.00	
11-000-230-610-93-15	SUPP TECHNOLOGY	9,769.50	
11-000-240-500-82-07	MISC. EXPENDITURES TLS		1,650.00
11-000-240-590-45-14	DUES/FEES GRADUATION	5,823.73	
11-000-240-600-82-06	OTHER EXP OFF SUPP FMG	91.12	
11-000-240-600-82-07	OTHER EXP OFFICE SUPP TLS		2,488.00
11-000-240-600-82-07	OTHER EXP OFFICE SUPP TLS	296.32	
11-000-240-600-82-11	SPECIAL SERVICES SUPPLIES OFFI	1,534.00	
11-000-240-600-82-14	OFFICE SUPPLIES JDHS	409.99	
11-000-240-610-82-07	COMPUTER SUPPLIES TLS	1,796.00	
11-000-251-100-00-10	SALARIES BOARD ADM		171,194.00
11-000-251-105-00-10	BUSINESS OFF SECRETARIES	171,194.00	
11-000-251-600-05-03	SUPPLIES CENTRAL SERV	1,561.75	
11-000-251-832-91-03	LEASE PURCHASE INTEREST	0.48	
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES	121,386.96	
11-000-261-610-94-05	BUILDING SUPPLIES	18,010.47	
11-000-262-100-95-10	OPER PLANT SERV SAL		93,520.00
11-000-262-105-95-10	OPER PLANT SERV SEC	93,520.00	
11-000-262-420-70-11	REPAIR/MAINT SPECIAL SERVICES	370.84	
11-000-262-420-71-14	REP/MAINT EQUIP GUIDANCE JDHS	103.00	
11-000-262-420-81-07	REPAIR EQUIP LIBRARY TLS		450.00
11-000-262-420-82-06	REPAIR EQUIP OFFICE FMG	1,723.37	
11-000-262-420-82-07	REPAIR MAINT OFFICE EQUIP	2,010.59	
11-000-262-420-82-08	REPAIR MAINT OFFICE EQUIP	2,150.59	
11-000-262-420-82-09	REPAIR EQUIP OFFICE EVW	2,504.98	
11-000-262-420-82-14	REP/MAINT EQUIP OFFICE JDHS	1,689.24	
11-000-262-420-90-03	REPAIR EQUIP.BUSINESS OFFICE	382.22	
11-000-262-420-93-15	REPAIR/MAINT CONTRACTS TECH	10,242.98	
11-000-262-420-94-05	CONTRACTED SERVICES GROUNDS	8,757.66	
11-000-262-490-95-05	WATER AND SEWAGE	4,058.91	
11-000-262-520-97-03	INSURANCE PROPERTY,LIABILITY	27,263.00	
11-000-262-610-82-07	OFFICE SUPPLIES TLS		5,100.00
11-000-262-610-82-09	SUPPLIES FURNITURE		959.00
11-000-262-610-94-05	CUSTODIAL&GROUNDS SUPPLIES	122,880.80	
11-000-262-610-95-03	PPE SUPPLIES NON INSTRUCTIONAL	363,152.07	

**Transfer
July 2020**

Attachment (A)

