

**SPRINGFIELD TOWNSHIP BOARD OF EDUCATION**  
**Tuesday, July 19, 2022**  
**2022-2023 - 200**

**REGULAR MEETING**

**TIME: 7:00 PM**

**LOCATION: ROOM #14**

**CALL TO ORDER**

Tom Pantano, Board President

President Pantano called the meeting to order at 7:24PM.

**OPEN PUBLIC MEETINGS ACT STATEMENT**

Tom Pantano, 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 Pantano read the Open Public Meeting Act Statement.

**PLEDGE OF ALLEGIANCE**

Tom Pantano, Board President



President Pantano 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 **July 19, 2022** in **Room 14** beginning at **7:00PM**.

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

	Staff In Attendance	Present	Late	Absent	
1	Mr. Vaughn, Superintendent	X			1

2	Ms. Danielle Tarvin-Griffith, SBA			X	2
4	Mr. Carney, Ed Fac Manager			X	4

**SCHOOL & COMMUNITY PRESENTATIONS**

Craig Vaughn, Superintendent

- Presentation of the Electronic Violence & Vandalism / HIB Report for Reporting Period 2 (2021-22) Appendix A

**COMMITTEE UPDATES**

Thomas Pantano, Board President

- Finance (Joseph Bucs, Committee Chair) - None
- Personnel (Wade Hale, Committee Chair) - None
- Buildings & Grounds & Transportation (Gary Walker, Committee Chair) - None
- Negotiations (Joseph Bucs, Committee Chair) - association has declared impasse, we are awaiting the appointment of a mediator
- Curriculum & Technology (Rodney Roberson, Committee Chair) - Meeting coming up this Thursday night to address health curriculum state wide, this is presented by the individuals who have designed these standards, you must register in order to attend
- Policy (Thomas Pantano, Committee Chair) - large number of items on tonight's agenda

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

Thomas Pantano, 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

None

**SUPERINTENDENT'S REPORT**

Craig Vaughn, Superintendent

**UPDATE**

- Summer 2022 Facilities & Maintenance Projects

**IMPORTANT DATES**

- August 16 - Board of Education Meeting
- August 22 - August 26 - Primary Grades Jump Start Program
- August 31 - New Staff Orientation
- September 1 - Staff Orientation / Professional Development
- September 2 - Faculty Professional Development
- September 6 - First Day of School
- September 14 - Back to School Night
- September 20 - Board of Education Meeting

**APPROVAL OF MINUTES**

Craig Vaughn, Superintendent

- **REGULAR MEETING - Tuesday, June 21, 2022**
- **EXECUTIVE SESSION - Tuesday, June 21, 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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-101**

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS  
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF JUNE 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 1<sup>st</sup> 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, 2021	Count <b><u>JUNE 30, 2022</u></b>	Difference
11-105-100-101-101-105	Pre-School Regular	11	15	+4
11-110-100-101-101-110	Kindergarten	26	41	+15
11-120-100-101-101-401	First Grade	39	29	-10
11-120-100-101-101-402	Second Grade	34	36	+2
11-120-100-101-101-403	Third Grade	27	37	+10
11-120-100-101-101-404	Fourth Grade	28	31	+3
11-120-100-101-101-405	Fifth Grade	23	32	+9
11-130-100-101-101-406	Sixth Grade	33	28	-5
11-212-100-101-101-100	Multiple Disabled	6	4	-1
11-215-100-101-101-100	Preschool Disabled PT	6	8	+2
11-000-100-56X-60X-XXX	Out-of-District Placement	3	4	0
	<b>TOTAL</b>	<b>234</b>	<b>265</b>	<b>+31</b>

Month	Enrollment	Monthly Change
June 2021	234	
July 2021	247	+13
August 2021	253	+6

September 2021	252	-1
October 2021	252	0
November 2021	257	+5
December 2021	257	0
January 2022	257	0
February 2022	257	0
March 2022	262	+5
April 2022	265	+3
May 2022	265	0
June 2022	265	0
July 2022		

;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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member	X		X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member		X	X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member			X					8
9	Mr. Pantano, 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-200-102**

