

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
Tuesday, May 16, 2023
2022-2023 - 136

REGULAR MEETING

TIME: 7:00 PM

LOCATION: Cafeteria

CALL TO ORDER

Wade Hale, Board President

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

OPEN PUBLIC MEETINGS ACT STATEMENT

Wade Hale, Board President

“The New Jersey Open Public Meetings Law was enacted to insure 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.

President Hale read the Open Public Meeting Act Statement.

PLEDGE OF ALLEGIANCE

Wade Hale, Board President



President Hale led the assembly in the Pledge of Allegiance.

ROLL CALL

Danielle Tarvin, Business Administrator

The **Regular Meeting** of the Springfield Board of Education (Burlington County) was held on **May 16, 2023** in the **Cafeteria** beginning at **7:00PM**.

	Board of Education Member	Present	Late	Absent	
1	Mr. Bucs	X			1
2	Mr. Dieker	X			2
3	Mrs. Donahue	X			3
4	Mr. Hale	X			4
5	Mrs. Mancini	X			5
6	Mr. Pantano	X			6
7	Ms. Rincon			X	7
8	Mr. Roberson			X	8
9	Ms. Wainwright	X			9

	Staff In Attendance	Present	Late	Absent	
1	Mr. Vaughn, Superintendent	X			1
2	Ms. Danielle Tarvin-Griffith, SBA	X			2

SCHOOL & COMMUNITY PRESENTATIONS

Craig Vaughn, Superintendent

None

COMMITTEE UPDATES

Wade Hale, Board President

Committee	Chair	Committee	Chair
Finance	Mr. Bucs	Personnel	Mrs. Donahue
Buildings, Grounds, & Transportation	Mr. Dieker	Negotiations	TBD
Curriculum & Technology	Mr. Roberson	Policy	TBD

Finance- None

Buildings and Grounds- upcoming meeting to discuss parking lot

Curriculum- None

Personnel- Addition of Dean of Students, Internal Staff Changes, New Positions

Negotiations- None

Policy- 10 policies, 3 regulations

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

Wade Hale, Board 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.

Mr. Luyber addressed the board as STEA President expressing that the teachers are hopeful that they can meet soon to finalize the contract by the end of the school year. Mr. Luyber stated that the teachers are present at the meeting to show their support for the negotiations team.

CORRESPONDENCE

Craig Vaughn, Superintendent

- Letter from STEA President, RE: Negotiations
- Letter of Resignation from an Instructional Assistant

SUPERINTENDENT'S REPORT

Craig Vaughn, Superintendent

UPDATE

- H&S Frolic at the Farm
- Drama Club Performance of “Into the Woods”
- Academic Olympiad

IMPORTANT DATES

- May 19 - Grade Four JBMDL STEM Trip
- May 22 - Grade Six Regional Field Day at Northern Burlington
- May 23 - Visual & Performing Arts Night (Spring Concert & Art Show)
- May 24 - Grade Five Class Trip
- May 24 - Grade Four Wax Museum
- May 25 - Grade Six NYC Trip
- May 26 - School Closed for Students (Faculty Professional Development)
- May 29 - Memorial Day (school closed)
- May 31 - Grade Three Class Trip
- June 2 - Field Day
- June 7 - Grade Four Class Trip to Washington's Crossing
- June 7 - First Grade Play
- June 8 - Kindergarten Class Trip to Johnson's Farm
- June 8 & 9 - Drama Club “Into the Woods” Performance
- June 9 - Grade Two Trip to Fernbrook Farms Environmental Education Center
- June 9 - Kindergarten End-of-the-Year Celebration
- June 12, 13, 14 - Early Dismissal
- June 12 - Grade Six Graduation Ceremony
- June 13 - H&S Association Meeting
- June 14 - Last Day of School
- June 20 - Board of Education Meeting
- June 26 - July 14 - Extended School Year Program
- July 5 - July 14 - Summer Learning Academy
- July 17 - July 21 - Summer STEAM Camp
- July 18 - Board of Education Meeting

APPROVAL OF MINUTES

Craig Vaughn, Superintendent

- **REGULAR MEETING - Tuesday, April 25, 2023**

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted to approve the minutes as present and/or with noted corrections by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member	X		X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member		X	X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7

8	Mrs. Wainwright, Board Member			X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-101

RESOLUTION ACCEPTING ENROLLMENT STATISTICS

AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF APRIL 2023

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, 2022	Count <u>APRIL 28, 2023</u>	Difference
11-105-100-101-101-105	Pre-School Regular	15	12	-4
11-110-100-101-101-110	Kindergarten	41	37	-4
11-120-100-101-101-401	First Grade	29	43	+14
11-120-100-101-101-402	Second Grade	36	32	-4
11-120-100-101-101-403	Third Grade	37	39	+2
11-120-100-101-101-404	Fourth Grade	31	38	+7
11-120-100-101-101-405	Fifth Grade	32	35	+3
11-130-100-101-101-406	Sixth Grade	28	35	+7
11-212-100-101-101-100	Multiple Disabled	4	7	+3
11-215-100-101-101-100	Preschool Disabled PT	8	5	-3

11-000-100-56X-60X-XXX	Out-of-District Placement	4	4	0
	TOTAL	265	287	+22

Month	Enrollment	Monthly Change
June 2022	265	
July 2022	276	+11
August 2022	285	+9
September 2022	283	-2
October 2022	278	-5
November 2022	284	+6
December 2022	284	0
January 2023	284	0
February 2023	284	0
March 2023	284	0
April 2023	287	+3
May 2023		
June 2023		