Account Code	Description	To	From
11-000-262-610-95-05	SUPPLIES/VEHICLES	115.82	
11-000-262-621-95-05	NATURAL GAS	93,475.37	
11-000-262-622-95-05	ELECTRICITY	78,560.55	
11-000-263-610-84-05	SUPPLIES GROUNDS	5,334.62	
11-000-270-503-96-03	AID IN LIEU	501.00	
11-000-270-512-96-03	CONT SERVICES OTHER TO/FROM	3,186.55	
11-000-270-515-96-03	PUPIL TRANS.SPEC.ED.JOINT AGRE	96,024.06	
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC	193,157.02	
11-000-291-260-97-03	WORKER'S COMPENSATION	18,625.94	
11-000-291-260-97-03	WORKER'S COMPENSATION		30,655.00
11-000-291-270-97-03	HEALTH INSURANCE	129,648.30	
11-000-291-280-97-03	TUITION REIMBURSEMENT	11,570.00	
11-120-100-101-00-10	SALARIES TEACHERS 1-5		50,000.00
11-120-100-101-01-10	SUBSTITUTES 1-5	50,000.00	
11-130-100-101-00-10	SAL.TEACHERS 6-8		21,000.00
11-130-100-101-01-10	SUBSTITUTES 6-8	21,000.00	
11-140-100-101-00-10	SALARIES TEACHER 9-12		50,000.00
11-140-100-101-01-10	SUBSTITUTES 9-12	50,000.00	
11-150-100-320-63-11	HOME INSTRUCTION PURCH.PROF.ED	18,862.01	
11-190-100-500-22-07	SCIENCE TRIP TLS	350.00	
11-190-100-500-22-08	SCIENCE TRIP JC	1,054.00	
11-190-100-580-82-07	DUES/FEES TLS		5.00
11-190-100-610-10-06	TEACHER SUPPLIES ART FMG	80.91	
11-190-100-610-12-06	TEACHER SUPPLIES COMPUTER F	86.99	
11-190-100-610-12-07	TEACHERS SUPPLIES COMPUTER T	836.78	
11-190-100-610-12-08	TEACH SUPPLI COMPUTER JC	86.99	
11-190-100-610-12-09	TEACHER SUPPLIES COMP ED EVW	529.98	
11-190-100-610-12-14	TEACHER SUP COMPUTER	86.99	
11-190-100-610-13-07	TEACHER AIDES HEALTH TLS		45.00
11-190-100-610-14-07	TEACHER SUPPLIES ENGLISH TLS	773.00	
11-190-100-610-14-09	LA SUPPLIES WAL	1,479.27	
11-190-100-610-19-07	TEACHER SUPPLIES MATH TLS	502.00	
11-190-100-610-20-07	TEACHER SUPPLIES MUSIC TLS	38.00	
11-190-100-610-21-07	TEACHER SUPPLIES PE TLS	9.00	
11-190-100-610-22-06	TEACHER SUPPLIES SCIENCE FM	1,091.93	
11-190-100-610-22-09	SCI SUPPLIES WAL	56.47	
11-190-100-610-22-14	TEACHER SUPPLIES SCIENCE JDHS	542.97	
11-190-100-610-22-14	TEACHER SUPPLIES SCIENCE JDHS		526.00
11-190-100-610-23-07	TEACHER SUPPLIES SOC ST TLS	7,591.00	

**Transfer
July 2020**

Attachment (A)

Account Code	Description	To	From
11-190-100-610-37-07	G&T SUPPLIES	22.00	
11-190-100-610-45-14	TEACHER SUPPLIES CO-CURRICULAR	3,500.00	
11-190-100-610-82-06	TEACHER SUPPLIES OFFICE FMG	28.83	
11-190-100-610-82-06	TEACHER SUPPLIES OFFICE FMG		590.00
11-190-100-610-82-07	TEACHER SUPPLIES OFFICE TLS	6,749.00	
11-190-100-610-82-08	TEACHER SUPPLIES OFFICE JC	1,300.00	
11-190-100-610-82-14	TEACHER SUPPLIES OFFICE JDHS	339.99	
11-190-100-610-95-03	PPE SUPPLIES INSTRUCTIONAL	258,885.10	
11-190-100-640-22-14	TEXTBOOKS SCIENCE JDHS	526.00	
11-190-100-640-23-07	TEXTBOOKS SOC ST TLS		749.00
11-190-100-640-80-04	TEXTBOOKS CURR STAFF DEV	38.70	
11-204-100-106-40-11	EXTEND SALARY NI AIDES		52,000.00
11-204-100-106-50-10	SALARIES OF AIDES N.I.	52,000.00	
11-215-100-101-40-11	SAL.EXTENDED SUMMER PSH		10,000.00
11-215-100-101-57-10	SALARIES TEACHERS PSH	10,000.00	
11-215-100-320-40-11	PROF SERVICES PSH	4,920.00	
11-215-100-610-57-11	SUPPLIES PRESCHOOL HANDICAPPED	18.83	
11-401-100-100-45-07	SALARIES STUDENT ACT CLUB TL		7,833.00
11-402-100-500-46-06	ATHLETIC PURCH.SERV.FMG	310.00	
11-402-100-500-46-06	ATHLETIC PURCH.SERV.FMG		255.00
11-402-100-500-46-14	ATHLETICS PURCH.SERV.JDHS	35,694.04	
11-402-100-500-48-14	LACROSSE	14,124.94	
11-402-100-610-46-06	ATHLETIC SUPPLIES FMG	415.91	
11-402-100-610-46-14	SUPPLIES ATHLETICS JDHS	24,781.69	
11-402-100-890-46-14	OTHER EXPENSES ATHLETICS JDHS	38,749.07	
12-000-100-730-95-03	PPE EQUIPMENT	157,295.00	
12-000-240-732-82-14	EQUIP JDHS	2,182.16	
12-000-400-334-91-03	PROF FEES CAPITAL OUTLAY	3,645.12	
12-000-400-390-91-03	CAPITAL OUTLAY PROF FEES	5,157.37	
12-000-400-450-91-03	CAPITAL OUTLAY BUILDINGS	267,488.16	
12-000-400-450-91-03	CAPITAL OUTLAY BUILDINGS		1,694.00
12-000-400-721-94-03	PRINCIPAL PAYMENT	1,694.00	
12-000-400-896-94-03	ASSESSMENT FOR DEBT SERVICE	5,759.75	

