

1 SPRINGFIELD TOWNSHIP BOARD OF EDUCATION

2 Tuesday, December 15, 2020
3 2020-2021 – 350

4 **REGULAR MEETING AGENDA**

5
6
7 **TIME: 7:03 PM**

LOCATION: ROOM #14

8
9 **CALL TO ORDER**

10 Andrew Eaton, President

11 President Eaton called the meeting to order.

12 **OPEN PUBLIC MEETINGS ACT STATEMENT**

13 Andrew Eaton, President

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

21
22 President Eaton read the Open Public Meeting Act Statement.

23 **PLEDGE OF ALLEGIANCE**

24 Andrew Eaton, President



25
26 President Eaton led the assembly in the Pledge of Allegiance.

27 **ROLL CALL**

28 Bruce Benedetti, Board Secretary

29
30 The **Regular Monthly Meeting** of the Springfield Board of Education (Burlington County) was held on
31 **Tuesday, December 15, 2020** in **Room 14** beginning at **7:03PM**.

	Board of Education Member	Present	Late	Absent	
1	Mr. Bucs, Board Vice President	X			1
2	Mr. Hale, Board Member	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

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

SCHOOL & COMMUNITY PRESENTATIONS

Craig Vaughn, Superintendent

The Superintendent provided an update on the School District website. He touched on issue such as a mobile app, number of user hits on site and the results of a website survey on comments and suggested improvements to said site.

COMMITTEE UPDATES

Andrew Eaton, President

Budget and Finance (Mr. Bucs, Committee Chair)
 Personnel (Mr. Hale, Committee Chair)
 Buildings & Grounds (Mrs. Lippincott, Committee Chair)
 Negotiations (Mr. Eaton, Committee Chair)
 Curriculum & Technology (Mrs. Murtaugh-Frey, Committee Chair)
 Policy (Mrs. Murtaugh-Frey, Committee Chair)
 Communications [Ad Hoc] (Mr. Ramalho, Committee Chair)
 Transportation (Mr. Walker, Committee Chair)

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

Andrew Eaton, President

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.

None.

CORRESPONDENCE

Craig Vaughn, Superintendent

67

68 None

SUPERINTENDENT'S REPORT

69 Craig Vaughn, Superintendent

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UPDATE

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72 2020-21 District Goals Update

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74 The Superintendent touched on a number of key components of the 2020-21 District Goals:

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76 Mathematics

77 Reading & Writing

78 Staff Personal Development

79 Hearing Barriers

80

81

IMPORTANT DATES

82

83 December 23 – Early Dismissal/Winter Break Begins

84 December 24 – School Closed for Winter Break

85 January 4 – School Reopens

86 January 5 – H&S Meeting

87 January 6 – BOE Reorganization Meeting

88 January 15 – Early Dismissal / Afternoon Staff Professional Development

89 January 18 – School Closed for Observance of Martin Luther King Jr. Day

90 January 19 – BOE Regular Meeting (tentative based on reorganization)

91

APPROVAL OF MINUTES

92 Bruce Benedetti, Board Secretary

93

94 **WORK SESSION MEETING - Wednesday, November 4, 2020**95 **REGULAR MEETING - Tuesday, November 17, 2020**

96

97 **IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted to approved the
 98 minutes as present and/ with noted corrections by the Springfield Township Board of Education
 99 by the vote below indicated at the **Regular Meeting held on Tuesday, November 17, 2020** in
 100 **Room 14 .**

101

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

SUPERINTENDENT'S REPORT (ENROLLMENT & HIB)

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-101

RESOLUTION ACCEPTING ENROLLMENT STATISTICS

AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF NOVEMBER 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, 2020	Count <u>November 30, 2020</u>	Difference
11-105-100-101-101-105	Preschool Regular	18	10	-8
11-110-100-101-101-110	Kindergarten	38	28	-10
11-120-100-101-101-401	First Grade	36	39	+3
11-120-100-101-101-402	Second Grade	23	34	+11
11-120-100-101-101-403	Third Grade	27	26	-1

