

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
Tuesday, March 17, 2020
2019-2020 - 076

REGULAR MEETING MINUTES

TIME: 7:00 PM

LOCATION: ROOM 14

CALL TO ORDER

President **EATON** called the meeting to order at **7:00PM**.

OPEN PUBLIC MEETINGS ACT STATEMENT

President **EATON** read the below Open Public Meeting Act statement.

“The New Jersey Open Public Meetings Law was enacted to ensure the right to the public to have advance notice of and attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.” Pursuant to the provisions of this act, the Springfield Township Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof sent to: The Burlington County Times, Springfield Township Clerk, Board of Education members, and posted in the Springfield Township Board of Education Office and Springfield Township Municipal Building.

PLEDGE OF ALLEGIANCE

President **EATON** lead the assembly in the Pledge of Allegiance.

ROLL CALL

President **EATON** requested that the roll call of those in attendance be taken by the Board Secretary and said roll call is below represented:

	Board of Education Member	Present	Late	Absent	
1	Mr. Bucs, Board Vice President	X			1
2	Mr. Hale, Board Member		7:13		2
3	Mrs. Lippincott, Board Member	X			3
4	Mrs. Murtaugh-Frey, Board Member	X			4
5	Mr. Pantano, Board Member	X			5
6	Mr. Ramalho, Board Member	X			6
7	Mr. Roberson, Board Member	X			7
8	Mr. Walker, Board Member	X			8
9	Mr. Eaton, Board Member	X			9

	Staff In Attendance	Present	Late	Absent	
1	Mr. Vaughn, Superintendent	X			1
2	Mr. Benedetti, Board Secretary/SBO	X			2
3	Mrs. Hannigan, Interim Curr Dir		X		3
4	Mr. Knewasser, Ed Fac Manager		X		4

SCHOOL & COMMUNITY PRESENTATIONS

None

COMMITTEE UPDATES

None

PUBLIC COMMENT #1 (SHALL NOT EXCEED THIRTY (30) MINUTES)

Prior to opening the session for public comment on posted resolutions, President **EATON** read the below statement into the public record:

Before a matter is placed on the agenda, the Administration has thoroughly reviewed it. Board Members preview the agenda items five days prior to the meeting and discuss questionable items with the Superintendent. The Springfield Township BOE welcomes public comment during our public meetings. Public comments will only be permitted during the public comment periods at the beginning and end of each Board meeting. Each public comment period shall be limited to thirty minutes unless extended by a majority vote of the Board members present. Statements are limited to two, three minute time periods for a total of six minutes on any one topic. Public comment is not a question and answer session. Notwithstanding, members of the Administration and/or Board members may, with approval, choose to answer questions raised during public comment periods. If a response is requested, please provide your contact information on the sign-in sheet or contact the Administration separately.

There were no public comments.

CORRESPONDENCE

None

SUPERINTENDENT UPDATE ON DISTRICT GOALS & IMPORTANT DATES

None

APPROVAL OF MINUTES

WORK SESSION MEETING **Wednesday, February 5, 2020**
EXECUTIVE SESSION **Wednesday, February 5, 2020**
REGULAR MEETING **Tuesday, February 18, 2020**

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member						X		2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

SUPERINTENDENT'S REPORT (ENROLLMENT & HIB)

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-101

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF FEBRUARY 2020**

WHEREAS, the Board of Education recognizes the importance of maintaining accurate registers for all students enrolled in the Springfield Township School District; and

WHEREAS, the Board of Education also relies on accurate enrollment counts for such reports as the Application for State School Aid Report, the annual Budget Statements, the annual December 1st Special Education Report, Fall Enrollment Report and the Average Daily Attendance Report; and

WHEREAS, the Superintendent of Schools has received and compiled school registers from each of the schools in the School District which have been cross-checked with active home room rosters and Child Study Team class listings with the resulting summary table being generated:

Expense Account #	Grade Level/Program	Count June 30, 2019	Count <u>FEBRUARY 28, 2020</u>	Difference
11-105-100-101-101-105	Pre-School Regular	19	18	-1
11-110-100-101-101-110	Kindergarten	38	39	+1
11-120-100-101-101-401	First Grade	23	36	+13
11-120-100-101-101-402	Second Grade	27	23	-4
11-120-100-101-101-403	Third Grade	24	27	+3
11-120-100-101-101-404	Fourth Grade	28	22	-6
11-120-100-101-101-405	Fifth Grade	32	29	-3
11-130-100-101-101-406	Sixth Grade	26	35	+9
11-212-100-101-101-100	Multiple Disabled	4	5	+1
11-215-100-101-101-100	Pre-School Disabled PT	7	10	+3

11-000-100-56X-60X-XXX	Out-of-District Placement	2	3	+1
	TOTAL	230	247	+17

Month	Enrollment	Monthly Change
June 2019	230	
July 2019	234	+4
August 2019	246	+12
September 2019	246	0
October 2019	249	+3
November 2019	249	0
December 2019	251	+2
January 2020	247	-4
February 2020	247	0
March 2020		
April 2020		
May 2020		
June 2020		
July 2020		

; and

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17,**

2020 in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member						X		2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-102

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE MONTH OF FEBRUARY 2020
PURSUANT TO BOARD OF EDUCATION POLICY 5512**

WHEREAS, the Springfield Township Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying;

WHEREAS, harassment, intimidation or bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, 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 disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the students property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with the students education or by severely or pervasively causing physical or emotional harm to the student; and

WHEREAS, the results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:

1. Any services provided;
2. Training established;
3. Discipline imposed; or
4. Other action taken or recommended by the chief school administrator; and

REPORT ON CHANGES IN ANTICIPATED REVENUE

Pursuant to N.J.S.A. 6:20-2.11(c)2, I report the following **MARCH 2020** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

 Bruce Benedetti
 Business Administrator/Board Secretary

***** ***** *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member						X		2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-104

RESOLUTION CERTIFYING THAT ANY REMITTANCE TO PURCHASE ORDERS GREATER THAN THE APPROVED PURCHASE ORDER AMOUNT SHALL BE DETAILED THROUGH THE APPROVAL OF THE MONTHLY CREDIT/DISBURSEMENT REPORT PURSUANT TO N.J.A.C. 6A:23A-6.10 AND THAT THE BELOW REPORT IS FOR THE MONTH OF MARCH 2020

WHEREAS, N.J.A.C.6A:23A-6.10 provides that “a school district and county vocational school board shall adopt a policy establishing the approval process for any remittance of payment for invoice amounts greater than the approved purchase order”; and

WHEREAS, the policy shall require the Business Administrator/Secretary to the Board to identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found that such an increase is warranted, the Business Administrator/Secretary to the Board shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found that such an increase is not warranted, the purchase order shall be canceled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price; and

WHEREAS, the Business Administrator/Secretary to the Board shall review, on a monthly basis, edits/change reports, in particular the Credit/Disbursement Report, listing all payments made in excess of the originally approved purchase order amount to ensure that all payments are properly made are properly authorized prior to the commitment of any bill list disbursements; and

WHEREAS, a Credit-Disbursement Report has been developed by the School District's accounting software vendor, Asbury Park Computer Center, & said report is attached which details any changes in purchase order amounts; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached **MARCH 2020** Credit-Disbursement Report detailing the changes is hereby approved and that any and all adjustments against Board of Education obligations therein enumerated for equipment, material and supplies, furnished and delivered and for work done and performed and certified as correct by the Secretary of the Board of Education, and when funds are available; and

BE IT FURTHER RESOLVED that the following summary details any and all adjustments to purchase orders disbursed during the month:

Account #	PO #	Vendor #	Liquidated	Paid	Excess	%
None						

Reason For Excess:

; And

BE IT FINALLY RESOLVED that a copy of the above Report shall be placed in the permanent minutes of the Board of Education.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member						X		2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-105

RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT FOR THE MONTH OF MARCH 2020

ESTABLISHED PURSUANT TO PUBLIC LAW 2004, C. 73

AND RECOGNIZING THE SUBMISSION TO THE EXECUTIVE COUNTY BUSINESS OFFICIAL A REQUEST FOR APPROVAL OF THE TRANSFER THAT EXCEED TEN PERCENT

