

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
Tuesday, January 17, 2023
2022-2023 - 017

REGULAR MEETING

TIME: 7:00 PM

LOCATION: ROOM #14

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

Craig Vaughn, Superintendent

The **Regular Meeting** of the Springfield Board of Education (Burlington County) was held on **January 17, 2023** in **Room 14** 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
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SCHOOL & COMMUNITY PRESENTATIONS

Craig Vaughn, Superintendent

- Student Safety Data Reporting for Report Period 1 (July 1, 2022 - December 31, 2022)

COMMITTEE UPDATES

Wade Hale, Board President

Committee	Chair	Committee	Chair
Finance	TBD	Personnel	TBD
Buildings, Grounds, & Transportation	TBD	Negotiations	TBD
Curriculum & Technology	TBD	Policy	TBD

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.

None

CORRESPONDENCE

Craig Vaughn, Superintendent

- Letter of Resignation
- Email RE: Flag Policy
- Retirement Letter

SUPERINTENDENT'S REPORT

Craig Vaughn, Superintendent

UPDATE

- Springfield Chorus & Band Program
- Student Council

IMPORTANT DATES

- January 18 - Band & Chorus Winter Concert
- February 16 - H&S Association Meeting

- February 20 - School Closed for President's Day
- February 21 - No School for Students / Staff Professional Development
- February 21 - BOE Meeting
- March 6 - 10 - Grade 5 STARBASE Visitation
- March 14 - H&S Association Meeting
- March 20 - Trimester Two Reports Cards Available via Genesis
- March 21 - BOE Meeting
- March 22 & 23 - Spring Parent-Teacher Conferences
- March 24 - Early Dismissal / Staff PD

APPROVAL OF MINUTES

Craig Vaughn, Superintendent

- **REGULAR MEETING - Tuesday, December 20, 2022**
- **EXECUTIVE SESSION - Tuesday, December 20, 2022**

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 January 17, 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					4
5	Mr. Pantano, Board Member			X					5
6	Ms. Rincon, Board Member		X	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-017-101

RESOLUTION ACCEPTING ENROLLMENT STATISTICS

AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF DECEMBER 2022

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>DECEMBER 31, 2022</u>	Difference
11-105-100-101-101-105	Pre-School Regular	15	12	-4
11-110-100-101-101-110	Kindergarten	41	38	-3
11-120-100-101-101-401	First Grade	29	44	+15
11-120-100-101-101-402	Second Grade	36	31	-5
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	34	+2
11-130-100-101-101-406	Sixth Grade	28	34	+6
11-212-100-101-101-100	Multiple Disabled	4	5	+1
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	284	+19

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		
February 2023		
March 2023		
April 2023		
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 January 17, 2022 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		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-017-102

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE MONTH OF DECEMBER 2022
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 DECEMBER 2022:

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

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 January 17, 2022** 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	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		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-017-106

**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 DECEMBER 2022**

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #22/23-RM-017-108

**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING DECEMBER 31, 2022**

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

- A. Adequate description of expenditures is provided;
- B. No new budget category is created; and
- C. Reimbursement does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories; and

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

WHEREAS, the Business Administrator/Secretary to the Board has submits to the Board the following summary for the period ending **DECEMBER 31, 2022** for review and certification; and

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

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 January 17, 2022** 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	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		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

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-017-110

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF DECEMBER 2022**

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 DECEMBER 31, 2022 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 January 17, 2022** 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	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		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-017-111

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR DECEMBER 2022
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 **DECEMBER 2022**, 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 January 17, 2022** 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	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		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-017-114

**RESOLUTION APPROVAL OF THE REPORT OF THE
TREASURER OF SCHOOL MONIES FOR DECEMBER 2022
PURSUANT TO N.J.S.A. 18A:17-36**

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the **DECEMBER 2022** Report of the Treasurer of School Monies is hereby accepted and approved.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on January 17, 2022** 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	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		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-017-115

RESOLUTION ACCEPTING THE RESIGNATION NOTICE

**OF THE CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE SCHOOL BUSINESS
ADMINISTRATOR
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

WHEREAS, the Superintendent of Schools received official resignation notice from Meghann Risell, Confidential Administrative Assistant to the School Business Administrator, 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 February 17, 2023.