11-120-100-101-101-404	Fourth Grade	22	26	+4
11-120-100-101-101-405	Fifth Grade	29	23	-6
11-130-100-101-101-406	Sixth Grade	35	33	-2
11-212-100-101-101-100	Multiple Disabled	5	6*	+1
11-215-100-101-101-100	Preschool Disabled PT	10	6	-4
11-000-100-56X-60X-XXX	Out-of-District Placement	3	3	0
	TOTAL	246	232	-14

120

121 *Kindergarten (2), Second Grade (1), Third Grade (1), Sixth Grade (2)

Month	Enrollment	Monthly Change
June 2020	246	
July 2020	226	-20
August 2020	224	-2
September 2020	229	+5
October 2020	230	+1
November 2020	232	+2
December 2020		
January 2021		
February 2021		

March 2021		
April 2021		
May 2021		
June 2021		
July 2021		

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-102

RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT FOR THE MONTH OF NOVEMBER 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:

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

157 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
 158 Burlington, State of New Jersey, that the Superintendent of Schools reports the results of the following
 159 harassment, intimidation or bullying incidents for the month of **NOVEMBER 2020**:

160

School Location	# Cases Reported	# Cases Confirmed
Springfield Elementary School	0	0

161 ;and

162 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
 163 Burlington, State of New Jersey, that the above enrollment report is hereby accepted upon the
 164 certification of the Superintendent of Schools.

165

166 **IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted by the Springfield
 167 Township Board of Education by the vote below indicated on the **CONTRACT**
 168 **ADMINISTRATION** at the **Regular Meeting held on Tuesday, December 15, 2020 in Room 14.**

169

	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					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	X					7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

170 Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

171

CONTRACT ADMINISTRATION

172 Bruce Benedetti, Board Secretary

173

174 .

175

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

176

RESOLUTION #20/21-RM-350-103

177 **RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO**
178 **EXECUTE A TECHNICAL SERVICE AGREEMENT FOR INSTANT ALERT SERVICES WITH**
179 **HONEYWELL INTERNATIONAL INC. FROM NOVEMBER 1, 2020 ENDING JUNE 30, 2021**

180 **WHEREAS**, N.J.S.A. 18A:18A-14.2 provides that any board of education may contact or lease provide
181 electronic data processing services for the board of education of another school district, and may
182 undertake with such other board of education the joint operation of electronic data processing of their
183 several official records and other information relative to their official activities, services and
184 responsibilities; and

185 **WHEREAS**, the Township of Springfield Board of Education, Burlington County, has developed a
186 contractual relationship with Honeywell International Inc., 115 Tabor Road, P.O. Box 318 Morris Plains,
187 NJ 07950 pursuant to N.J.S.A. 18A:18A-14.2 and wishes to adopt said contract as a cost effective way
188 to provide basic electronic data processing for the district.

189 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
190 Burlington, State of New Jersey, that the President and Secretary to the Board are hereby authorized to
191 execute a contract agreement, for the period of **November 1, 2020 to June 30, 2021**, with **Honeywell**
192 **International Inc.**

193 ***** ***** *****
194

195
196 **IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted by the Springfield
197 Township Board of Education by the vote below indicated on the **CONTRACT**
198 **ADMINISTRATION** at the **Regular Meeting held on Tuesday, December 15, 2020 in Room 14.**
199

	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					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	X					7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

200 Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
201

202 **FINANCE & BUDGET**

203 Bruce Benedetti, Board Secretary
204

205 **TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION**

206 **RESOLUTION #20/21-RM-350-104**

207 **RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT**
208 **OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD**
FOR THE MONTH OF NOVEMBER 2020 PURSUANT TO N.J.A.C. 6:23-2.11(c)2

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 20, requires that the board secretary report monthly to the board of education changes in anticipated revenue amounts and sources; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached revenue statement reports change in anticipated revenue is hereby acknowledged and accepted as compliance with N.J.A.C. 6:20-2.11(c)2.