1. B. Grant funds are spent as budgeted. Amendments and budget modifications are completed for changes that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000;

1. D. At least 85 percent of the ESSA and IDEA grant funds are expended in one year. For Title I, a waiver to carry over more than 15% has not been requested within the last three years;
; And

WHEREAS, the Business Administrator/Secretary to the Board reports the following:

GRANT	YEAR	CURRENT APPROP	TOTAL EXPENDED	TOTAL ENCUMBERED /CARRYOVER	UNEXPENDED DOLLAR BALANCE	UNEXPENDED PERCENT BALANCE
TITLE 1A	19-20	39233.00	19893.11	5500.15	11463.53	29.2%
IDEA BSC	19-20	80303.00	47066.52	6339.55	29896.93	37.2%
IDEA PSD	19-20	5923.00	281.25	557.75	0.00	0.0%
TITLE 2A	19-20	7316.00	6360.00	67.90	888.10	12.0%
TITLE 4A	19-20	13044.00	1348.21	3150.00	8455.79	64.8%
REAP	18-20	22860.48	22351.80	103.95	404.73	1.8%

; And

WHEREAS, the following Board of Education comments and/or discussion was hand, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above summary represents the monthly certification of grant expenditures for the program year **2019-2020** Every Student Succeeds Act, IDEA Part B, and REAP Grant **2018-2020**; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the responsible staff and said staff shall provide the Board of Education with a detailed explanation for any grants that will exceed the fifteen percent (15%) waiver amount at the end of the program year.

***** ***** *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member						X		2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-108

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF MARCH 2020**

PURSUANT TO N.J.A.C. 6:20-2.13(d) AND N.J.S.A. 18A:22.8.1

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 20, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

WHEREAS, the certification of the Secretary to the Board must demonstrate that no budgetary line item account, which are understood by the rule to be the advertised section of the New Jersey

Department of Education prescribed budget, has obligations and contractual orders which exceed annual appropriations for said line item accounts in accordance with the Monthly Line Item Budget Report; and

WHEREAS, the following Board of Education comments and/or discussion was hand, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the below certification are hereby acknowledged and accepted as compliance with N.J.A.C. 6:20-2.13(d) and N.J.S.A. 18A:22.8.1.

**MONTHLY CERTIFICATION OF THE SECRETARY TO THE BOARD
BUDGETARY LINE ITEM STATUS**

Pursuant to N.J.S.A. 6:20-2.13(d), I certify that as of **MARCH 2020** no budgetary line item account has obligations and payments, understood as contractual orders, which in total exceed the amount appropriated by the Township of Springfield Board of Education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8.1.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member						X		2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-109

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR MARCH 2020
PURSUANT TO N.J.S.A. 18A:22-8**

WHEREAS, N.J.S.A. 18A:22-8, designates the Superintendent of Schools to approve transfers among line items between meetings of the Board of Education; and

WHEREAS, it became necessary to transfer funds among certain line items between the monthly meetings of in the month of **MARCH 2020**, recorded as adjustments according to the attached report, so as to provide for the thorough and efficient education of Springfield Township School District pupils; and

WHEREAS, the New Jersey Quality Single Accountability Continuum (hereinafter "NJQSAC"), District Performance Review, B. Financial and Budgetary Control, Section j. requires that "Manual checks represent less than one percent of the checks issued on an annual basis (interfold payments are excluded from this requirement.). The following table monitors the issuance of manual checks as a percentage of checks issued to ensure compliance with NJQSAC:

MONTH	BILL LIST \$	MANUAL CK \$	TOTAL CK \$	MANUAL CK %
Jul 2019	201,901.74	\$ 0.00	201,901.74	0.00%
Aug 2019	208,357.60	0.00	208,357.60	0.00%
Sep 2019	201,564.38	0.00	201,564.38	0.00%
Oct 2019	320,538.11	0.00	320,538.11	0.00%
Nov 2019	246,901.56	0.00	246,901.56	0.00%
Dec 2019	356,777.77	0.00	356,777.77	0.00%
Jan 2020	0.00	0.00	0.00	0.00%
Feb 2020	0.00	0.00	0.00	0.00%
Mar 2020	130,937.62	43,741.00	174,678.62	25.00%
Apr 2020	132,502.54	0.00	132,502.54	0.00%
May 2020	0.00	0.00	0.00	0.00%
Jun 2020	0.00	0.00	0.00	0.00%
TOTAL	2,046,382.66	43,741.00	2,090,123.66	.00021%