;and

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

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-102

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE MONTH OF APRIL 2023
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

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 reports the results of the following harassment, intimidation or bullying incidents for the month of APRIL 2023:

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

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 May 16, 2023** in Room **14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			X					9

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

CONTRACT ADMINISTRATION

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #22/23-RM-136-103

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD
TO EXECUTE TECHNICAL SERVICES AGREEMENT
FOR BUDGETARY ACCOUNTING & PAYROLL SYSTEMS
WITH THE ASBURY PARK BOARD OF EDUCATION
FOR THE 2023-2024 SCHOOL YEAR**

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

WHEREAS, the Township of Springfield Board of Education, Burlington County, has developed and maintained a contractual relationship with the Asbury Park ITC, Asbury Park, New Jersey, pursuant to N.J.S.A. 18A:18A-14.2 and wishes to renew said contracts as a cost effective way to provide basic electronic data processing for the School District.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute the below contract agreements, for the period of **July 1, 2023 to June 30, 2024**, with Asbury Park ITC, Asbury Park, New Jersey for the following services in the amounts indicated:

SERVICE	AMOUNT
Annual License Fee – Budgetary Accounting System (BAS)	\$4,425.00

Annual License Fee – Payroll/Personnel System (PPS)	\$4,425.00
TOTAL CONTRACTED SERVICES	\$8,850.00

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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 May 16, 2023** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member		X	X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-104

**RESOLUTION AUTHORIZING THE PRESIDENT AND
THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
TO EXECUTE A CONTRACT FOR EDUCATIONAL SERVICES
WITH THE BURLINGTON COUNTY EDUCATIONAL SERVICES UNIT
FOR THE 2023-2024 SCHOOL YEAR**

WHEREAS, certain students of the Township of Springfield School District have Individualized Education Programs (hereinafter "I.E.P.") which requires the Township of Springfield Board of Education to purchase educational services from certain qualified professionals; and

WHEREAS, the EDUCATIONAL SERVICES UNIT, Burlington County Special Services School District, 20 Pioneer Boulevard, Westampton, New Jersey 08060, is duly qualified and experienced to provide the required services at the rates below indicated

1. The ESU will provide the following Professional Services, as requested by the School District, to include:

- a. Child Study Team Staffing and Evaluations, participation in eligibility and IEP meetings, counseling and other related CST services
- b. Physical, Occupational and Speech Therapy evaluations, consultation and therapy services
- c. Home Instruction, Supplemental Instruction, basic skills, and classroom instruction/consultation
- d. Transition Services, Structured Learning Experience (SLE) Coordinator, and Job Coaching
- e. Assistive Technology Education and Communication (AAC) evaluations, consultation, training and support services
- f. Functional Behavior Assessments, Behavioral Services, and Consultations
- g. Deaf and Hard of Hearing Itinerant Services
- h. Comprehensive Deaf and Hard of Hearing Child Study Team evaluations
- i. Reading Specialist services
- j. Virtual and online services (separate agreement)
- k. Instructional Coaching
- l. Nonpublic Services and entitlements (separate agreement)
- m. Professional development (separate agreement needed if specialized); and,

WHEREAS, the following Fee Schedule rates are for Professional Services:

Service	Rate
Behavioral Consultation	\$97 per hour
Functional Behavioral Assessment	\$1350 per assessment
Learning Evaluation	\$489 per evaluation
Social Evaluation	\$389 per evaluation
Learning Disabilities Teacher Consultant	\$89 per hour
Psychologist	\$540 per day \$275 ½ day

Social Worker	
Instructional Coach	\$90 per hour
Teacher	\$78 per hour
Teacher of Deaf	\$122 per hour
Occupational Therapy	\$97 per hour
Physical Therapy	\$585 per day
Speech Therapy	\$300 ½ day
Reading Specialist	\$87 per hour
Professional Development	\$250 per hour
Board Certified Behavior Analyst	\$99 per hour \$610 per day

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Business Administrator/Board Secretary are hereby authorized to execute a contract for services.

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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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member		X	X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			X					9

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

7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			X					9

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

RESOLUTION #22/23-RM-136-106

RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A PHYSICAL THERAPIST

WHEREAS, N.J.S.A. 18A:18A-5 a.(1) provides for exceptions to the requirements for advertising of certain school contracts and professional services; and

WHEREAS, N.J.S.A. 18A:18A-2 (h.) defines "professional services" to mean services rendered or performed by a person authorized by law to practice as regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services also means services rendered in the performance of work that is original and creative in character in a recognized field of artistic endeavor; and

WHEREAS, the Township of Springfield Board of Education recognizes the need for the professional services of a physical therapist; and

WHEREAS, Dimensions in Pediatric Physical Therapy, LLC are duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution; and

WHEREAS, compensation for physical therapy services through Dimensions in Pediatric Physical Therapy, LLC. will be at a rate of \$80 per hour; 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 Secretary to the Board are hereby authorized to execute a contract for professional services with Dimensions in Pediatric Physical Therapy, LLC in an amount not-to-exceed ten thousand dollars (\$10,000) for the period from **July 1, 2023 to June 30, 2024;** and

BE IT FINALLY RESOLVED, that pursuant to N.J.S.A. 18A:18A.5a(1) the Business Administrator/Secretary to the Board shall publish a legal notice of the award of this professional services contract and ensure that the awarding Resolution is available for public inspection at the Office of the Business Administrator/Secretary to the Board during normal business hours.