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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 January 17, 2022** 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					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-017-116

**RESOLUTION ACCEPTING THE RETIREMENT NOTICE
OF A TEACHER PCR #:V-BSCT01
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

WHEREAS, the Superintendent of Schools received official retirement notice from Cheryl Bucko, Teacher, Springfield Township School; and

WHEREAS, in accordance with the agreement between the Springfield Township Board of Education and the Springfield Township Education Association, upon retirement as defined per the requirements of TPAF and/or PERS, the Board will pay retiring certificated staff bargaining unit members for accumulated sick leave as follows:

1. Teachers with ten (10) years or more of consecutive service in the district will receive \$50.00 per day to a maximum of 200 days;
2. The number of days paid shall be at this rate once a minimum of thirty (30) days has been accumulated. If a minimum of thirty (30) days has not been accumulated, a rate of \$10 per day shall be paid for the number of days actually accumulated.

WHEREAS, retirement will mean that an employee, 55 years of age or older, will be leaving the employment of Springfield Township Schools and will not be employed elsewhere in the same capacity; 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 retirement is hereby accepted effective July 1, 2023; and;

CERTIFICATION OF ACCUMULATED SICK LEAVE PAYMENT

YEARS OF SERVICE	ACCUMULATED SICK DAYS	TOTAL*	PER DIEM RATE	TOTAL PAYOUT
24	59.25	59.25	\$50.00	\$2,962.50

*as of January 17, 2023; final total for calculation will be determined June 30, 2023

BE IT FURTHER RESOLVED that the Business Administrator / Board Secretary shall budget the sum of two thousand nine hundred sixty-two dollars and fifty cents (\$2,962.50) under line item 11-000-291-290-000 UNDIST TCH RETIRE COMP for the 2023-2024 fiscal year budget.

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 January 17, 2022** 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					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-017-117

**RESOLUTION AUTHORIZING THE DEPOSITORY OF SCHOOL DISTRICT FUNDS
AND AMENDING THE SIGNATORIES THERETO**

WHEREAS, N.J.S.A. 18A:17-34 provides for the Board of Education to designate certain depositories of school monies; and

WHEREAS, it may be required from time to time to re-designate signatories to said accounts of such deposited school monies; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **WSFS Bank, 1636-61 Route 38 & Eayrestown Road, Lumberton, NJ 08048** shall be the depository for school district funds for accounts known as:

NAME OF ACCOUNT	ACCOUNT NUMBER	SIGNATORIES
GENERAL ACCOUNT	XXXXXX0073 Any 2 of 5	Wade Hale, Board President Joseph Bucs, Board Vice President Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies
PAYROLL ACCOUNT	XXXXXX0074 Any 2 of 3	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies
PAYROLL AGENCY ACCOUNT	XXXXXX0075 Any 2 of 3	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies
CAFETERIA ACCOUNT	XXXXXX0076 Any 2 of 3	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies
STUDENT ACTIVITY ACCOUNT	XXXXXX0077 Any 2 of 3	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies
UNEMPLOYMENT TRUST ACCOUNT	XXXXXX0078 Any 2 of 3	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies
CAPITAL RESERVE ACCOUNT	XXXXXX0079 Any 2 of 3	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies
MAINTENANCE RESERVE ACCOUNT	XXXXXX5538 Any 2 of 3	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies
FLEXIBLE SPENDING ACCOUNT	XXXXXX2178 Any 2 of 3	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies
2015 REFERENDUM ACCOUNT	XXXXXX6705 Any 2 of 3	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies

BE IT FURTHER RESOLVED that the Custodian/Treasurer of said account is and shall be Amy S. Lerner and that all disbursements for said account shall be made by instruments duly signed by the above designated officials of the Township of Springfield School District; and

BE IT FURTHER RESOLVED that the above amendment of signatories takes effect on the 18th of January, 2023.