Transfer
August 2020

Attachment (A)

Account Code	Description	To	From
12-000-400-450-91-03	CAPITAL OUTLAY BUILDINGS		1695
12-000-400-450-91-03	CAPITAL OUTLAY BUILDINGS	1695	
12-000-400-721-94-03	PRINCIPAL PAYMENT	1695	
12-000-400-721-94-03	PRINCIPAL PAYMENT		1695

Last Name Certificated Staff	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
D' Amore	Michelle	Physical Education Teacher	FMG	---	---	---	Leave	10/22/2020 - 1/28/2021
Feigeles	Susan	PreKindergarten Teacher	EVW	---	---	---	Leave	10/12/2020 - 1/18/2021
McNally	Stephen	Chemistry Leave Replacement Teacher	JDHS	Step 3/MA	\$62,931	New	Replace JB	10/15/2020 - 3/22/2021
Novitsky	Jody	ELA Grade 6	EFMG	Step 12/MA	\$80,716	New	Replace JG	11/1/2020-6/30/2021
Kirna	Robin	Elementary Teacher	EVW	---	---	---	Updated Leave	9/15/2020 - 12/13/2020
Alves	Megan	Elementary Teacher Leave Replacement	JCS	Step 1/BA	\$57,197	New	KD	On or about 10/20/2020 - 3/7/2021
DeWinne	Morgan	National Honor Society Co-Advisor	JDHS	---	As per Schedule E	---	---	10/01/20-06/30/21
Silva	David	National Honor Society Co-Advisor	JDHS	---	As per Schedule E	---	---	10/01/20-06/30/21
Newman	Kendra	E.R.A.S.E.	JDHS	---	As per Schedule E	---	---	10/01/20-06/30/21
Newman	Kendra	Freshman Class Advisor	JDHS	---	As per Schedule E	---	---	10/01/20-06/30/21
Hill	Darlene	Black Student Union Co-Advisor	JDHS	---	As per Schedule E	---	---	10/01/20-06/30/21
Jackson	Nia	Black Student Union Co-Advisor	JDHS	---	As per Schedule E	---	---	10/01/20-06/30/21
D'Achille	Anna	Assist.Play Director/Choreographer	JDHS	---	As per Schedule E	---	---	10/01/20-06/30/21
Adams	Chris	5 Periods	JDHS	---	\$8,350.58	---	Revised Dates	9/01/2020 - 3/31/2021
Cugliari	Mark	Weight Room Supervisor (Fall, Winter, Spring)	JDHS	---	\$29.44/hr	---	Max 10 hrs/Week	Upon Reopening of Weight Room
Huang	Kevin	1 Period - Year	JDHS	---	\$2,717.04	---	---	9/1/2020 - 6/30/2021
Huang	Kevin	1 Period - September and October	JDHS	---	\$543.41	---	---	9/1/2020 - 10/30/2020
D' Amore	Michelle	5 Periods/week - September and October	FMG	---	\$2,282.14	---	---	9/1/2020 - 10/30/2021

Last Name Substitute/Home instructor/Volunteer	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Thorburn	Kerry	Substitute Teacher	District	---	---	---	---	10/05/2020 - 6/30/2021
LoPiccolo	Marisa	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Scott	Courtney	Substitute Teacher	District	---	---	New	---	10/20/2020 - 6/30/2021
Anderson	Lee	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Barrett	Kathleen	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Francis	Heather	Substitute Teacher	District	---	---	New	---	10/20/2020 - 6/30/2021
Bryant	Ovetter	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Rogers	Rosemary	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Harms	Cara	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Ermatinger	Julia	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Joseph	Herlide	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Marinzulich	Gerald	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Shukla	Avanti	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Martin	Brian	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Silance	James	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Zaman	Shahnaj	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Weidenfeller	Anne	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Tiss	Ellen	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Szczepanski	Victor	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Romero	Jennifer	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Mastrella	Lorraine	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Rodriguez	Bryan	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Bazela	Daniel	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Harms	Cara	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021
Dougherty	David	Substitute Teacher	District	---	---	Renewal	---	10/20/2020 - 6/30/2021