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 May 16, 2023** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member		X	X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-107

RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A SCHOOL PSYCHOLOGIST FOR 2023-2024

WHEREAS, N.J.S.A. 18A:18A-5 a.(1) provides for exceptions to the requirements for advertising of certain school contracts and professional services; and

WHEREAS, N.J.S.A. 18A:18A-2 (h.) defines "professional services" to mean services rendered or performed by a person authorized by law to practice as regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services also means services rendered in the performance of work that is original and creative in character in a recognized field of artistic endeavor; and

WHEREAS, the Township of Springfield Board of Education recognizes the need for the professional services of a school psychologist; and

WHEREAS, Alan Kotzen, Ph.D., 41 Glenfield Drive, Richboro PA 18954, is duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution; and

WHEREAS, compensation for services provided by Dr. Kotzen will be at a rate of \$50 per hour for consultation services and \$250 per full psychological evaluation; 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 Secretary to the Board are hereby authorized to execute a contract for professional audit and filing services with the, in an amount not-to-exceed two thousand five hundred dollars (\$2,500) for the period of **July 1, 2023 to June 30, 2024**; and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:18A.5a(1) the Business Administrator/Secretary to the Board shall publish a legal notice of the award of this professional services contract and ensure that the awarding Resolution is available for public inspection at the Office of the Business Administrator/Secretary to the Board during normal business hours.

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member		X	X					3
4	Mrs. Mancini, Board Member			X					4

5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-108

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO
THE BOARD TO EXECUTE A TECHNICAL SERVICE AGREEMENT
FOR STUDENT INFORMATION SYSTEM & STAFF MANAGEMENT SERVICES
WITH THE GENESIS EDUCATIONAL SERVICES, INC.
FROM JULY 1, 2023 ENDING JUNE 30, 2024**

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

WHEREAS, the Township of Springfield Board of Education, Burlington County, has developed a contractual relationship with Genesis Educational Services, Inc., 300 Buckelew Avenue, Suite #201, Jamesburg, New Jersey, pursuant to N.J.S.A. 18A:18A-14.2 and wishes to adopt said contract as a cost effective way to provide basic electronic data processing for the district; and,

WHEREAS, the following represents the cost of services for the provision of a Student Information System and a Staff Management System for the 2023-2024 school year:

Product	Rate
Genesis Student Information System	\$8029
IEP Direct Interface - Import & Export	\$700
IMS One Roster Export	\$350
Genesis Staff Management	\$5571

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute a contract agreement, for the period of July 1, 2023 to June 30, 2024, with the Genesis Educational Services, Inc.

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 May 16, 2023** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member		X	X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7

8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-109

**RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY TO THE BOARD
TO EXECUTE AN AGREEMENT FOR A FOOD SERVICE MANAGEMENT COMPANY
FOR THE 2023-2024 SCHOOL YEAR
PURSUANT TO N.J.S.A. 18A:18A-42 AND 2CFR PARTS 200.318 - 200.326**

WHEREAS, the Township of Springfield Board of Education desires to continue to provide food service for the District through the award of a food service management contract pursuant to N.J.S.A. 18A:18A-42. and 2CFR Parts 200.318 and 200.326 and

WHEREAS, N.J.S.A. 18A:18A-42. provides that a food service management contract may be renewed yearly for not more than four (4) additional years upon a finding by the Board of Education that the services are being performed in an effective and efficient manner; however, if a Board of Education elects to renew an existing contract with a food service management company, the terms and conditions of the existing contract shall remain substantially unchanged. At the time of renewal, any price increase shall not exceed the published Index Rate as defined in New Jersey Public Procurement Law of 1999, Chapter 440; the renewal fee shall not exceed the changes in the Index Rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and

WHEREAS, Princeton Food Management Associates, PO Box 641, Medford, NJ 08055 general support services allowance and management fees shall not exceed \$9,105 per school year during the period of the agreement. This will be divided into forty two (42) weekly payments; and

WHEREAS, the School District and Princeton Food Management Associates shall work together to ensure a financially sound operation and shall guarantee financial results for the 2023-2024 school year.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, hereby authorizes a one (1) year agreement for food service management with Princeton Food Management Associates for the 2023-2024 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 May 16, 2023** in Room 14.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member		X	X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8

9	Mr. Hale, Board President			X					9
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Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #22/23-RM-136-110

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY
TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT
FOR THE SERVICES OF AN OCCUPATIONAL THERAPIST**

WHEREAS, N.J.S.A. 18A:18A-5 a.(1) provides for exceptions to the requirements for advertising of certain school contracts and professional services; and

WHEREAS, N.J.S.A. 18A:18A-2 (h.) defines "professional services" to mean services rendered or performed by a person authorized by law to practice as regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services also means services rendered in the performance of work that is original and creative in character in a recognized field of artistic endeavor; and

WHEREAS, the Township of Springfield Board of Education recognizes the need for the professional services of an occupational therapist; and

WHEREAS, the company, JAG-ONE LLC., 900 Route 9 North, Suite 410, Woodbridge, NJ 07095, is duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution; and

WHEREAS, compensation for occupational therapy services through JAG-ONE LLC will be at a rate of \$88.00 per hour for services rendered by an Occupational Therapist and \$75.00 per hour for services rendered by a Certified Occupational Therapy Assistant (COTA); 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 Secretary to the Board are hereby authorized to execute a contract for professional services with JAG-ONE LLC in an amount not-to-exceed twenty five thousand dollars (\$25,000), without additional authorization for the period from **July 1, 2023 to June 30, 2024**; and

BE IT FINALLY RESOLVED, that pursuant to N.J.S.A. 18A:18A.5a(1) the Business Administrator/Secretary to the Board shall publish a legal notice of the award of this professional services contract and ensure that the awarding Resolution is available for public inspection at the Office of the Business Administrator/Secretary to the Board during normal business hours.