**MONTHLY CERTIFICATION OF THE SECRETARY TO THE BOARD
REPORT ON CHANGES IN ANTICIPATED REVENUE**

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

Bruce Benedetti
Business Administrator/Board Secretary

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-105

**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 NOVEMBER 2020**

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

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

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

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

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

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

263 .
 264 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
 265 Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.
 266

	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

267 Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

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RESOLUTION #20/21-RM-350-106

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

WHEREAS, Public Law 2004, C. 73 requires New Jersey Department of Education Commissioner approval of transfers in any general fund account greater than ten percent (10%) on a cumulative basis; and

WHEREAS, a report has been developed by the School District's accounting software vendor, Asbury Park Computer Center and said report is attached herein; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached NOVEMBER 2020 monthly transfer report detailing the percentage change in transfers is hereby approved; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

300

RESOLUTION#20/21-RM-350-107

301

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

302

FOR THE MONTH ENDING NOVEMBER 30, 2020

303

WHEREAS, when the district is a sub-grantee of grants awarded by the Federal government to the State of New Jersey the district shall submit reimbursement requests using the Electronic Web-Enabled Grant (EWEG) System. Expenditures must be supported by documentation at the sub-grantee level. Documentation for salary expenditures will be according to the applicable federal circular. Expenditures must be for allowable costs. Expenditures must be related to the sub-grantee's cost objectives. Expenditures will be reviewed to determine that:

309

A. Adequate description of expenditures is provided;

310

B. No new budget category is created; and

311

C. Reimbursement does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories; and

312

313

WHEREAS, Reimbursement requests will be certified by the board as being in accordance with approved grant applications as evidenced by the review of a monthly disbursement report. EWEG reimbursement requests will meet New Jersey Department of Education timelines and deadlines; and

314

315

316

WHEREAS, the Business Administrator/Secretary to the Board has submits to the Board the following summary for the period ending **NOVEMBER 30, 2020** for review and certification; and

317

318

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Board certifies the EWEG submissions as listed on the **"SUMMARY PAGE, Monthly Disbursement Report - Fund 20 Only"**.

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320

321

322

NOW, THEREFORE, BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

323

324

	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

325

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-108

RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT
EXPENDITURES AS OF NOVEMBER 30, 2020 FOR THE 2020-2021 PROGRAM
YEAR

PURSUANT TO BOARD OF EDUCATION STANDARD OPERATING PROCEDURE 3-
003 TO MONITOR THE % OF EXPENDITURE TO CONTROL CARRY-OVER WAIVER
REQUESTS UNDER GUIDANCE OF THE NEW JERSEY QUALITY SINGLE
ACCOUNTABILITY CONTINUUM FISCAL MANAGEMENT - RESTRICTED REVENUES

WHEREAS, Standard Operating Procedure 3-003 provides for the mechanism for Board of Education monitoring of restricted revenue expenditure levels as the Board of Education must ensure that restricted revenue accounts must be appropriated and fully expended in a timely manner and in accordance with grant allocations/budgets; and

WHEREAS, the New Jersey Quality Single Accountability Continuum (NJQSAC) - District Performance Review - D. Restricted Revenues - Sections 1.b. and 1.d provide the following guidance:

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 ENCUMBER ED/ CARRYOV ER	UNEXPENDE D DOLLAR BALANCE	PERCENT UNSPENT
TITLE 1A 232*	2019-20	3,464.73	0.00	0.00	0.00	100%
TITLE 1A 231	2020-21	39,407.00	8,614.93	15,385.07	15,407.00	39%
IDEA BSC 252*	2019-20	583.90	0.00	0.00	583.90	100%
IDEA BSC 250	2020-21	74,492.00	6,373.10	30,886.64	37,232.26	50%