Last Name Non-Certificated	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Nozza-Juzefyk	Nicole	Lead Childcare Provider	TLS	---	---	---	Updated Leave	9/8/2020 - 12/9/2020
Beck	Jennie	Bus Driver	District	---	---	---	Updated Leave	9/10/2020 - 12/20/2020
Lynch	Debra	Instructional Aide	District	---	---	---	Updated Leave	9/8/2020 - 12/9/2020
Gesior	Michelle	Instructional Aide	EVW	---	\$19.42	---	---	10/14/2020 - 6/30/2021
Soifer	Robin	Instructional Aide	District	---	\$19.42	Renewal	---	10/20/2020 - 6/30/2021
Eannucci	Rachel	Instructional Aide	JCS	---	---	---	Resignation	***
Balke	Amanda	Non-Instructional Aide	EVW	---	\$19.42	Renewal	---	10/20/2020 - 6/30/2021
Ferreira	Margaret	Non-Instructional Aide	EVW	---	\$19.42	Renewal	---	10/20/2020 - 6/30/2021
Dial	Nick	IT Manager	District	---	\$31.62/hr	---	vertime Max of 30 Hour	7/1/2020 - 8/30/2020
Salmon	Joseph	IT Manager	District	---	\$30.70/hr	---	vertime Max of 30 Hour	7/1/2020 - 8/30/2020
Fabi	Jordan	IT Manager	District	---	\$34.81/hr	---	vertime Max of 30 Hour	7/1/2020 - 8/30/2020
Ricardi	Daniela	Tech Supervisor	District	---	\$46.20/hr	---	vertime Max of 30 Hour	7/1/2020 - 8/30/2020

Last Name Before and After School Program/Childcare	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date

" A school district or charter school may employ....for a period not to exceed 90 days pending review by the school district providing all the following are satisfied:
Applicant complied with providing list

School district has no knowledge or information that the applicant would be required to disclose under the law
School district determines special or emergent circumstances exist that justify the temporary employment of this applicant"

Springfield Board of Education Regular Meeting 10/19/2020

***Resignation subject to the requirements provided by law

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

Attachment (C)

RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/week</u>	<u>Term</u>	<u>Student</u>
---------------	------------------------	-------------	------------------------	-------------	----------------

2. OUT OF DISTRICT PLACEMENT REQUEST

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
-------------------------	----------------	----------------	-------------	-----------------

Chapel Hill Academy Lincoln Park, NJ	0604	\$55,616.00	20-21SY	
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Attachment (E)

COMMUNITY

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Home Schooling and Equivalent Education

Outside the Schools

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9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

The Board encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that a parent, guardian, or other person having custody and control of a child has a constitutional right to choose the type and character of education they feel is best suited for their child(ren), be it secular or sectarian. Home schooling is an option and when chosen this option will be carried out in the student's home rather than the school.

In the event the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent (exhibit A) from the parent, legal guardian, or other person confirming the child is receiving equivalent instruction elsewhere than at school. The Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not receiving an education in accordance with N.J.S.A. 18A:38-25. The New Jersey Department of Education encourages the parent, legal guardian, or other person having custody and control of a school-aged child to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.

The parent or legal guardian or other person having custody and control of a child between the ages of six and sixteen, who fails to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.



Attachment (E)

COMMUNITY

9270/page 2 of 2

Home Schooling and Equivalent Education
Outside the Schools

If a child seeks admission to the school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer student, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.

When children are home schooled and are not enrolled in a school, the school district is not required to provide any of the entitlements or privileges of students enrolled in the school district unless an entitlement or privilege is specifically provided in Board Policy or required by Federal law, or State statute or administrative code. The school district's curriculum and other public record information will be provided to the parent, legal guardian, or other person having custody and control of a child upon request in accordance with the Open Public Records Act and Policy and Regulation 8310.

A child educated at home shall not receive a State endorsed high school diploma from the Board.

N.J.S.A. 18A:38-25 through 18A:38-31

U.S.C.A. 1401 et seq.

New Jersey Department of Education – Frequently Asked Questions: Home Schooling

Adopted: 18 March 2019



Attachment (E)

COMMUNITY

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Home Schooling and Equivalent Education

Outside the Schools

M

R 9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

Home schooling is an educational program provided at home, usually by the parent, legal guardian, or other person having custody and control of the child. Children are taught using their own curriculum or published home school curriculum. The Board recognizes that home schooling is an option under the compulsory education law.

For the purpose of this Regulation, “parent” shall mean parent, legal guardian, and other person having custody and control of a child between the ages of six and sixteen.