BE IT FINALLY RESOLVED that only one of the required signatures shall be a facsimile.

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 January 17, 2022 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					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

CURRICULUM & TECHNOLOGY

Craig Vaughn, Superintendent

None

POLICIES & PROCEDURES

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #22/23-RM-017-118

**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 adoption of the policies & regulations, which include:

File Code	Name	Alert #
P 5337	Service Animals	217
P 4219	Commercial Driver's License Controlled Substance & Alcohol Use Testing	218
R 8630	Emergency School Bus Procedures	218
P 9400	Media Relations	218
P 1581	Domestic Violence	219
R 1581	Domestic Violence	219
P 5330	Administration of Medication	219
R 5330	Administration of Medication	219
P 7243	Supervision of Construction	219
P 8210	School Year	219
P 8210	School Day	219
P 8462	Reporting Potentially Missing or Abused Children	219
P 5200	Attendance	220
R 5200	Attendance	220
P 5320	Immunization	220
R 5320	Immunization	220
P 5610	Suspension	220
R 5610	Suspension Procedures	220
P 5620	Expulsion	220

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 January 17, 2022** 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-017-119

**RESOLUTION ABOLISHING CERTAIN BOARD OF EDUCATION
POLICIES, BYLAWS, AND REGULATIONS**

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 abolished by a majority vote of the members of the Board of Education present when it is deemed they are no longer required provided the legal requirements are addressed elsewhere in the policy manual; and

WHEREAS, the following is a list of the policies & regulations to be abolished, and the corresponding areas of the policy manual where the legal requirements are met:

File Code	Name	Policy / Regulation for Referral
P 8810	Religious Holidays	P 2270 - Religion in Schools

NOW, THEREFORE, BE IT RESOLVED that the policies and/or regulations listed above, are hereby abolished.

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 January 17, 2022** 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

FACILITIES, SECURITY, & TRANSPORTATION

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #22/23-RM-017-120

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

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

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

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

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

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

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

WHEREAS, the following is a summary table of the fire and school security drills recently conducted in the School District during the month of **DECEMBER 2022**:

Date / Time	December 12, 2022 / 2:00 PM	December 5, 2022 / 2:05 PM
Type of Drill	Shelter-in-Place	Fire Drill
Duration of Drill	6:07	2:55
Weather Conditions	Sunny 40’s	Cloudy 40’s
Participants	Staff/Students	Staff/Students
Drill Supervisor	C. Vaughn	C. Vaughn

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education by the vote below indicated at the **Regular Meeting held on January 17, 2022** 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		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-017-121

**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:

#9 - Terms & Conditions of Employment / Personnel Matters

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, December 20, 2022; 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 January 17, 2022 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		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

BOARD FORUM

Wade Hale, Board President

- **UNFINISHED BUSINESS**
 - None
- **NEW BUSINESS**
 - None

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

Craig Vaughn, Superintendent

None

EXECUTIVE SESSION

A motion was made by Mr. Bucs, seconded by Mr. Pantano to enter Executive Session at 7:55pm to discuss terms and conditions of employment/personnel. The motion was carried by voice vote. All in favor.

A motion was made by Mr. Pantano, seconded by Mrs Rincon to adjourn Closed Executive Session at 8:09pm. The motion was carried by voice vote. All in favor.