; And

WHEREAS, the below bank transfer(s) are for payroll and agency accounts during the month of **MARCH 2020** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
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8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-112

**RESOLUTION APPROVAL OF THE REPORT OF THE
TREASURER OF SCHOOL MONIES FOR MARCH 2020
PURSUANT TO N.J.S.A. 18A:17-36**

WHEREAS, N.J.S.A. 18:4-14 mandates that all public school districts utilize an accounting system that is consistent with generally accepted accounting principles; and

WHEREAS, the Report of the Treasurer of School Monies serves as a mechanism that allows the treasurer to meet the requirements mandated by N.J.S.A. 18A:17-36 as it provides for an independent accounting of all cash transactions for a given period of time; and

WHEREAS, Amy Lerner, Springfield Township Treasurer of School Monies, has submitted the attached report which has been distributed, reviewed and accepted by the Board of Education; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the **MARCH 2020** Report of the Treasurer of School Monies is hereby accepted and approved.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member						X		2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

PERSONNEL & NEGOTIATIONS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-113

**RESOLUTION TO EXECUTE A TERMS AND CONDITIONS EMPLOYMENT CONTRACT
FOR THE POSITION OF INTERIM BUSINESS ADMINISTRATOR / BOARD SECRETARY
FOR SPECIFIED TERM DURATIONS AND ENUMERATED CONDITIONS OF EMPLOYMENT**

WHEREAS, the initial contract for the title of Business Administrator / Board Secretary has been reviewed and the Superintendent of Schools recommended the approval of Bruce Benedetti for appointment as interim; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and the Superintendent of Schools are hereby authorized by the Executive County Superintendent to execute a terms and conditions employment contract with the above individual for the 2019-2020 school year.

***** ***** *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member						X		2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-114

RESOLUTION APPROVING THE SUPERINTENDENT OF SCHOOLS' RECOMMENDATION FOR THE SUBSTITUTE POSITIONS FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

WHEREAS, the Superintendent of Schools is vested with the authority to recommend the hiring of certain personnel within the School District and that substitute teachers, aides, secretaries, nurses, special education aides are such personnel

Teachers	Aides	Secretaries	Nurses	Custodians
Benjamin Walker	Benjamin Walker			

; And

WHEREAS, the Superintendent of Schools has reviewed the qualifications of the individuals listed below and recommends approval to the Board of Education; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above substitute positions are hereby approved.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member						X		2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-115

**RESOLUTION APPROVING THE APPOINTMENT OF AN INSTRUCTIONAL ASSISTANT
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2019-2020 FISCAL YEAR
WHICH TERM IS UNDERSTOOD TO RUN FROM MARCH 2, 2020 to JUNE 30, 2020**

WHEREAS, a vacancy was created in the position pursuant to the resignation of the incumbent; and

WHEREAS, the position was duly posted in accordance with the provisions of the Agreement between the Springfield Township Board of Education and the Springfield Township Education Association; and

WHEREAS, the following recommendation is being made by the Superintendent of Schools:

NAME:	Anna Gonzalez
STEP ON SCALE:	STEP 1
ANNUAL LEVEL OF COMPENSATION	\$14,889*
POSITION CONTROL NUMBER	W-TARC-01
FULL TIME / PART TIME:	Part Time (4.75 hours per day)
EFFECTIVE DATE:	March 2, 2020

*tentative pending negotiation of a successor agreement between the Springfield Township Board of Education and the Springfield Township Education Association

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent of Schools is directed to notify the individuals above mentioned by **March 18, 2020** and that contracts shall be offered and executed for each approved individual; and,

knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;