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2

3	Mrs. Donahue, Board Member		X	X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			X					9

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

RESOLUTION #22/23-RM-136-111

RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR WEBSITE HOSTING SERVICES

WHEREAS, in accordance with District Policy 0157 - Board of Education Website - for the purposes of keeping the community informed, the Board authorizes the Superintendent to coordinate and oversee a school district website to be maintained on the Internet; and,

WHEREAS, all items to be posted on the website shall be approved by the Superintendent's designee, prior to posting. In the event the Superintendent's designee finds certain material that is submitted to be posted, should not be posted, the Superintendent's designee shall seek approval of the Superintendent prior to posting such material. In the event the Superintendent, upon review of the material from the Superintendent's designee, believes the material should not be posted on the website, the material shall not be posted.; and

WHEREAS, the types of information that may be posted on the website include, but are not limited to:

- Board Meeting public agendas
- Selected Board of Education policies
- Board of Education meeting dates
- School District Newsletter Information
- School Administration Information
- Job postings
- School EMail information
- and any other information the Superintendent determines appropriate for posting on the website; and,

WHEREAS, materials containing political or editorial points of view shall be prohibited from the website; and,

WHEREAS, the Board and Superintendent shall periodically evaluate the effectiveness of the school district website and this Policy.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington State of New Jersey, that in order to meet the requirements set forth in District Policy 0157 - Board of Education Website - the President and Secretary to the Board are hereby authorized to execute a contract for professional services with Finalsite, Inc. 655 Winding Brook Drive, Glastonbury CT in an amount not-to-exceed two thousand seven hundred seventy dollars (\$2770.00), without additional authorization for the period from July 1, 2023 to June 30, 2024; 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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member		X	X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-112

RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PUBLIC EMPLOYER TRUST AGREEMENT FOR DENTAL INSURANCE

WHEREAS, The Springfield Township Board of Education (hereinafter known as the “District”), as a current participant in the Public Employer Trust (hereinafter known as “Trust”), for the policy period beginning July 1, 2023 - June 30, 2024 has been provided with renewal rates for dental insurance as indicated below:

Category	Inforce	Current Rates	Renewal
Single	9	\$51.37	\$51.37
Employee/Spouse	4	\$92.58	\$92.58
Parent/Child(ren)	0	\$92.58	\$92.58
Family	12	\$137.22	\$137.22
Monthly Premium	25	\$2839.51	\$2839.51
Annual Premium		\$29,750.70	\$29,750.70
% Increase			0%

WHEREAS, the District understands and agrees to the following:

- The monthly premium statements mailed to the participant, by the insurance company, should be submitted with the billed premiums within the thirty-day grace period. Any changes to be made to the billed amount will be adjusted by the carriers on future bills.
- The insurance company is responsible to provide the participant with an ample supply of descriptive material for distribution to its eligible employees.
- The insurance company will provide a direct claim system, which will process claims between the employee’s home address and the insurance company claim office.
- Any future rate adjustments will be based upon the claim experience of the Trust. As such, no separate experience records will be available or obtainable on any one participant.
- The participant may discontinue its involvement in the Trust at the end of the policy period, providing 60 days’ advance written notice to the Administrator (B&B Benefit Advisors). All premiums must be paid in full prior to the cancellation date. Your group will automatically renew for the new policy period unless written termination is received as specified herein; and,

WHEREAS, as Administrator, Brown & Brown Benefit Advisors reserves the right to make changes in insurance carriers for the Trust policies so long as the insurance carriers guarantee benefits are equal to or greater than current benefits.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute a public trust agreement for dental insurance for the period from July 1, 2023 to June 30, 2024.

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member		X	X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			X					9

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

BUDGET & FINANCE

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #22/23-RM-136-113

RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD FOR THE MONTH OF APRIL 2023 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 **APRIL 2023** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

Danielle Tarvin-Griffith
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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3

4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-114

**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 APRIL 2023**

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, and said report is attached herein 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 **APRIL 2023** 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 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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1

2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-115

**RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION
EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT
FOR THE MONTH OF APRIL 2023
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 **APRIL 2023** 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.

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

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			X					9

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

5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-118

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF APRIL 2023
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 **APRIL 30, 2023** 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 May 16, 2023** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7

8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-119

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR APRIL 2023
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 **APRIL 2023**, 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.

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

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-121

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS
[BOARD SECRETARY'S REPORT]
FOR THE MONTH OF APRIL 2023 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 **2022-2023** 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.