PERSONNEL & NEGOTIATIONS

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #22/23-RM-017-122

**RESOLUTION AMENDING & ADOPTING JOB DESCRIPTIONS
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, 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 amended; and

WHEREAS, the following job descriptions have been revised and recommended to the Township of Springfield Board of Education:

1. Confidential Executive Administrative Assistant to the Chief School Administrator
2. Confidential Administrative Assistant to the School Business Administrator, Accounts Payable, Payroll Specialist; and,

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

**CONFIDENTIAL EXECUTIVE ADMINISTRATIVE ASSISTANT
TO THE CHIEF SCHOOL ADMINISTRATOR**

JOB DESCRIPTION: Executive Administrative Assistant – Confidential Agent

POSITION CONTROL ROSTER NUMBER: FF-CAP002

QUALIFICATIONS:

1. High school diploma; secretarial training
2. Substantial experience in general or school office work as determined by the Board of Education
3. Knowledge of automated office equipment and excellent word processing and secretarial skills
4. Strong analytical, communication, and human relations skills
5. Required to pass criminal background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent

SUPERVISES: Secretarial and clerical staff assigned to the superintendent's office related to district programs, projects, and activities

JOB GOAL: To serve as the superintendent's Confidential Executive Administrative Assistant; supervise all administrative secretarial duties in the superintendent's office and coordinate school-level and districtwide administrative activities.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent and principal.
2. Performs all secretarial and confidential work as assigned by the superintendent.
3. Supervises the activities of all other secretarial and clerical personnel assigned to the superintendent's office to government and education office community.
4. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.
5. Maintains on-going personnel records for all certified staff.
6. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming and outgoing correspondence.
7. Places and receives telephone calls and records messages for the superintendent.
8. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings, and interviews.
9. Oversees the hiring of substitute teachers, instructional assistants, and custodians; receives applications; verifies their credentials and prepares substitute teacher lists for board of education approval.
10. Serves as substitute coordinator for all teachers and instructional assistants.
11. Acts as the liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
12. Assists the superintendent in compiling data and preparing reports required by law, administrative code, and board of education policy.
13. Oversees the compilation and distribution of curriculum data and improvement of instruction.
14. Coordinates data and compiles reports for local, state, and federal offices and special grant programs.
15. Performs all tasks associated with the NJSMART data collection system, including staff management and student management reporting.
16. Compiles and records data related to student and staff attendance and personnel records.
17. Assists in the preparation of the reorganization salaries and movement on guides; maintains district tenure list.
18. Coordinates registration, rostering, attendance, and payment verification for the district's Extended Day Program.
19. Maintains enrollment information and verification of tuition payment for resident and non-resident students attending the district's preschool program.
20. Collects, records, and submits to the Business Office all payments related to student activities including, but not limited to, class trips, yearbook sales, student council fundraisers, and book fairs.
21. Performs any other duties that shall be assigned by the superintendent.

HUMAN RESOURCES RESPONSIBILITIES:

1. Coordinate all initial employee onboarding for new hires including verification of criminal history background checks, completion of all payroll and tax forms, selection of health benefits and enrollment paperwork as applicable, and verification of all required employee medical and health screening / tests.
2. Maintain employee health and dental benefit deductions, health benefit in lieu waiver payments, and changes in employee coverage; coordinate Open Enrollment period.
3. Coordinate enrollment periods and deduction changes with additional insurance and retirement accounts. Serve as a liaison with outside representatives.
4. Enroll and maintain employee information in the NJ pension system.
5. Report and act as a liaison for any worker's compensation cases.

TERMS OF EMPLOYMENT: Compensation and work hours subject to mutual agreed of the employee and the Board of Education. All initial conditions of employment subject to the "New Hire Terms and Conditions Agreement".

EVALUATION: Performance will be evaluated annually in accordance with the provisions of the Board of Education's policy on evaluation of non-certified staff.

**CONFIDENTIAL ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR
FOR ACCOUNTS PAYABLE AND PAYROLL**

JOB DESCRIPTION: Accounts Payable Specialist – Confidential Agent Payroll Specialist – Confidential Agent

POSITION CONTROL ROSTER NUMBER: FF-CAB0001

POSITION CONTROL ROSTER NUMBER: FF-CAB0002

QUALIFICATIONS:

1. High school diploma
2. Experience in clerical accounting work, all aspects of the purchasing process and the ability to maintain and post accounts accurately
3. Knowledge of bookkeeping principles and practices and the ability to apply these principles to work situations
4. Ability to perform arithmetical computations accurately and rapidly
5. Ability to deal with the public calmly, tactfully and courteously
6. Competency with computers
7. Able to manage and integrate multiple software programs
8. Proficient in the use of Excel
9. Required to pass criminal background check

REPORTS TO: Business Administrator/Secretary to the Board

JOB GOAL: To efficiently process all accounts payable and to ensure accurate and timely satisfaction of School District obligations

ACCOUNTS PAYABLE PERFORMANCE RESPONSIBILITIES:

1. Recording on computer and filing of purchase orders, receipts, bills, invoices, reports and records, which are the provinces of the business office, in accordance with State law, Board policy and administrative directives
2. Preparing bills for payment, verification of invoices and collecting necessary evidence of the proper delivery of purchased items
3. Maintaining files on purchases, paying all invoices, and any other matters deemed appropriate by the Business Administrator
4. Post hand checks and receipts for various funds
5. Monitors all purchase orders to determine correctness of information, price extensions, account designation and other required information and submits for approval
6. Cooperates with auditors and provides information to them as requested by the School Business Administrator
7. Provides advance warning of potential over-expenditures of budgeted fund

8. Maintains fixed asset accounting system using computerized processes provided in the vendor support package
9. Will monitor transfer of fixed assets from location to location
10. Will record cafeteria receipts in the manual control system to ensure accurate general ledger postings
11. Assists in the establishment and maintenance of record archives in the area of accounts payable/receivable and fixed asset accounting in accordance with regulatory mandates
12. Process bank deposits
13. Serve as the liaison with food service management and process free and reduced lunch applications
14. Complete direct certification and verification in the SNEARS system
15. Collect and record tuition payments for preschool and non-residents
16. Responsible for reconciling student activity accounts; process payments for field trips, yearbook, etc.
17. Performs any other duties that shall be assigned by the Business Administrator

PAYROLL PERFORMANCE RESPONSIBILITIES:

1. Process payroll every 15th and 30th of the month
2. Check timesheets and enter them into the payroll software
3. Make any necessary changes to voluntary deductions, taxes, and direct deposits
4. Advise the Business Administrator of the amounts to be transferred from the general account to the payroll & agency accounts to cover disbursements and to verify that transfer amounts are accurate
5. Make the necessary agency payments and maintain payroll agency subsidiary ledger
6. Review & complete the quarterly IROC report
7. Reconcile the quarterly tax payments
8. Process W2s every January
9. Every August-complete the NJEA August import to update all NJEA Deductions.
10. Maintain unemployment trust fund accounting
11. Maintain the flexible spending fund accounting
12. Conduct quarterly payroll encumbrance verification worksheet
13. Assist in the development and implementation of paperless payroll functions
14. Serve as district liaison to the Burlington County Joint Insurance Fund and act as a member of the district's School Safety Team.
15. Performs any other duties that shall be assigned by the Business Administrator

TERMS OF EMPLOYMENT: Compensation and work hours subject to mutual agreed of the employee and the Board of Education. All initial conditions of employment subject to the "New Hire Terms and Conditions Agreement."

EVALUATION: Performance will be evaluated annually in accordance with the provisions of the Board of Education's policy on evaluation of non-certified staff.

NOW, THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the job descriptions for Confidential Executive Administrative Assistant to the Chief School Administrator and Confidential Administrative Assistant to the School Business Administrator, Accounts Payable, Payroll Specialist are hereby approved effective February 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 January 17, 2022** 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					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-017-123

**RESOLUTION APPROVING A TRANSFER AND SALARY AMENDMENT OF CERTAIN PERSONNEL
 OF THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
 FOR THE SCHOOL YEAR 2022-2023**

WHEREAS, position control is a process to measure the current status of positions for personal services within the School District in order to analyze their fiscal impact on the whole budget year. The impact of a position is determined by actual expenditures from the beginning of a fiscal year plus amounts set aside to cover appointments to the position for the remainder of the fiscal year; and

WHEREAS, the Superintendent shall have the discretion to change the assignment of personnel in the event of resignations, open positions, or other reasonable cause.