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

School Location	# Cases Reported	# Cases Confirmed
Springfield Elementary School	1	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 July 19, 2022 in Room 14.**

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

# RESOLUTION #22/23-RM-200-103

### RESOLUTION AUTHORIZING THE SCHOOL BUSINESS ADMINISTRATOR / QUALIFIED PURCHASING AGENT TO SOLICIT BIDS FOR FOOD MANAGEMENT PRODUCTS AND SUPPLIES

**WHEREAS**, the Board of Education directs the establishment and conduct of bidding procedures that serve the public interest and provide each qualified vendor an equal opportunity to furnish goods and services to the district; and,

**WHEREAS**, bid specifications will be prepared and/or are coordinated by the School Business Administrator/Board Secretary. Each bid specification will offer a common standard of competition and will assert the Board's right to accept reasonable equivalents and to reject all bids and re-advertise; and,

**WHEREAS**, bids shall be opened publicly by the School Business Administrator/Board Secretary and/or designee before one or more witnesses at a previously designated time and place. Contracts will be awarded, on a resolution duly adopted by the Board, to the lowest responsible bidder who submits the lowest responsible bid, except that the Board may choose to reject all bids, to re-advertise, or to purchase under a State contract; and,

**WHEREAS**, the Board may disqualify a bidder who would otherwise be determined to be the lowest responsible bidder in accordance with N.J.S.A. 18A:18A-4. Whenever two or more bids are the lowest bids submitted by responsible bidders, the Board shall determine to which bidder the contract will be awarded; and,

**WHEREAS**, bids are required for the following products, supplies, and/or services for the 2022-2023 school year: ice cream; bread and rolls; fresh produce; milk; beverages.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Secretary to the Board is hereby authorized to solicit bids for the products enumerated by this resolution in accordance with all applicable statutes and regulations.

\*\*\*\*\*

**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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member	X		X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member		X	X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member			X					8
9	Mr. Pantano, 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-200-104**

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD FOR THE MONTH OF JUNE 2022 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 **JUNE 2022** 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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-105**

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

**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 JUNE 2022 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 July 19, 2022 in Room 14.**

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

2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-106**

**RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION  
EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT  
FOR THE MONTH OF JUNE 2022  
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 **JUNE 2022** 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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-107**

**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS  
FOR THE MONTH ENDING JUNE 30, 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 **JUNE 30, 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 July 19, 2022 in Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-108**

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES  
AS OF JUNE 30, 2022 FOR THE 2021-2022 PROGRAM YEAR  
PURSUANT TO BOARD OF EDUCATION STANDARD OPERATING PROCEDURE 3-003  
TO MONITOR THE % OF EXPENDITURE TO CONTROL CARRY-OVER WAIVER REQUESTS  
UNDER GUIDANCE OF THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
FISCAL MANAGEMENT - RESTRICTED REVENUES**

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

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

- 1.b. Grant funds are spent as budgeted. Amendments and budget modifications are completed for changes that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000;
- 1.d. At least 85 percent of the ESSA and IDEA grant funds are expended in one year. For Title I, a waiver to carry over more than 15% has not been requested within the last three years; and

**WHEREAS,** the Business Administrator/Secretary to the Board has submitted to the Board a summary for the period ending JUNE 30, 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 grant expenditures as listed on the **“SUMMARY PAGE, Monthly Disbursement Report - Fund 20 Only”**.

**BE IT FURTHER RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above summary represents the monthly certification of grant expenditures for the program years 2020-2021 and 2021-2022 Every Student Succeeds Act, IDEA Part B, IDEA Preschool, REAP, and ESSER funds.