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-123

**RESOLUTION APPROVING FY 2023-2024
TRAVEL & RELATED EXPENDITURE AMOUNTS
PURSUANT TO P.L. 2005 C. 132 AS DEFINED IN N.J.C.A. 6A:23B-1.1**

WHEREAS, N.J.C.A. 6A:23B-1.2 provides that each district board of education or charter school board of trustees shall establish in the annual school budget a maximum expenditure amount that may be allotted to travel and expense reimbursement; and

WHEREAS, N.J.C.A. 6A:23B-1.2 further provides that each district board of education or charter school board of trustees shall ensure through its policy and procedures that all travel by its employees and board members is educationally necessary and fiscally prudent, and shall include the requirement that all travel and expense reimbursement:

1. Are directly related to and within the scope of the employee or board member current responsibilities;
2. Are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;
3. Are in compliance with State travel reimbursement guidelines as established by the Department of Treasury ; and

WHEREAS, N.J.C.A. 6A:23B-1.2 further provides that any district board of education or charter school board of trustees that violates its established maximum travel expenditure as set forth in N.J.C.A. 6A:23B-1.2 (b), or that otherwise is not in compliance with travel limitations may be subject to sanctions by the Commissioner as authorized including reduction in State aid in an amount equal to any excess expenditure; and,

WHEREAS, the Board of Education determines that the below 2023-2024 budgeted line item amounts shall serve as travel and expense maximums for the upcoming budget year pursuant to N.J.C.A. 6A:23B-1-1:

Account Series	Account Description	Maximum Amount
11-000-219	CST WRKSHP REG	\$250
11-000-223	STF DEVL P WRKSHP REG	\$3250
11-000-230	BOE WRKSHP REG	\$500
	TOTAL MAXIMUM AMOUNT	\$4000.00

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above maximum travel and related expense reimbursement amounts are approved for the 2023-2024 school year; and

BE IT FURTHER RESOLVED that the Business Administrator/Secretary to the Board shall report monthly expenditures against the established **2023-2024** maximum amounts to provide assurance that the maximum amounts have not been exceeded.

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-124

RESOLUTION APPROVING THE 2023-2024 SCHEDULE REQUESTING CURRENT FUND AND DEBT SERVICE LOCAL TAX LEVY AMOUNTS FROM THE TOWNSHIP OF SPRINGFIELD AND APPROVING MONTHLY REQUISITION FOR TAXES FOR THE 2023-2024 SCHOOL YEAR

WHEREAS, the tax levy certified by the Commissioner of the Department of Education for the 2023-2024 school year, exclusive of debt service requirements, needed to meet the obligations of the Township of Springfield Board of Education is three million four hundred three thousand one hundred thirty five dollars (\$3,403,135) as certified by the Secretary to the Board and the Municipal Clerk; and

WHEREAS, the Township of Springfield is hereby requested to place in the hands of the Treasurer of School Monies the following monthly amounts by the 15th of each month in accordance with the following schedule:

PAYMENT MONTH	PAYMENT AMOUNT
July 2023	\$283,595
August 2023	\$283,595
September 2023	\$283,595
October 2023	\$283,595
November 2023	\$283,595
December 2023	\$283,595
January 2024	\$283,595
February 2024	\$283,594
March 2024	\$283,594
April 2024	\$283,594
May 2024	\$283,594
June 2024	\$283,594
TOTAL	\$3,403,135

WHEREAS, the debt service tax levy, certified by the Commissioner of the Department of Education for the 2023-2024 school year debt service requirements, needed to meet the obligations of the Township of Springfield Board of Education is two hundred eighty four thousand one hundred seventeen dollars (\$284,117) as certified by the Secretary to the Board and the Municipal Clerk; 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 May 16, 2023** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			X					9

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

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 May 16, 2023** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			X					9

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

RESOLUTION #22/23-RM-136-126

RESOLUTION ESTABLISHING THE 2023-2024 NON-RESIDENT TUITION RATES PURSUANT TO N.J.A.C. 6A:23-3 AND POLICY 5111.01

WHEREAS, N.J.A.C. 6A:23-3 regulates the determination of tuition rates for regular public schools; and

WHEREAS, the term “actual cost per student” for determining the tuition rate or rates for a given year referred to in N.J.S.A. 18A:38-19 and 18A:46-21 means the local cost per student in average daily enrollment, based upon audited expenditures for that year for the purpose for which the tuition rate is being determined and consistent with the grade/program categories in N.J.S.A. 18A:7F-13 and 18A:7F-19, that is, regular education classes: preschool and kindergarten, grades one through five, grades six through eight, and grades nine through twelve; and special class programs as defined in N.J.A.C. 6A:14-4.7; and

WHEREAS, the following tuition rates for 2023-2024 based upon the School Budget Statement are as follows:

CATEGORY	ACTUAL COST PER STUDENT
Kindergarten	\$13,918
Grades 1 - 5	\$14,778
Grade 6	\$16,225

WHEREAS, Policy 5111.01 states that “Tuition for all enrolled nonresident students in grades kindergarten through six shall be according to a schedule set forth by resolution of the Board that may be modified by resolution on an annual basis”. The following tuition rates for 2023-2024 based upon Policy 5111.01 are as follows:

CATEGORY	TUITION RATE
Kindergarten	\$13,918
Grades 1 - 5	\$14,778
Grade 6	\$16,225

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above tuition rates are established for the 2023-2024 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 May 16, 2023** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			X					9

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

A motion was made by Mr. Bucs, seconded by Mrs. Mancini to postpone Resolution 128. The motion carried by a roll call vote. (7-0)