A. Legal Requirement for Compulsory Attendance

1. N.J.S.A. 18A:38-25 requires all children between the ages of six to sixteen years to attend the public schools or a day school in which there is given instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere other than school.
2. The parent of a child that is home schooled is responsible to ensure their child receives instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere other than school.
3. In the event the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent (exhibit A) from the parent, legal guardian, or other person confirming the child is receiving equivalent instruction elsewhere than at school.
4. If the Superintendent makes a report, the parent of a student receiving instruction elsewhere other than school may, but is not required to, notify the Superintendent of their child’s educational program status.
5. A parent of a home schooled child is not required to seek approval from the school district or to submit materials to the Superintendent in order to permit it to make a determination as to the equivalency of the instruction.



Attachment (E)

6. The New Jersey Department of Education encourages a parent to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.

COMMUNITY

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Home Schooling and Equivalent Education
Outside the Schools

B. Truancy/Violations of Compelling Attendance

1. When a Superintendent and Board believe a person is not complying with the compulsory education law (N.J.S.A. 18A:38-25 et seq.) they must initiate truancy proceedings in municipal court where a parent may be found guilty of a disorderly persons offense and fined in accordance with N.J.S.A. 18A:38-27 and N.J.S.A. 18A:38-31.
2. If the parent is challenged in court by the Superintendent or Board, the school district must demonstrate the child is not receiving an education in accordance with N.J.S.A. 18A:38-25.

C. District Requirements for Home Schooled Students

1. The Board is not required by law to allow a child educated elsewhere than at school to participate in the regular school curriculum or in extra-curricular or sports activities unless specifically provided in Board Policy, or required by Federal law, or State statute or administrative code.
2. A child educated at home shall not receive a State endorsed high school diploma from the Board.

D. Students With Disabilities

1. Any written request from a parent of a home schooled child for a special education evaluation of their child will be reviewed in a meeting of the Child Study Team (CST), the parent, and the regular education teacher in accordance with the provisions of N.J.A.C. 6A:14-2.3. At this meeting, the current information about the child shall be reviewed to determine whether an evaluation is warranted.
 - a. If an evaluation is warranted, another determination shall be made regarding the assessment procedures. Written notice of the determinations shall be provided to the parent. Once the assessments are completed, a meeting in accordance with N.J.A.C.



Attachment (E)

6A:14-2.3 shall be held to determine whether the child is eligible for special education and related services.

- b. If the child is eligible for special education and related services, the CST will determine a classification category and develop an Individualized Education Program (IEP) in accordance with N.J.A.C. 6A:14-3.7. If the child is eligible for special education and related services, the school district shall make a free, appropriate public education available only if the child enrolls in the school district.

COMMUNITY

R 9270/page 3 of 3

Home Schooling and Equivalent Education
Outside the Schools

- c. The school district will notify the parent of a classified child who is being educated at home to offer services as required by law. The documentation of this notice will be maintained in the child's record file.
- d. Any determination by the school district CST regarding the provision of a special education program to a classified child who is being educated at home may be challenged by the parent in accordance with the provisions of N.J.A.C. 6A:14 et seq.

New Jersey Department of Education – Frequently Asked Questions:
Home Schooling

Issued: 18 March 2019



Homeschool Letter of Intent

Date: _____

Student Name: _____

Date of Birth: _____

School Currently Attending: _____

Grade: _____

After conferencing with the building principal, I have decided to homeschool my child in accordance with NJSA 18A:38-25. I understand the responsibility in accordance with this law. Therefore, I am withdrawing my child from the Springfield Public Schools. We will return all equipment and material upon withdrawal.

Effective Date of Withdrawal: _____

I understand that if I wish my child to return to the Springfield Public Schools, I will need to re-enroll him/her as a new student.

Signature of Parent of Legal Guardian

Date: _____

Printed Name: _____

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Home Schooling and Equivalent Education

Outside the Schools

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9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

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The parent or legal guardian or other person having custody and control of a child between the ages of six and sixteen, who fails to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.



Attachment (E)

COMMUNITY

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Home Schooling and Equivalent Education
Outside the Schools

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New Jersey Department of Education – Frequently Asked Questions: Home Schooling

Adopted: 18 March 2019



Attachment (E)

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Home Schooling and Equivalent Education

Outside the Schools

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Attachment (E)

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COMMUNITY

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Home Schooling and Equivalent Education
Outside the Schools

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COMMUNITY

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Home Schooling and Equivalent Education
Outside the Schools

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New Jersey Department of Education – Frequently Asked Questions:
Home Schooling

Issued: 18 March 2019



Homeschool Letter of Intent

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Student Name: _____

Date of Birth: _____

School Currently Attending: _____

Grade: _____

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Effective Date of Withdrawal: _____

I understand that if I wish my child to return to the Springfield Public Schools, I will need to re-enroll him/her as a new student.