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

**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 July 19, 2022** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4

5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-109**

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S  
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS  
FOR THE MONTH OF JUNE 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 JUNE 30, 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 July 19, 2022** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-110

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR JUNE 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 **JUNE 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 July 19, 2022** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-111**

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS  
 OF THE GENERAL ACCOUNTS AS CONTAINED ON  
 THE CHECK REGISTER & ALL BANK/WIRE TRANSFERS**

**WHEREAS**, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of JUNE 22, 2022 TO JULY 19, 2022 (hereinafter “period”); and,

**WHEREAS**, the Board of Education wishes to authorize payment of said bills and to ratify the prior payment of obligations through the issuance of current fund hand checks as detailed in the report of bills; and,

**WHEREAS**, the New Jersey Quality Single Accountability Continuum (hereinafter “NJQSAC”), District Performance Review, B. Financial and Budgetary Control, Section j. requires that “Manual checks represent less than one percent of the checks issued on an annual basis (inter-fund payments are excluded from this requirement.); and,

**WHEREAS**, bank transfer(s) are transfers between accounts during the period as listed in the report of bills.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that payment of bills for the period listed on the check register are hereby authorized; and,

**BE IT FURTHER RESOLVED** that the Board certifies the check register and bank/wire transfers as listed on the “BILL LIST” report.

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

**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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-112**

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S  
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS  
[BOARD SECRETARY'S REPORT]  
FOR THE MONTH OF JUNE 2022 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 **2021-2022** 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 July 19, 2022** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-113**

**RESOLUTION APPROVAL OF THE REPORT OF THE  
TREASURER OF SCHOOL MONIES FOR JUNE 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 **JUNE 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 July 19, 2022** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-114**

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

**WHEREAS**, Title I, Part A provides financial assistance to local educational agencies and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state; and,

**WHEREAS**, the purpose of the Title 2, Part A program is to increase academic achievement by improving teacher and principal quality. This program is carried out by: increasing the number of highly qualified teachers in classrooms; increasing the number of highly qualified principals and assistant principals in schools; and increasing the effectiveness of teachers and principals by holding LEAs and schools accountable for improvements in student academic achievement; and,

**WHEREAS**, the purpose of the Title 4, Part A program is comprised of three key programmatic areas: Well-rounded Educational Opportunities, Safe and Healthy Students, and Effective Use of Technology. The SSAE program provides schools the flexibility to tailor the program based on the needs of their unique student populations. Districts are encouraged to coordinate and integrate the SSAE program with activities authorized under other sections of ESEA, as well as other federal programs to improve outcomes for students. Allowable uses of funds may include, but are not limited to: direct services for students, professional development for teachers and administrators, salaries of personnel to carry out identified programs and services, and supplemental educational resources and equipment; and,

**WHEREAS**, IDEA Part B Basic provides supplemental funds to ensure that all children with disabilities ages 3 through 21 receive a free appropriate public education in the least restrictive environment. Funds may be used to support salaries of staff who provide services for special education students. This may include teachers, aides, administrative staff and other personnel such as social workers, psychologists, and physical therapists; training; specialized consultants; and instructional supplies, materials and equipment; and,

**WHEREAS**, IDEA Part B Preschool provides funds to employ staff and purchase materials/supplies to supplement a comprehensive special education program for children with disabilities ages 3 through 5; and,

**WHEREAS**, Part B of Title VI of the reauthorized ESEA contains Rural Education Achievement Program (REAP) initiatives that are designed to help rural districts that may lack the personnel and resources to compete effectively for Federal competitive grants and that often receive grant allocations in amounts that are too small to be effective in meeting their intended purposes; and,

**WHEREAS**, the annual allocations are as follows:

Grant Description	Annual Allocation
ESEA Title I, Part A	\$48,349
ESEA Title II, Part A	\$9,185
ESEA Title IV, Part A	\$10,000
IDEA Basic	\$76,537
IDEA Preschool	\$5,417
Rural Education Achievement Program (REAP)	\$19,613
<b>TOTAL</b>	<b>\$169,101</b>

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

**BE IT FURTHER RESOLVED** that the Township of Springfield Board of Education hereby authorizes the Superintendent to submit applications for the above referenced grant programs.

\*\*\*\*\*

**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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-115

## RESOLUTION APPROVING MEMBERSHIP IN THE BURLINGTON COUNTY SCHOOL CRISIS RESPONSE TEAM (BCSCRT) FOR THE 2022-2023 SCHOOL YEAR

**WHEREAS**, the Township of Springfield Board of Education finds that participation in the Burlington County School Crisis Response Team (BCSCRT) constitutes a valuable resource to assist district personnel during any critical situation, such as a natural catastrophe, terrorist event, school shooting, death of a student or staff member, etc.; and

**WHEREAS**, certain personnel from the Township of Springfield School District, Rebecca Schweitzer, School Social Worker, serve as a member of the BCSCRT and the district agrees to release this staff member from her duties to assist another district when needed; and

**WHEREAS**, the cost of participation in the BCSCRT program is shared among participating districts and based upon the size of the district; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey hereby approves membership in the Burlington County School Crisis Team for the **2022-2023** School Year at a cost not to exceed six hundred fifty dollars and no cents (\$650.00).