~~TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION RESOLUTION~~

~~RESOLUTION #22/23-RM-136-128~~

~~RESOLUTION APPROVING THE PAYMENT OF MEDICAL COVERAGE WAIVERS FOR THE 2022-23 SCHOOL YEAR PURSUANT TO ARTICLE VII — INSURANCE, SECTION E. OF THE AGREEMENT BETWEEN THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND THE SPRINGFIELD TOWNSHIP EDUCATION ASSOCIATION [IN PART] AND NEW JERSEY STATE EMPLOYEES HEALTH BENEFITS PROGRAM [IN PART] AND RATIFYING A TRANSFER OF FUNDS~~

~~**WHEREAS** Article VII — Insurance, Section D of the agreement between the Springfield Township Board of Education and the Springfield Township Education Association, provides that effective July 1, 2019, any unit member may elect to accept a payment equal to thirty five percent (35%) of the preferred provider organization (hereinafter the “PPO”) premium for which they are eligible in lieu of medical coverage and/or payment of thirty-five percent (35%) of the premium for which they are eligible in lieu of prescription coverage. Payment under this provision shall have a maximum, combined limit of five thousand dollars (\$5,000). The unit member must have alternate coverage.~~

Last Name	First Name	Coverage	Medical + RX	HIF Waiver at 35% of Premium	Total
Ages	Matthew	Couple	\$25,521.48	\$8,932.52	\$5,000.00
Arocho	Riley	Single	\$12,760.80	\$4,466.28	\$4,466.28
Cooper	Haley	Single	\$12,760.80	\$4,466.28	\$4,466.28
Rinaldi	Christina	Single	\$12,760.80	\$4,466.28	\$4,466.28
Roats	Theresa	Family	\$36,509.64	\$12,778.37	\$5,000.00
Shook	Dawn	Family	\$36,509.64	\$12,778.37	\$5,000.00
Schreiber	Sara	Couple	\$25,521.48	\$8,932.52	\$5,000.00
Springer	Josh	Single	\$12,760.80	\$4,466.28	\$4,466.28
Weeks	Natalie	Single	\$12,760.80	\$4,466.28	\$4,466.28
			\$187,866.24	\$52,354.39	\$42,331.40

Last Name	First Name	Coverage	Medical + RX	HIF Waiver at 25% of Premium	Total
Neroda	Brielle	Parent/Child	\$23,748.84	\$8,312.09	\$5,000.00
Vrettos	Lisa	Family	\$36,509.64	\$12,778.37	\$5,000.00
Gervine	Corinne	Family	\$36,509.64	\$12,778.37	\$5,000.00
			\$96,768.12	\$33,868.83	\$15,000.00

~~**THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator is hereby authorized to issue payment as above detailed in the June 30, 2023 pay period.~~

IT IS HEREBY CERTIFIED that the foregoing Resolution was postponed by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member	X		X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member		X	X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member			X					8
9	Mr. Hale, Board President			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

RESOLUTION #22/23-RM-136-129

APPROVE SURPLUS FUND DISTRIBUTION

WHEREAS, the Springfield Township Board of Education, hereinafter referred to as BOARD, participated as a member district of the School Health Insurance Fund, hereinafter referred to as FUND, for one or more of the FUND fiscal year beginning July 1, 2022; and

WHEREAS, the FUND is a statutory filled school district joint insurance fund as defined in NJSA 18A:18B1-10 et seq.; and

WHEREAS, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership; and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any available statutory surplus will be released by the FUND; and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for incurred but not reported claims, subject to the surplus reserve calculations as defined in NJAC 11:15-4.6 et seq., and subject to review and approved by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND; and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein a return of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing a demand for an additional assessment from each participating member district of that FUND year; and,

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier collection of an additional assessment due to the possibility that a FUND year wherein an additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year; and,

WHEREAS, the BOARD recognizes its Share of Available Statutory Surplus authorized to be released by the FUND is as shown below:

**Dollar Amounts of Surplus by FUND Fiscal Year
Released by the FUND's Board of Trustees**

Fund Fiscal Year	Total FUND Release	BOARD's Share
Total Distribution Available	\$10,682,732.05	\$16,114.10

;and

WHEREAS, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

1. Fund to retain (interest earning) \$16,114.10 and available at Member's request.
2. **Check in the amount of \$16,114.10.**
3. Reduce one month bill by \$16,114.10.
4. Reduce rates for the 2023/2024 renewal by up to 2.5% of the member's assessment. ** Any excess of that 2.5% will be received in the form of a check or retained by the Fund.

NOW THEREFORE BE IT RESOLVED the BOARD directs the FUND to distribute the BOARD's share of its Net Distribution as determined by discussion and majority vote of Resolution #22/23-RM-136-129.

A motion was made by Mr. Bucs, seconded by Mr. Dieker to take option 2 on Resolution 129. The motion carried by a roll call vote. (7-0)

IT IS HEREBY CERTIFIED that the foregoing Resolution was moved forward for a vote to include option 2 by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member	X		X					1
2	Mr. Dieker, Board Member		X	X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member			X					8
9	Mr. Hale, Board President			X					9

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

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member	X		X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-130

**RESOLUTION ACCEPTING THE RESIGNATION NOTICE
OF AN INSTRUCTIONAL ASSISTANT
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

WHEREAS, the Superintendent of Schools received official resignation notice from Savannah Shover, Instructional Assistant, Springfield Township School; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation is hereby accepted effective June 30, 2023.