Signature of Parent of Legal Guardian

Date: _____

Printed Name: _____

2360 USE OF TECHNOLOGY

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, Statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the New Jersey Student Learning Standards.

Acceptable Use of the Internet

Purpose

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet. This is inclusive of all programs and digital resources associated with such use, including online storage space, email accounts, and web-based programs associated with and provided by the district.

The Board designates the Superintendent as the coordinator of the district system. He/she shall recommend to the Board of Education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.



Each Principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

Access to the System

The Acceptable Use of Computer Networks/Computers and Resources Policy (File Code 2361) shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for Policy 5600 Student Discipline/Code of Conduct. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

Internet Access

All students and employees of the Board shall have access to the web through the district's networked or stand-alone computers.

Student E-mail Accounts

Students shall be granted email accounts as necessary to support instruction and access to digital resources. The district may provide email access to students based on the program or grade level.

District Employees

District employees shall be provided with an district email account. They will be required to sign the Acceptable Use of Computer Networks/Computers and Resources Policy (File Code 2361).

District Website

The Board authorizes the Superintendent to establish and maintain a district website. The purpose of the website will be to inform the district educational community of district programs, policies and practices.



Individual schools and classes may also establish websites that include information on the activities of that school or class. The Building Principal shall oversee these websites.

The Superintendent shall publish and disseminate guidelines on acceptable material for these websites. The Superintendent shall also ensure that district and school websites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the State Department of Education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

Parental Notification and Responsibility

The Superintendent shall ensure that parents/guardians are notified about the district network and the rules governing its use parents/guardians shall sign the Acceptable Use of Computer Networks/Computers and Resources Policy (File Code 2361) to allow their child(ren) to utilize district technology resources.

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.



Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits



Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations. The district maintains the right to delete files as necessary.

Privacy Rights

Electronic devices provided by the district are equipped with recording capabilities and may record or collect information on your activity or your use of the device. The Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you. In accordance with N.J.S.A. 18A:36-39, any device provided by the district may be equipped with recording capabilities and may record or collect information on your activity or use. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you. In addition, users' files and other electronic storage areas shall be considered district property for purposes of inspection and control. The system administrator may access all such files and communications.

Individuals should have no expectation of privacy with respect to their files, communications and use of any district-issued device and/or network. All data stored, transmitted and accessed by users, including, but not limited to, email, online forums and messaging, can and will be monitored.

N.J.A.C. 6A:26-6.1 et seq.
N.J.S.A. 18A:36-39
17 U.S.C. 101 et seq.

Adopted: 18 March 2019
Revised: 19 October 2020



District Policy

2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M) Section: Program

Date Created: March 2019

Date Edited: October 2020

M Overview

Access to information is fundamental to citizenship and the foundation for further educational attainment. The Board generally supports access by staff and students to educational technology that allows rich information resources along with the development of appropriate skills to analyze and evaluate such resources. The goal in providing educational technology to teachers, staff and ultimately students, is to promote educational excellence in Springfield Public Schools by facilitating resource sharing, innovation and communication. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other students will not be tolerated in or outside of the school facilities or school day.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policies and procedures in the school district as required in the Neighborhood Children's Internet Protection Act (NCIPA – is a subtitle of CIPA, and only affects E-Rate applicants). Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent or designee will develop and ensure education is provided to every student regarding appropriate online behavior, including students interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The Internet, for example, is an electronic communications network that provides vast, diverse and unique resources. To support the proper delivery of information via the Internet, the district has in place filtering software. Filtering software, however, is not 100% effective; while filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. It is the user's responsibility not to initiate access to materials that are inconsistent with the goals, objectives and policies of the educational mission of the district. The Board believes that the benefits to staff and students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

Internet access is coordinated through a complex association of government agencies, and regional and State networks. Recognizing that the Internet is neither a regulated nor a policed entity, the Board requests that students and staff agree to use this resource of information as an aid in the learning according to the guidelines set forth. Therefore, the smooth operation of this resource relies upon the proper conduct of the end users who must adhere to these strict guidelines. These guidelines are provided so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the equipment, computers, software, and network resources.

Terms and Conditions

The use of district equipment, computers, network resources, email and the Internet is a privilege, not a right, and inappropriate use will minimally result in the suspension and/or cancellation of those privileges. No reasonable expectation of continued use or access shall exist. The administration, faculty and staff of the Springfield Public Schools may deny, revoke or suspend specific user accounts/access. Violation of the terms of the policy may also result in more severe penalties as deemed necessary.