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

**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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-116**

**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 Principal
3. 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.

**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 ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

JOB DESCRIPTION: Administrative Assistant – Confidential Agent

POSITION CONTROL ROSTER NUMBER: FF-CAP001

QUALIFICATIONS:

1. High school diploma; secretarial training
2. Minimum experience in general or school office work as determined by the Board of Education
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
5. Required to pass criminal background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

JOB GOAL: To carry out all clerical duties necessary for the effective and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs office procedures related to student and staff attendance, fire drill, and safety inspections.
3. Types correspondence, notices, and reports.
4. Maintains a well organized up-to-date filing system.
5. Maintains school attendance records.
6. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
8. Assists, logs in, and directs visitors to the school.
9. Addresses daily transportation needs communicating with parents and bus drivers.
10. Assists Child Study Team in compilation of records.
11. Assists in the compilation of data related to special grant and school and community programs.
12. Maintains confidentiality as required and appropriate.
13. Performs clerical duties related to the data keeping of special programs.
14. Completes all tasks associated with student attendance record keeping and reporting via the district's student management system.
15. Updates the district webpage to reflect an accurate school calendar, listing of events, and any other information as requested by district administration.
16. Assists with management of the district's emergency response notification system.
17. Performs other tasks related to the efficient operation of the office as assigned.

TERMS OF EMPLOYMENT: Salary 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 noncertified personnel.

CONFIDENTIAL ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR  
FOR ACCOUNTS PAYABLE, PAYROLL, AND HUMAN RESOURCES

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. Performs any other duties that shall be assigned by the Business Administrator

**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.
6. Serve as district liaison to the Burlington County Joint Insurance Fund and act as a member of the district's School Safety Team.

**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, Confidential Administrative Assistant to the Principal, and Confidential Administrative Assistant to the School Business Administrator, Accounts Payable, Payroll Specialist are hereby approved effective August 1, 2022.

**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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-117**

**RESOLUTION APPROVING TRANSFERS 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
Brielle Neroda	FF-CAP001	Confidential Administrative Assistant to the Principal	FF-CAP002	Confidential Executive Administrative Assistant to the Chief School Administrator

**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 August 1, 2022.

**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 July 19, 2022** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-118

**RESOLUTION APPROVING AND AMENDING SALARIES FOR CERTAIN NON-ALIGNED PERSONNEL FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT FOR THE 2022-2023 FISCAL YEAR**

**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 August 1, 2022:

Name	Position	Amended Salary	Rationale
Brielle Neroda	Confidential Executive Administrative Assistant to the Chief School Administrator	\$47,500	Transfer to position in accordance with revised job description / increase of job responsibilities
Meghann Risell	Confidential Administrative Assistant to the Business Administrator, Account Payable, Payroll Specialist	\$61,000	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 Superintendent of Schools is directed to notify the individuals above mentioned by July 20, 2022 and that contracts shall be offered and executed for each approved individual.

**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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-119**

**RESOLUTION APPROVING THE APPOINTMENT OF A PART-TIME TEACHER OF MUSIC  
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
FOR THE 2022-2023 FISCAL YEAR  
WHICH TERM IS UNDERSTOOD TO RUN FROM JULY 1, 2022 to JUNE 30, 2023**

**WHEREAS**, a vacancy was created in the position pursuant to the retirement of the incumbent and identified for inclusion in the FY 2022-2023 Board of Education approved budget; and

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

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

<b>NAME:</b>	Joshua Springer
<b>STEP ON SCALE:</b>	STEP 1
<b>ANNUAL LEVEL OF COMPENSATION</b>	\$30,268
<b>POSITION CONTROL NUMBER</b>	V-MUS001
<b>FULL TIME / PART TIME:</b>	Part-Time (.6)
<b>EFFECTIVE DATE:</b>	September 1, 2022

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent of Schools is directed to notify the individuals above mentioned by July 20, 2022 and that contracts shall be offered and executed for each approved individual.