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

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member	X		X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member		X	X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member			X					8
9	Mr. Hale, Board President			X					9

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

RESOLUTION #22/23-RM-136-131

RESOLUTION APPROVING & ADOPTING A JOB DESCRIPTION FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

WHEREAS, The Township of Springfield Board of Education maintains job descriptions for positions within the School District and there are instances where reorganization of positions are warranted and also where job duties and qualifications are required to be created and/or amended; and

WHEREAS, the following job description has been created and is recommended to the Township of Springfield Board of Education:

1. Dean of Students; and,

WHEREAS, responsibilities requisite to the enumerated job descriptions above are as follows:

JOB DESCRIPTION - DEAN OF STUDENTS

POSITION CONTROL ROSTER NUMBER: FF-DOD001

QUALIFICATIONS:

1. Holds standard, or is eligible for, New Jersey School Administrator or Principal certification;
2. Minimum of 5 years of experience working in an elementary school setting;
3. Strong knowledge of positive behavior interventions and support systems;
4. Excellent communication and interpersonal skills;
5. Ability to work collaboratively with teachers, staff, and families to support student success;
6. Strong organizational and leadership skills;
7. Ability to multitask and prioritize effectively in a fast-paced environment;
8. Familiarity with state and federal education regulations and policies;
9. Required to pass a criminal background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

JOB GOAL: The Dean of Students will be responsible for creating and maintaining a positive and supportive learning environment for students in the elementary school. This individual will work closely with school administrators, teachers, and staff to ensure that students are safe, engaged, and academically successful.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement school-wide policies and procedures that promote positive behavior and academic success for all students.
2. Coordinate and oversee the implementation of the school's disciplinary system, including interventions and consequences for misbehavior.
3. Collaborate with teachers and staff to address student behavior and academic concerns in a timely and effective manner.

4. Serve as the District's Attendance Officer to monitor student attendance and work with families to ensure regular attendance.
5. Serve as the District's ADA Section 504 Officer.
6. Assist the District Testing Coordinator in the planning and implementation of local and state assessments and the collection and analysis of data.
7. Develop and facilitate student support programs, such as tutoring and mentoring, to promote academic success.
8. Plan and coordinate school-wide events and activities that promote a positive school culture.
9. Conduct classroom observations and provide feedback to teachers to support instructional improvement (applicable only if the Dean of Students is not a member of the Association).
10. Maintain teaching responsibilities during the portion of the school day not dedicated to administrative responsibilities.
11. Attend parent-teacher conferences and other meetings to support student success.
12. Attend Board of Education meetings as deemed necessary by the Superintendent.
13. Carry out special projects or assignments as directed by the Superintendent.
14. Assist with safety and fire drills when requested by the Superintendent.
15. Work with community organizations to develop partnerships that support student learning and engagement.

TERMS OF EMPLOYMENT: Salary and/or stipend and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board of education's policy on evaluation of administrative personnel.

DATE APPROVED: May 16, 2023

UPDATED:

REVISED:

LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 through 7.5 Criminal history records
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:16-2 Physical examinations; requirements
- N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
- N.J.S.C. 6:3-4A Requirements of physical examinations

Dated Adopted by the Board of Education: May 16, 2023

NOW, THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the job description for Dean of Students is hereby approved effective July 1, 2023.

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member	X		X					3

4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member		X	X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member			X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-132

RESOLUTION APPROVING THE SUPERINTENDENT OF SCHOOLS' RECOMMENDATION FOR THE SUBSTITUTE POSITIONS FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT FOR THE 2022-2023 SCHOOL YEAR

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	Custodians
Amy Hegelein			Aaron Lippincott

; 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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member	X		X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member		X	X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member			X					8
9	Mr. Hale, Board President			X					9

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

CURRICULUM & TECHNOLOGY

Craig Vaughn, Superintendent

None

POLICIES & PROCEDURES

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #22/23-RM-136-133

RESOLUTION APPROVING BOARD OF EDUCATION 2022/2023 POLICY, BYLAWS AND REGULATION REVISIONS UPON SECOND READING AND ADOPTION

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, when certain policies indicate that "*the Board of Education shall*" provide or make otherwise available a condition of the policy, it is recognized that in these situations the Board of Education hereby authorizes the Superintendent or his/her designee to execute the function(s) therein; and,

WHEREAS, the following is the **second** reading for approval and adoption of the policies & regulations, which include:

File Code	Name	Alert #
R 2423	Bilingual and ESL Education	229
R 2425	Emergency Virtual or Remote Instruction Program	229
R 5200	Attendance	229
R 8140	Enrollment Accounting	229
R 8330	Student Records	229

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

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 May 16, 2023 in Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member					X			1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member		X	X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-134

**RESOLUTION APPROVING BOARD OF EDUCATION 2022/2023
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, when certain policies indicate that "*the Board of Education shall*" provide or make otherwise available a condition of the policy, it is recognized that in these situations the Board of Education hereby authorizes the Superintendent or his/her designee to execute the function(s) therein; and,