[3] regular school district business which means all regular official business travel, including attendance at meetings, conferences and any other gathering which are not covered by the definitions included in other section of P.L. 2007, c.53;

[4] retreats which means meetings with school district employees and school board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

; and

WHEREAS, a board of education implemented Policy #6471 which regulates travel expenditures for School District employees and school board members that are in accordance with P.L. 2007, c.53;

WHEREAS, each district board of education shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with P.L. 2007, c.53 and Board of Education Policy #6471, and shall provide auditable information;

WHEREAS, the below listing has been submitted for approval by the Board of Education:

Employee Name	Rebecca Schweitzer	Jon Luyber		
District Assignment	Social Worker	Teacher		
Travel Date(s)	5/20/20	5/20/20		
Travel Destination	Galloway, NJ	Galloway, NJ		
Travel Type	Car	Car		
Sponsoring Entity	The Ceceilyn Miller Institute	The Ceceilyn Miller Institute		
Event Description	School Climate & Anti-Bullying Conference	School Climate & Anti-Bullying Conference		
Funding Source	Title IIA	Title IIA		
Account Series	20-270-200-320-050-8/9-1	20-270-200-320-050-8/9-1		

Registration Fee	\$130	\$130		
Meal Allowance	0	0		
Mileage Estimate	\$33.95	\$33.95		
Tolls & Other Transportation	0	0		
Hotel/Motel Rate	0	0		
Miscellaneous Exp (Parking)	0	0		
TOTAL	\$163.95	\$163.95		

WHEREAS, the following Board of Education comments and/or discussion was hand, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, and State of New Jersey, that the above delineated travel expenses are hereby approved.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member			X					2
3	Mrs. Lippincott, Board Member		X	X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

POLICIES & PROCEDURES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-117

RESOLUTION APPROVING BOARD OF EDUCATION 2019/2020 POLICY, BYLAWS AND REGULATION REVISIONS UPON FIRST READING AND INTRODUCTION

WHEREAS, the procedures shall conform, in all respects, to the bylaws of the Board of Education concerning agenda and meetings. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the Board's consideration; and,

WHEREAS, the policy coordinator shall ascertain any conflicts between proposed and existing policies and bring them to the attention of the Board of Education at the first reading of the draft. Policies may be adopted on second reading by a majority vote of the members of the Board of Education present and voting or may be further revised until consensus is reached; and

WHEREAS, the following is the **first** reading for revisions of the policies & regulations, which include:

File Code	Name
P 2610	Educational Program Evaluation
P 2422	Health & Physical Education
P 5511	Dress & Grooming

NOW, THEREFORE, BE IT RESOLVED that the policies and/or amendments included in the said policies and regulations listed above, are hereby approved upon **first reading and introduction**.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President		X	X					1
2	Mr. Hale, Board Member			X					2
3	Mrs. Lippincott, Board Member	X		X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-118

RESOLUTION AUTHORIZING THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION TO APPROVE AN EMERGENCY CLOSURE PLAN

WHEREAS, the New Jersey Department of Education has allowed for the use of remote or virtual instruction should a school closure be deemed necessary by the CDC, NJEM, or local health department; and,

WHEREAS, the Board of Education has reviewed and discussed the Springfield Township Emergency Closure Plan to allow for remote or virtual instruction and at-home learning; and

WHEREAS, the following is the **first** reading for revisions of the policies & regulations, which include:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Emergency Closure Plan for the Springfield Township School District is hereby accepted effective March 17, 2020.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School , 2146 Jacksonville- Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President		X	X					1
2	Mr. Hale, Board Member			X					2
3	Mrs. Lippincott, Board Member	X		X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-119

**RESOLUTION APPROVING BOARD OF EDUCATION 2019/2020
POLICY, BYLAWS AND REGULATION REVISIONS**

WHEREAS, the procedures shall conform, in all respects, to the bylaws of the Board of Education concerning agenda and meetings. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the Board's consideration; and,

WHEREAS, the policy coordinator shall ascertain any conflicts between proposed and existing policies and bring them to the attention of the Board of Education at the first reading of the draft. Policies may be adopted on second reading by a majority vote of the members of the Board of Education present and voting or may be further revised until consensus is reached; and