WHEREAS, the Superintendent of Schools has recommended the following transfer(s) of certain personnel / staff members:

EMPLOYEE	TRANSFER FROM PCRN	TRANSFER FROM ASSIGNMENT	TRANSFER TO PCRN	TRANSFER TO ASSIGNMENT
Lisa Vrettos	FF-CAP001	Confidential Administrative Assistant to the Principal	FF-CAB0002	Confidential Administrative Assistant to the School Business Administrator

; and,

WHEREAS, N.J.S.A. 18A:27-3 provides that staff members may be employed and their salaries fixed and determined, under contracts, by a board of education for the period from July 1 of the year in which such board shall organize to the succeeding June 30, notwithstanding that the fiscal year of the district or of the municipality in which it is located is the calendar year; and

WHEREAS, the below listed individuals' renewed contracts shall be amended as follows for the 2022-2023 school year, effective February 20, 2023:

Name	Position	Amended Salary	Rationale
Lisa Vrettos	Confidential Administrative Assistant to the School Business Administrator	\$45,000	Transfer to position in accordance with revised job description / increase of job responsibilities

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above transfer(s) is/are hereby approved with the transfer date effective February 20, 2023.

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

ADJOURNMENT

Wade Hale, Board President

Seeing no further action to come before the Board of Education, President Hale requested a motion to adjourn at 8:10 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



**January 2023
Violence, Vandalism, & HIB
Presentation
For Reporting Period #1
(July 1, 2022 - Dec. 31, 2022)**

*Craig Vaughn, Superintendent / Principal
Springfield Township School District*

Requirements of the Report

Pursuant to N.J.S.A. 18A:17-46,
two times each school year:

At a public hearing, the superintendent of schools shall report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period. *The report is based on the acts that require reporting through the Student Safety Data System (SSDS) .*

NJ DOE Dictates What is Mandatory to Report as per State Definition

In-House Reporting vs. SSDS Reporting

All violations of the Student Code of Conduct that are substantiated via investigation with proper due process are reported into the Discipline Log of our Student Information System, Genesis.

In the event a substantiated violation of the Student Code of Conduct meets an Incident Definition then it must be reported to the NJDOE via SSDS.

Reporting Categories

Violence

- Assault
- Criminal Threat
- Extortion
- Fight
- Threat
- Kidnapping
- Robbery
- Sex Offense

Vandalism

- Arson
- Bomb Threat
- Burglary
- Damage to Property
- Fake Bomb
- Fire Alarm
- Fireworks Offense
- Theft
- Trespassing

Substance Abuse

- Use Confirmed
- Possession
- Sale / Distribution

Reporting Categories continued...

Weapons

- Any instrument readily capable of lethal use or of inflicting bodily injury
- Used in Offense
- Sale / Distribution
- A toy gun is no longer considered a weapon; however, an imitation firearm (an object that looks like a real handgun but cannot be fired or converted to a handgun) would be reported

Weapons Possession

- Handgun
- Rifle
- Air Gun, Pellet Gun, BB Gun
- Imitation Firearm (not a toy gun)
- Bomb - Exploded
- Bomb - Unexploded
- Knife, Blade, Razor, Scissors, Box Cutter
- Pin, Sharp Pen/Pencil
- Chain, Club, Brass Knuckles
- Spray

HIB

Under New Jersey law, “harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

1	Reasonably perceived as being motivated by either 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...
2	Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils...
3	A reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil 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 pupil or group of pupils...
4	Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil...