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

File Code	Name	Alert #
P 0144	Board Member Orientation and Training	230
P2520	Instructional Supplies	230
P 3217	Use of Corporal Punishment	230
P 4217	Use of Corporal Punishment	230
P 5310	Health Services	230
P 6112	Reimbursement of Federal and Other Grant Expenditures	230
P 6115.04	Federal Funds - Duplication of Benefits	230
P 6311	Contracts for Goods or Services Funded by Federal Grants	230
P 7440	School Security	230
P 9140	Citizens Advisory Committees	230
R 2520	Instructional Supplies	230
R 5310	Health Services	230
R 6115.01	Federal Awards / Funds Internal Controls - Allowability of Costs	230

NOW, THEREFORE, BE IT RESOLVED that the policies and/or amendments included in the said policies and regulation 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 May 16, 2023 in Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member					X			1
2	Mr. Dieker, Board Member			X					2

3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member		X	X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-135

**RESOLUTION AMENDING THE 2022-2023 SCHOOL CALENDAR
PURSUANT TO POLICY 8210 AND ARTICLE III, SECTION B OF THE AGREEMENT BETWEEN
THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND
THE SPRINGFIELD TOWNSHIP EDUCATION ASSOCIATION**

WHEREAS, the Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district; and

WHEREAS, the Board shall determine annually the days when the school will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty-one days of instruction. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session; 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; and

WHEREAS, 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, the 2022-2023 shall be amended to reflect that the one hundred and eighty first and final day of the school year for students shall be Wednesday, June 14, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that revisions to the **2022-2023** calendar 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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member					X			1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4

5	Mr. Pantano, Board Member		X	X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member	X		X					8
9	Mr. Hale, Board President			X					9

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

FACILITIES, SECURITY, & TRANSPORTATION

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #22/23-RM-136-136

**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 **APRIL 2023**:

Date / Time	April 25, 2023 / 1:10 PM	April 6, 2023 / 1:08 PM
Type of Drill	Lockdown	Fire Drill
Duration of Drill	9:56	2:51
Weather Conditions	Cloudy 50’s	Sunny 70’s

Participants	Staff/Students	Staff/Students
Drill Supervisor	Springfield PD	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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member	X		X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-137

**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, the below listed entities have filed a "Facilities Use Application" and the necessary documentation has been submitted and reviewed by the Business Administrator/ Secretary to the Board and he recommends approval:

ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
Home & School Association	5/1/23 - 5/5/23	8:45 AM - 3:20 PM	Penny Wars	Main Hallway

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the attached list of "Facilities Use Applications" 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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member	X		X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			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 #22/23-RM-136-138

**RESOLUTION AUTHORIZING THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
TO MEET IN CLOSED EXECUTIVE SESSION
PURSUANT TO THE NEW JERSEY OPEN PUBLIC MEETINGS ACT
PUBLIC LAW 1975, c.231**

WHEREAS, N.J.S.A. 10:4-6 et seq provides that a public body may hold a closed session under certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of the exceptions being as follows:

1. items forbidden by specific legal action
2. right to receive federal funds
3. invasion of individual privacy
4. collective bargaining negotiations
5. purchase/lease/acquisition of real property
6. items where immediate disclosure would impair public safety
7. investigation of violations of law
8. attorney-client privilege
9. terms and conditions of employment/personnel matters
10. penalty or loss of license to an individual
11. other

WHEREAS, the President of the Board of Education has determined that such a circumstance exists which warrants a closed executive session under items as above indicated and that the conducting of a closed executive session was duly authorized by the adoption of this Resolution.

The subject to be discussed is as follows:

#4 - Collective Bargaining Negotiations

#6 - Items Where Immediate Disclosure Would Impair Public Safety

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, pursuant to N.J.S.A. 10:4-6 et seq, that it meet in executive session closed to the public for the discussion of a matter which falls under a statutory exception to the New Jersey Open Public Meetings Act and that said closed session will be held on Tuesday, May 16, 2023; and

BE IT FURTHER RESOLVED the closed executive session discussions will pertain to the above mentioned items and that the minutes of the closed executive session will be disclosed after the Board of Education takes formal action or after the reason for the discussions in closed session no longer exists.

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 May 16, 2023 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mr. Dieker, Board Member			X					2
3	Mrs. Donahue, Board Member	X		X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member		X	X					8
9	Mr. Hale, Board President			X					9

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

BOARD FORUM

Wade Hale, Board President

- **UNFINISHED BUSINESS**
 - None

- **NEW BUSINESS**
 - None

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

Craig Vaughn, Superintendent

Mr. Luyber asked why no update was made on negotiations during committee updates.

EXECUTIVE SESSION

A motion was made by Mr. Pantano, seconded by Mr. Bucs to enter Executive Session at 7:27pm to discuss security updates. The motion was carried by voice vote. All in favor.

A motion was made by Mr. Bucs seconded by Mr. Pantano to adjourn Closed Executive Session at 7:55pm. The motion was carried by voice vote. All in favor.

ADJOURNMENT

Wade Hale, Board President

Seeing no further action to come before the Board of Education, President Hale requested a motion to adjourn at 7:56 PM.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member	X		X					1
2	Mr. Dieker, Board Member			X					2

3	Mrs. Donahue, Board Member			X					3
4	Mrs. Mancini, Board Member			X					4
5	Mr. Pantano, Board Member		X	X					5
6	Ms. Rincon, Board Member						X		6
7	Mr. Roberson, Board Member						X		7
8	Mrs. Wainwright, Board Member			X					8
9	Mr. Hale, Board President			X					9

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