WHEREAS, the following bylaw is presented for approval and adoption, which include:

File Code	Name
Bylaw 0164	Conduct of Board Meeting

NOW, THEREFORE, BE IT RESOLVED that the policies and/or amendments included in the said bylaw listed above is hereby approved.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School , 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President		X	X					1
2	Mr. Hale, Board Member			X					2
3	Mrs. Lippincott, Board Member	X		X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

FACILITIES, SECURITY, & TRANSPORTATION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-120

RESOLUTION CERTIFYING THAT MONTHLY FIRE AND SCHOOL SECURITY DRILLS HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.S.A. 18A:41-1

WHEREAS, N.J.S.A. 18A:41-1 requires that school administrators shall organize and conduct at least one fire drill and one school security drill each month within the schools hours, including any summer months during which the school is open for instructional programs; and

WHEREAS, all teachers of all schools, whether occupying buildings of one or more stories, shall keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill; and

WHEREAS, during the academic year, schools are required to hold a minimum of two of each of the following security drills: Active Shooter; Evacuation (non-fire); Bomb Threat; and Lockdown; and

WHEREAS, districts are required to annually submit the “Security Drill Statement of Assurance: provided by the Department of Education to their county office of education by June 30 of each year; and

WHEREAS, the “Security Drill Record Form” provided by the Department of Education shall be completed by all schools and retained at the district level. The following information is required:

1. Date and time;
2. Type (specify what was drilled);
3. Duration;
4. Weather conditions;
5. Participants (i.e. students, staff, faculty, law enforcement, fire);
6. Brief description of what occurred and procedures followed; and,

WHEREAS, the following is a summary table of the fire and school security drills recently conducted in the School District during the month of **February 2020**:

Date / Time	Monday 2/3/2020 2:21 PM	Monday 2/24/2020 9:41 AM
Type of Drill	Fire Drill	Shelter in Place
Duration of Drill	3:15	4:56
Weather Conditions	Sunny 60's	Sunny 30's
Participants	Staff/Students	Staff/Students
Drill Supervisor	C. Vaughn	C. Vaughn

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that it hereby certifies that the above monthly fire and school security drills have been conducted in accordance with N.J.S.A. 18A:41-1.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School , 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President			X					1
2	Mr. Hale, Board Member			X					2
3	Mrs. Lippincott, Board Member	X		X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member		X	X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #19/20-RM-076-121

**RESOLUTION APPROVING CERTAIN APPLICATIONS
FOR USE OF FACILITIES OF THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, the Board of Education makes available to the general public the use of certain school facilities under administrative controls and rules and regulations; and

WHEREAS, a school day shall consist of not less than four hours of actual instruction, except that in an approved Kindergarten, one continuous session of two and one half hours may be considered a full day. A half-day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods; and

WHEREAS, an approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c) ; and

WHEREAS, the Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse pupils for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district; and

WHEREAS, the Superintendent shall in consultation with local associations, annually prepare and submit to the Board a school calendar no later than May 1. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the pupils of this district; and

WHEREAS, ARTICLE III, Work Year/Work Day/Work Hours – Support Staff, Section A. provides that “Staff will be notified by the end of the school year of the calendar for the upcoming school year comprising the 182 working days.”

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the attached submitted 2020-2021 calendar is hereby approved.

***** ***** *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School , 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President			X					1
2	Mr. Hale, Board Member			X					2
3	Mrs. Lippincott, Board Member	X		X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member		X	X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

BOARD FORUM

UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT #2 (SHALL NOT EXCEED THIRTY (30) MINUTES)

President EATON, having read the appropriate statement, opened public comment #2. There were no public statements or questions.

ADJOURNMENT

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on Tuesday, March 17, 2020** in Room 14 – Board of Education Meeting Room at the Springfield School , 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Vice President	X		X					1
2	Mr. Hale, Board Member		X	X					2
3	Mrs. Lippincott, Board Member			X					3
4	Mrs. Murtaugh-Frey, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Mr. Ramalho, Board Member			X					6
7	Mr. Roberson, Board Member						X		7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9