All (4) prongs of the criteria must be met for an HIB policy violation

Conflict vs. HIB*

Conflict

- “Mutually” competitive or opposing action or engagement
- Includes disagreements, arguments, and fights
- A normal part of growing up and of life

HIB

- HIB is one-sided
- One or more students are victims of one or more person’s aggression, as it applies to the HIB definition under the ABR
- The intent is to physically or emotionally hurt someone

*source - NJDOE

HIB Investigations - Reporting Period 1

Case #	Incident Date	Status	Nature of Incident	Investigator	Discipline Imposed	Remedial Measures, Training, Programs Implemented	Evidence of HIB (Y / N)
2223.01	10/27/22	Closed	Harassment	R. Schweitzer	Detention	Counseling	N
2223.02	11/3/22	Closed	Bullying	R. Schweitzer	Detention	Peer mediation; Tier 3 SEL services; HR change	Y

*Thank you and if you have any questions regarding this presentation please do not hesitate to contact me at:
cvaughn@springfieldschool.org*

This presentation will also be available on the district site after this evening's Board of Education meeting.

Cheryl E. Bucko
283 Croshaw Rd
Wrightstown, NJ 08562

CV
1/13/23

Springfield Twp. Board of Education
2146 Jacksonville Rd.
Jobstown, NJ 08041

January 12, 2023

Dear Springfield Township of Education:

With this letter, I would like to express my gratitude for the opportunity to serve this school for 24 years.

I am retiring from my position of Kindergarten through sixth grade Basic Skills Math at Springfield Township Elementary School. My final working day is June 30, 2023.

Over these 24 years at Springfield, I had the opportunity to teach Kindergarten, 1st, 2nd, 3rd, 4th and most recently Basic Skills Math to students in Kindergarten through 6th grade. Working with children from Springfield has been very rewarding and I believe this is because of the parents that are invested in their children's education. I will cherish all my memories interacting with the children and will miss my colleagues and administration.

Thank you for your consideration in this matter.

Sincerely,
Cheryl Bucko



Flag Policy

From: **stacey gordaychik** <staceyhuba@gmail.com>
Date: Mon, Jan 9, 2023 at 11:49 AM
Subject: Flag Policy
To: <contactboe@springfieldschool.org>

Dear Members of the Springfield Township Board of Education,

I want to further clarify and expand on my question I raised at the board meeting held December 20th. Recently at the upper elementary school in North Hanover, an assignment was given to the students to create posters for a "safe space" in order for everyone to feel good and accepted. Sounds innocent enough as everyone is deserving of respect and dignity, however, several of the posters that were created depicted labeled flags of sexual preferences (see images below). These types of displays are not appropriate in a school setting, especially at the elementary level as they represent concepts that are meant for adults.

So going back to my question from the meeting, Is there any policy that addresses what flags are displayed in the school? Are the LGBTQ, BLM, or any other flags allowed to be displayed? If no such policy exists, can one be created to prevent inappropriate themes from being displayed that are racial, sexual, gang, or political whether it's in the school hallways, classrooms, etc. or even on articles of clothing?

Now that the new health curriculum has passed I want to ensure that my children will not be exposed to topics such as this.

Thank you for your consideration in this matter.

Sincerely,
Stacey Gordaychik

3 attachments



image.png
1224K



image.png
723K



image.png
628K



Craig Vaughn <cvaughn@springfieldschool.org>

Letter of Resignation

1 message

Meghann Risell <mrisell@springfieldschool.org>
To: Craig Vaughn <cvaughn@springfieldschool.org>

Wed, Dec 21, 2022 at 3:17 PM

Dear Craig,

After deep consideration, I have decided to accept a Payroll Coordinator position at Moorestown School District.

Please accept this email as my resignation from Springfield Township School District as the Confidential Administrative Assistant to the Business Administrator as per my employment agreement.

This was by far one of the most difficult decisions I have had to make in my career. I cannot thank you enough for all of the trust and confidence you have placed in me. I have learned so much from my short time here which has prepared me to move forward, I have so much to be thankful for.

I will do everything in my power to make this as smooth of a transition as possible.

Sincerely,
Meghann Risell

Meghann Risell

Confidential Administrative

Assistant to the Business Administrator

Springfield Township School District

mrisell@springfieldschool.org

609-723-2479 ext. 112

<https://www.springfieldschool.org/>