IDEA PSD 253*	2019-20	5,641.75	557.75	0.00	5,084.00	90%
IDEA PSD 251	2020-21	5,127.00	68.50	558.50	4,500.00	88%
TITLE 2A 272*	2019-20	956.00	0.00	0.00	956.00	100%
TITLE 2A 270	2020-21	6,851.00	3,500.00	3351.00	0.00	0%

351

TITLE 4A 282*	2019-20	8,545.79	297.00	424.96	7,823.83	9%
TITLE 4A 280	2020-21	10,000.00	2,801.15	1,500.00	5,698.85	57%
AGU 293	2020-21	250.00	0.00	0.00	0.00	100%
REAP 451	2018-20	19,449.16	7,820.89	4,500.00	7,128.27	37%
CARES 477/999	2019-21	29,820.00	26,590.25	515.76	2,713.99	9%
DIGITAL 478	2020-21	4,115.00	0.00	4,115.00	0.00	0%
COVIN19 479	2020-21	8,722.00	958.80	5,435.14	2,328.06	27%

352 * Subject to carry-over amendment.

353 ; and

354 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
355 Burlington, State of New Jersey, that the above summary represents the monthly certification of grant
356 expenditures for the program years **2019-2020** and **2020-2021** Every Student Succeeds Act, IDEA Part
357 B, REAP Grant; and

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

NOW, THEREFORE, BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-109

RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS FOR THE MONTH OF NOVEMBER 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 had, 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 **NOVEMBER 30, 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.

NOW, THEREFORE, BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-110

RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR **NOVEMBER 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 **NOVEMBER 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

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached transfers are hereby ratified.

NOW, THEREFORE, BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM 231-111

RESOLUTION AUTHORIZING THE PAYMENT OF BILLS OF THE GENERAL ACCOUNTS AS CONTAINED ON THE CHECK REGISTER FOR NOVEMBER 19, 2020 TO DECEMBER 14, 2020 AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF NOVEMBER 2020

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of NOVEMBER 19, 2020 TO DECEMBER 14, 2020 and

WHEREAS, this a summary table of check register that is provided in the addendum section of the subject minutes; and,

WHEREAS, the Board of Education wishes to authorize payment of said bills and to ratify the prior payment of obligations through the issuance of current fund hand checks for the following:

DATE	ACCT #	PAYEE	AMOUNT
None			

; 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 (inter-fund payments are excluded from this requirement.). The following table monitors the issuance of manual checks as a percentage:

MONTH	BILL LIST \$	MANUAL CK \$	TOTAL CK \$	MANUAL CK %
-------	--------------	--------------	-------------	-------------

Jul 2020	201,901.74	0.00	201,901.74	0.00%
Aug 2020	97,722.92	0.00	97,722.92	0.00%
Sep 2020				
Oct 2020				
Nov 2020				
Dec 2020				
Jan 2021				
Feb 2021				
Mar 2021				
Apr 2021				
May 2021				
Jun 2021				
TOTAL	299,624.84	0.00	299,624.84	0.00%

438

439 **WHEREAS**, the below bank transfer(s) are transfers between accounts during the period between
440 **NOVEMBER 19, 2020 TO DECEMBER 14, 2020** for the following:

441

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
			TOTAL	

442 ; and

443 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
444 Burlington, State of New Jersey, that payment of bills on the **NOVEMBER 19, 2020 TO DECEMBER 14,**
445 **2020** check register are hereby authorized; and

446 **BE IT FURTHER RESOLVED** that the Board of Education ratifies to prior issuance of the above listed
447 hand check(s) and transfer(s).

448

NOW, THEREFORE, BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-112

RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS [BOARD SECRETARY'S REPORT] FOR THE MONTH OF NOVEMBER 2020 PURSUANT TO N.J.A.C. 6A:23-2:11.c)

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 23, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

WHEREAS, the Board of Education must certify that, to the best of its knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the Springfield Township School District's financial obligations for the remainder to the 2020-2021 Fiscal Year; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that a certification are hereby given, after review of the Line Item Status Report, and upon consultation with the appropriate District officials, to the best of its knowledge no major account or fund has been over expended in violation of New Jersey statutes and code.