1. The use of an account and/or access must be consistent with the educational objectives of the Springfield Public Schools.

2. To transmit or knowingly receive any materials in violation of any United States, New Jersey, or Springfield Public Schools regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other students will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action and may result in the suspension and/or cancelation of privileges.

3. Commercial activities, product advertising, political lobbying and extensive personal use, including spamming, are prohibited.

4. Network Etiquette - All computer users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate

language, material or images.

c. Never reveal or share any personal or account information belonging to you or others, including name, phone number, home address and email address, unless requested by your teacher, counselor, principal and district school administrators.

d. Note that electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.

e. Do not use computers or the network in such a way that would disrupt the use of these resources by other people. Talk, Write, and Chat commands may be intrusive and should only be used after receiving permission from a teacher. Chain letters and Internet relay chat are misuses of the system.

f. Permission of the supervising staff member must be obtained before downloading large files.

g. Disk space is limited. Remove outdated or unneeded files promptly.

h. Gaining access to network resources with another person's account or a fictitious name is illegal.

5. Installation of software on any of the district's computer system is not allowed without approval of the Technology Department.

6. Anyone found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system.

7. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to "hack" into restricted systems or attempting to use administrative commands.

8. Only public domain files in which the author has given expressed written consent for online distribution may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S copyright law.

9. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.

10. Any problems resulting from the use of an account are the liability or responsibility of the account holder or user. All account holders or users hereby release the Springfield Public Schools from any and all claims or damages, of any nature, arising from the access, use, or inability to access or use computers or the network system, and by obtaining an account or use of the computers or network system, agree to such and agree to indemnify and hold Springfield Public Schools harmless from same. Springfield Public School District makes no warranties of any kind for the information or the service it is providing.

11. Any student, staff or community member who seeks to use the technological resource of the district, must sign an Acceptable Use Policy Agreement. In addition, all students must have a signed parent/guardian consent form.

12. Education will be provided about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

13. Electronic devices provided by the district are equipped with recording capabilities and may record or collect information on your activity or your use of the device. The Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you. In accordance with N.J.S.A. 18A:36-39, any device provided by the district may be equipped with recording capabilities and may record or collect information on your activity or use. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you. In addition, users' files and other electronic storage areas shall be considered district property for purposes of inspection and control. The system administrator may access all such files and communications. Individuals should have no expectation of privacy with respect to their files, communications and use of any district-issued device and/or network. All data stored, transmitted and accessed by users, including, but not limited to, email, online forums and messaging, can and will be monitored.

Laptop Regulations

1. Prior to the issuance of a laptop, staff must sign and agree to adhere to the Acceptable Use Policy. In addition, staff will be required to sign an acknowledgement when the laptop and its equipment are received.

2. The laptop is an educational tool and should be used in that capacity only. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of others will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action.

3. Once the laptop is issued, the staff member is responsible for it at all times. If the laptop or any of its components is suspected to be lost, staff must report it immediately to the main office and the Technology Department.

4. Laptops may be seized at any time by district administration.
5. Keep all food and drinks away from the laptops.
6. Do not physically mark up the laptop or its storage case with wilting, stickers, etc.
7. Do not remove the inventory tag - if the tag becomes damaged and/or worn, please

report it immediately to the Technology Department.

8. Keep laptop in its storage case when not in use to avoid damage.

9. The laptops are individually assigned. The assigned user is the only authorized user of the laptop. Never share or swap laptops with another person unless directed by a school administrator.

10. There is a possibility files or data stored on the laptop may be deleted when it requires repair. Note: All data will be deleted when the laptop is returned at the end of the year. All users are responsible to save and backup any schoolwork or pertinent data.

11. Keep passwords confidential.

12. Use the laptop on a flat, stable surface.

13. Avoid touching the screen. When cleaning is necessary, gently wipe the screen's surface

with a soft cloth. Never use a glass cleaner, water or any other fluids, to clean laptop screens.

14. Do not rest pencils/pens or other items on the keyboard. Closing the laptop with items on the keyboard will damage the screen.

15. Do not insert objects into ports (openings) in the laptop that are not intended to be inserted.

16. Do not lift or carry laptops by the screen. When moving or carrying a laptop, close it first.

17. Do not wedge the laptop in to a book bag or place it between items. Any type of disproportionate pressure against the laptop will damage the screen.

18. Laptops are school district property. If a user fails to surrender their laptop prior to leaving the Springfield Public Schools District, that person will be in possession of stolen property and charges will be filed.