NOW, THEREFORE, BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-113

RESOLUTION APPROVAL OF THE REPORT OF THE TREASURER OF SCHOOL MONIES FOR NOVEMBER 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 NOVEMBER 2020 Report of the Treasurer of School Monies is hereby accepted and approved.

NOW, THEREFORE, BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

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RESOLUTION #20/21-RM-350-124

**RESOLUTION ADJUSTING ALLOCATIONS
FOR CERTAIN FEDERAL GRANT-IN-AID PROGRAMS
AND AUTHORIZING THE SUBMISSION OF APPLICATIONS
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

512 **WHEREAS**, the purpose of the Coronavirus Aid Relief and Economic Security Act is to provide a
513 measure of federal support in the wake of the public health crisis and economic downturn brought about
514 by the COVID-19; and,

515 **WHEREAS**, Congress set aside approximately \$13.5 billion of the \$30.75 billion allotted to the
516 Education Stabilization Fund through the CARES Act for the Elementary and Secondary Education
517 Agencies (SEA) based on a formula stipulated in the legislation; and,

518 **WHEREAS**, the New Jersey Department of Education made available an additional \$26.4 million in
519 CARES Act Elementary and Secondary School Emergency (ESSER) funds through Title 1, Part A in
520 order to ensure services to both public and nonpublic students; and,

521 **WHEREAS**, the adjusted allocation for the Springfield Township School District includes additional funds
522 as detailed below:

Grant Description	Allocations
CARES Act (original)	\$31,541
CARES Act (adjustment)	\$1,723
TOTAL	\$33,264

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NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

PERSONNEL & NEGOTIATIONS

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-114

RESOLUTION AUTHORIZING A LEAVE OF ABSENCE

PURSUANT TO POLICY #3435 & POLICY #3431.1 FOR THE 2020-2021 SCHOOL YEAR

WHEREAS, the Township of Springfield Board of Education Policy #3435 sets forth that the Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery; and,

WHEREAS an employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability; and,

WHEREAS the Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in the educational program in accordance with Policy #3431.1. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave; and

WHEREAS an employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence; and,

WHEREAS, the following employee has notified the Superintendent in accordance with Policy #3435 of a request for a leave of absence:

Name	Position	Effective Dates FMLA / NJFLA	Effective Dates Sick Leave
Cheryl Bucko	Grade Two Teacher	10/13/20 - 1/19/21	1/20/21 - 6/24/21

NOW, THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent is hereby authorized to approve the above captioned leave of absence during the dates as listed.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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					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	X					8
9	Mr. Eaton, Board Member			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-115

APPROVING THE MENTOR ASSIGNMENTS AND COMPENSATION FOR THE 2020-2021 SCHOOL YEAR PURSUANT TO N.J.A.C. 6A:9B-8.4

WHEREAS, the School District mentoring plan has been developed in accordance with all the above mentoring program regulations for non-tenured teachers in their first year of employment, as specified in N.J.A.C. 6A:9B-8.4, including but not limited to, the following:

- All non-tenured teachers in their first year of employment receive a comprehensive induction to school district policies and procedures
 - All non-tenured teachers in their first of employment receive individualized supports and activities
 - All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing) have a one-on-one mentor upon beginning their contracted teaching assignment. All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing) participate in a one-year mentoring program.
- Each mentor teacher holds a teacher certificate, has at least three years of experience and has taught full-time for at least two years within the last five years.
- The mentor teacher does not serve as their mentee's direct supervisor nor conduct evaluations of teachers.
- Each mentor teacher demonstrates a record of success in the classroom, according to the stipulations in N.J.A.C. 6A:9-8.4(e)4 regarding summative evaluation ratings.*
- Each mentor teacher completes a comprehensive mentor training program that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, * the N.J. Professional Standards for Teachers, the Common Core State Standards, classroom observation skills, facilitating adult learning and leading reflective conversations about teaching practice.
 - The district mentoring has been submitted to the district BOE for review and fiscal impact.
 - The district mentoring plan has been shared with each school

592 improvement panel. • Mentoring time is logged and mentor payments are handled
593 through the district office.

594 **WHEREAS**, the following mentor assignments are being recommended by the Superintendent of
595 Schools:

596

Provisional Teacher	Mentoring Teacher	Account Number	Stipend Amount
Brittany Sakariasen	Ashley Traino	11-000-223-050-127-0	\$385

597
598 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
599 Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.
600

	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					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	X					8
9	Mr. Eaton, Board Member			X					9

601 Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
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604 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
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606 **RESOLUTION #20/21-RM-350-116**

607 **Resolution Approval Of The Appointment Of A**
608 **Business Administrator / Board Secretary**

609 **WHEREAS**, a vacancy was created in the position of Business Administrator / Board Secretary
610 due to the resignation of the incumbent; and

611 **WHEREAS**, the position was duly posted in accordance with the provisions of the Agreement
612 Between the Springfield Township Board of Education and the Springfield Township Education
613 Association; and

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

615

: NAME:	Danielle Tarvin-Griffith
ADDITIONAL COMPENSATION:	NA
ANNUAL COMPENSATION LEVEL:	\$30,000
POSITION CONTROL NUMBER:	C-SBA001
FULL TIME EQUIVALENT	.4
EFFECTIVE DATE:	January 1, 2021

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Jersey 1 st Classification	New Jersey Resident
Health Care Coverage	N/A
Pension System Enrollment	TPAF
Annual Sick Leave Allocation	4.5
Annual Personal Leave Allocation	1
Annual Vacation Leave Allocation	4
Annual Emergency Leave Allocation	N/A

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NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above appointment is hereby approved as above indicated.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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					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	X					8
9	Mr. Eaton, Board Member			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

APPOINTMENT OF SPECIAL PERSONNEL SERVICES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-117

RESOLUTION APPROVING THE ANNUAL APPOINTMENT OF THE SECRETARY TO THE BOARD AND DESIGNATING SAID APPOINTMENT AS THE BOARD OF EDUCATION'S AUTHORIZED REPRESENTATIVE PURSUANT TO N.J.S.A. 18A:17-5

WHEREAS, N.J.S.A. provides that a Board of Education shall appoint a board secretary for a term to expire not later than June 30 of the calendar year next succeeding that in which the board of education shall have been organized, but he/she shall continue to serve after the expiration of his/her term until his/her successor is appointed and qualified; and

WHEREAS, Danielle Tarvin-Griffith, serves as the incumbent Secretary to the Board and that the Board of Education wishes to appoint said individual in accordance with N.J.S.A. 18A:17-5; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Danielle Tarvin-Griffith shall be appointed as Secretary to the Board for the 2020-2021 school year and to designate her as the authorized representative of the Board of Education thus investing the duties and responsibilities provided by statute to said position; and

BE IT FURTHER RESOLVED that no additional compensation shall be granted above that provided to the subject employee by his appointment as the certified School Business Administrator.

BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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					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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-118

**RESOLUTION DESIGNATING THE BUSINESS ADMINISTRATOR/BOARD
SECRETARY AS THE PUBLIC AGENCY COMPLIANCE OFFICER
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT**

WHEREAS, N.J.A.C. 17:27-3.5 and subsection 6(f) of Public Law 1975, c.127 requires that each public agency of the State of New Jersey annually designate an existing officer or employee as its Public Agency Compliance Officer; and

WHEREAS, "public agency" means any State, county, municipality or other political subdivision of New Jersey, or any agency of or authority created by any of the foregoing; and

WHEREAS, the following Board of Education comments and/or discussion was had, 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 Danielle Tarvin-Griffith is hereby designated as the Public Agency Compliance Officer for the Township of Springfield School District for the period of time from January 1, 2021 to June 30, 2021; and

BE IT FURTHER RESOLVED that the Public Agency Compliance Officer shall be responsible for ensuring the District's compliance in accordance with N.J.A.C. 17:27-3.5 and that there shall be no additional compensation granted to the incumbent in her capacity as School Business Administrator for the designation and that the New Jersey Department of the Treasury, Affirmative Action Office, shall be notified of the designation.

BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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					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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-119

**RESOLUTION APPOINTING THE CUSTODIAN OF GOVERNMENT RECORDS
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT**

WHEREAS, N.J.S.A. 47:1A-1.1, “The Open Public Records Act” (OPRA) 18A:18A-2 provides that any government record that has been made, maintained or kept on file in the course of the official business by any State, local or regionally funded agency, including school boards, should be available for review and/or purchase; and

WHEREAS, N.J.S.A. 47:1A-1.1 et seq. stipulates that a Custodian of Government Records shall be officially designated by formal action of a public agency’s director or governing body; and

WHEREAS, any member of the public seeking to inspect public records of the Springfield Township School District shall make application in writing on the “Application to View or Obtain Copies of Springfield Township School District Governmental Record” which identifies the record or records sought to be inspected and/or copied; and

WHEREAS, such inspection shall be made only at reasonable times during regular business hours and without interference with the conduct of the affairs of the office or other place where such records are kept or maintained within seven (7) days of the request; provided, however, that in the event that said records are not readily available or research is necessary to supply the information sought, the Custodian shall have at least two (2) weeks to comply with the request; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Danielle Tarvin-Griffith, Business Administrator is hereby appointed as the Custodian of Government Records for the Township of Springfield School District for the period of time from January 1, 2021 to June 30, 2021 and is duly assigned the authority, responsibility and accountability for the review and/or copying of public records; and

BE IT FURTHER RESOLVED that no additional compensation shall be granted above that provided to the subject employee by his appointment as the Custodian of Government Records; and

BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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					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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-120

RESOLUTION APPOINTING THE BUSINESS ADMINISTRATOR/BOARD SECRETARY AS THE DISTRICT PURCHASING AGENT FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

WHEREAS, 18A:18A-37, c. provides that all contracts that are in the aggregate less than fifteen percent (15%) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution; and

WHEREAS, the following Board of Education comments and/or discussion was had, 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 Danielle Tarvin-Griffith is hereby appointed as the District Purchasing Agent for the Township of Springfield School District for the period of time from January 1, 2021 to June 30, 2021 and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Springfield Township Board of Education; and

BE IT FURTHER RESOLVED that Danielle Tarvin-Griffith, District Purchasing Agent, is hereby authorized to award contracts on behalf of the Springfield Township Board of Education that are less than fifteen percent (15%) of the bid threshold without soliciting competitive quotations; and

BE IT FURTHER RESOLVED that Danielle Tarvin-Griffith, District Purchasing Agent, is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed fifteen percent (15%) of the bid threshold but less than the bid threshold; and

BE IT FURHTER RESOLVED that no additional compensation shall be granted above that provided to the subject employee by his appointment as the certified School Business Administrator.

BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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					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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

POLICIES & PROCEDURES

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-121

RESOLUTION APPROVING BOARD OF EDUCATION 2020/2021 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 3218	Use, Possession, or Distribution of Substances
R 3218	Use, Possession, or Distribution of Substances
P 4218	Use, Possession, or Distribution of Substances
R 4218	Use, Possession, or Distribution of Substances
P 6112	Reimbursement of Federal and Other Grant Expenditures

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**.

BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above adjusted allocations are hereby accepted.