Discipline Regulations

This acceptable use policy shall govern all use of educational technology. Sanctions for student misuse of the district's technology resources shall be included in the disciplinary code for students, as set out in regulations for Policy 5600 Student Discipline/Code of Conduct. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

Parent/Guardian Responsibilities

The parent/guardian is responsible for the replacement cost of the device if it is intentionally or negligently damaged or not returned to the District when due. A stolen device must be reported immediately to the school and the police for the parent/guardian not to be held personally liable for the cost of replacement.

Parents are encouraged to provide a safe environment for their child to use their device at home for school assignments. A Wi-Fi Internet connection is required for the majority of the tasks while using the device.

Recommended Guidelines:

- Set rules for student use at home.
- Allow use in common areas of the home where the student use can easily be monitored. • Demonstrate a genuine interest in the child's use of the device.
- Reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- Become familiar with Internet safety resources

By signing the Acceptable Use Form, parents/guardians, students (Appendix A), and staff (Appendix B), commit to the student expectations and understand the consequences for violations. The district will accept an electronic signature, and the form(s) may be distributed electronically.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 18 March 2019 Revised: 5 October 2020



STAFF LAPTOP AGREEMENT

Enter School Year

This Agreement is between the Springfield Public Schools and

Asset:

Serial Number:

Computer Name:

Teacher's Name

The following are the conditions under which you accept the provision of a laptop and for your use from the District. This Agreement will start on receipt of the laptop from the District. The District reserves the right to transfer the laptop to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

UNDER THIS AGREEMENT THE SCHOOL WILL:

1. Provide a laptop computer for your sole use while you are a permanent full-time or part-time teacher in the District. The laptop is for work use. You are encouraged to use it outside work hours, however, it is for your sole use only, and not for use by students, family members or any other person.
2. Set-up the laptop to enable you to connect and make effective use of the school network.
3. Plan and manage the integration of laptops into the school environment, and provide the professional development required to enable you to use the laptop effectively in your professional practice.
4. When required, expect you to pay an excess for accidental damage or loss, or repair/replacement costs where the loss or damage is a result of your own negligence.
5. Have an expectation that you will abide by the School's Acceptable Use Policies. Please review and/or download a copy at the following links:

2361 - Acceptable Use of Computer Networks/Computers and Resources	4321 - Acceptable Use of Computer Network(s) / Computers and Resources by Support Staff Members	5516 - Use of Electronic Communication and Recording Devices (ECDR)
3283 - Electronic Communication Between Teaching Staff Members and Students	4283 - Electronic Communication Between Support Staff Members and Students	7522 - School District Provided Technology Devices to Staff Members

UNDER THIS AGREEMENT YOU WILL:

1. Use the laptop for the educational purposes it was provided.
2. Provide suitable care and security of the laptop computer at all times and immediately report any damage or loss to the District.
3. Be responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide any teacher account password to another person.
4. You will not attempt to bypass our filtering or monitoring by any means. You will not make deliberate attempts to disrupt/modify the computer system or destroy data by any means.
5. Be prepared to cover the excess or the cost of repair or replacement of the laptop when the damage or loss has been a result of your own negligence.
6. Make a commitment to achieving the educational goals of the District and take part in the professional development activities provided for you by the District.
7. Make necessary arrangements, for the return of the laptop to the School when you resign or leave the District or when you will be away from the school for an extended period.
8. In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of pupils, staff and community members will not be tolerated in or outside of the school facilities or school day.
9. Acknowledge that the laptop is equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

Teacher's Signature

Date

Date Returned

Received By:

Teacher Initials

Appendix A

Parent or Guardian

As the parent or guardian of _____, I have read the electronic resources Acceptable Use Policy, guidelines and laptop regulations established by the Springfield Public Schools. I understand that my son/daughter has been provided access to educational technology tools, networked computer services and resources such as web-based applications, electronic mail and the Internet. I have read and discussed with my child the district's Acceptable Use Policy, laptop regulations and penalties involved. I understand individuals and families may be held liable for violations. I further understand that any violation of the regulations is unethical and, should my child commit any violation, his/her access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken and will be responsible for reimbursement of damage and/or loss.

I understand that some materials on the computers or internet may be objectionable, but I accept responsibility for guidance of computer or internet use and conveying standards for my child to follow when selecting, sharing or exploring information and media. I understand that the district has taken reasonable precautions to prevent access by students to objectionable material. I also understand that on a global network it is impossible to effectively control the content of data at all times.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature Date

Student User Agreement

I understand and will abide by the procedures and Acceptable Use Policy for educational technology tools and electronic resources of the Springfield Public Schools. I further understand that any violation of the regulations is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken and will be responsible for reimbursement of damage and/or loss

Student Name (Please Print)

Student Signature Date