	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-122

RESOLUTION APPROVING BOARD OF EDUCATION 2020/2021 POLICY, BYLAWS AND REGULATION REVISIONS UPON SECOND READING AND APPROVAL

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 **second** reading for approval of the policies & regulations, which include:

File Code	Name
P 8630	Bus Driver / Bus Aide Responsibility

P 8670	Transportation of Special Needs Students
P 3159	Teaching Staff Member / School District Reporting Responsibilities

796

797 **NOW, THEREFORE, BE IT RESOLVED** that the policies and/or amendments included in the said
798 policies and regulation listed above, are hereby approved upon **second reading and approval**.

799

800 **BE IT FINALLY RESOLVED** by the Township of Springfield Board of Education, County of Burlington,
801 State of New Jersey, that the above adjusted allocations are hereby accepted.

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	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

803 Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

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FACILITIES, SECURITY, & TRANSPORTATION

805 Craig Vaughn, Superintendent

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808 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

809 RESOLUTION #20/21-RM-350-123

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

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

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

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

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

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

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

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

835

Date / Time	Wednesday 11/18/20 12:25 PM	Thursday 11/19/20 4:30 PM
Type of Drill	Fire Drill	Communications Drill
Duration of Drill	0:30	0:30
Weather Conditions	Sunny 40's	Sunny 50's
Participants	Staff/Students	Staff / Parents / Guardians
Drill Supervisor	C. Vaughn, B. Neroda	C. Vaughn

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837

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

841

842 **BE IT FINALLY RESOLVED** by the Township of Springfield Board of Education, County of Burlington,
 843 State of New Jersey, that the above adjusted allocations are hereby accepted.

844

	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	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

BOARD FORUM

Andrew Eaton, President

UNFINISHED BUSINESS

Update: BOE Meeting amplification system
Review of Open Public Meeting Statement [Matter dropped due to change of meeting schedule.]

NEW BUSINESS

The Board of Education adopted the passage of the below recognition:

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #20/21-RM-350-000

RESOLUTION RECOGNIZING THE LEADERSHIP, DEDICATION AND COMMITMENT TO THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT BY THE OUTSTANDING RECORD OF SERVICE BY ANDREW EATON

WHEREAS, the Board of Education wishes to recognize Mr. Andrew Eaton for his dedicated service of seven years; and

WHEREAS, Mr. Eaton has served in roles as a Board member, chairman of various committees, Vice President and President of the Board, for the Springfield Township School District; and

WHEREAS, Mr. Eaton has proven himself to be a committed and hardworking Board member who devoted significant time and effort to his community responsibilities; and

WHEREAS, Mr. Eaton has helped to fundamentally change the vision and operations of the Springfield Township School District; and

WHEREAS, his imprint upon the District will not be forgotten and his dedication will certainly be missed; and

NOW THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Mr. Eaton's service is most graciously appreciated and the Board of

884 Education offers its sincerest gratitude for a job well done, and best wishes for your role as a Springfield
 885 Township Councilman
 886 **BE IT FINALLY RESOLVED** by the Township of Springfield Board of Education, County of Burlington,
 887 State of New Jersey, that the above adjusted allocations are hereby accepted.
 888

	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					5
6	Mr. Ramalho, Board Member						X		6
7	Mr. Roberson, Board Member		X	X					7
8	Mr. Walker, Board Member			X					8
9	Mr. Eaton, Board Member			X					9

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

891 Andrew Eaton, President
 892

893 None

ADJOURNMENT

894 Andrew Eaton, President

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 896 Seeing no further action to come before the Board of Education, President Eaton requested a motion to
 897 adjourn.
 898

899 **IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted by the Springfield Township
 900 Board of Education by the vote below indicated to **ADJOURN** at the **Regular Meeting held on Tuesday,**
 901 **December 15, 2020** in Room 14. **The time of adjournment was 8:36PM.**
 902

	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					3
4	Mrs. Murtaugh-Frey, Board Member		X	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

903 Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