\*\*\*\*\*

**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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-120**

**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, and custodians are such personnel; and

**WHEREAS,** the Superintendent of Schools has reviewed the qualifications of the individual(s) listed below and recommends approval to the Board of Education:

Teachers	Aides	Custodians	Nurses
		Joseph Ricciani	

**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 July 19, 2022** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-121

### RESOLUTION APPROVING COMPLETION OF THE CHIEF SCHOOL ADMINISTRATOR'S MERIT GOALS FOR THE 2021-2022 SCHOOL YEAR AND AUTHORIZING PAYMENT

**WHEREAS**, in the negotiated contract the Superintendent shall receive a merit bonus in addition to his annual base salary based upon his achievement of quantitative merit criteria and/or qualitative merit criteria.

**WHEREAS**, the Board and Superintendent shall select up to two (2) quantitative merit criteria and up to two (2) qualitative merit criteria per contract year and the Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria.

**WHEREAS**, the Superintendent submits for approval the following merit goals for the 2021-2022 school year:

Quantitative Goal #1 - Based on a district-wide writing assessment administered to all second through sixth grade students in the Spring of 2022, ninety percent (90%) of all students will demonstrate an improvement of at least ten (10) points on the writing rubric from the baseline assessment in the Fall of 2021. Students who earn twenty-two (22) points or above on the Fall 2021 assessment will need to demonstrate a six (6) point improvement on the Spring 2022 assessment to meet this goal criteria. Attainment of this goal will be measured as follows: 90% of all students 2-6 will demonstrate an improvement of at least ten (10) points on the writing rubric from the baseline assessment in the Fall of 2021. (1.1% of merit) 80% of all students 2-6 will demonstrate an improvement of at least ten (10) points on the writing rubric from the baseline assessment in the Fall of 2021. (1.1% of merit) 70% of all students 2-6 will demonstrate an improvement of at least ten (10) points on the writing rubric from the baseline assessment in the Fall of 2021. (1.1% of merit)

Partially Met: Percentage = Partially Met: Percentage = 2.2% Dollar value = \$2977.00

Quantitative Goal #2 - Based on a district-wide math assessment, PASS 2020, administered to second through sixth grade students (administered a minimum of three times per grade level), the overall percentage of students attaining a score of 70% or higher will increase by ten (10) percentage points as compared to the scores from the 2020-21 school year. Attainment of this goal will be measured as follows: 82% of students administered the assessments in grades 2-6 will attain a score of at least 70% or higher. (1.1% of merit) 80% of students administered the assessments in grades 2-6 will attain a score of at least 70% or higher. (1.1% of merit) 78% of students administered the assessments in grades 2-6 will attain a score of at least 70% or higher. (1.1% of merit) Partially Met: Percentage = 2.2% Dollar value = \$2977.00

Qualitative Goal #1 - The Superintendent will coordinate and make available opportunities for family engagement through evening workshops aligned with the district's academic and social-emotional goals. Family presentations will focus on topics specific to English Language Arts, positive behavior supports, and social-emotional health & wellness. Attainment of this goal will be measured as follows: Four family engagement evening presentations (1.3% of merit) Six family engagement evening presentations (1.2% of merit). Fully Met: Percentage = 3.3% Dollar value = \$3383.00

Qualitative Goal #2 - The Superintendent will facilitate a podcasting program for students in grades 4-6 as a means of promoting expression of ideas, developing questioning techniques, improving active listening skills, and building an understanding of the equipment and process required for production. Attainment of this goal will be measured as follows: Procurement of podcasting equipment and training on how to

appropriately and safely produce high-quality podcasts (via grant funding). (1.3% of merit) A minimum of fourteen (14) opportunities for podcast training and recording sessions offered for students in grades 4-6. Training and recording sessions will be held during non-instructional times (e.g. lunch/recess) or after-school. (1.2% of merit). Fully Met: Percentage = 3.3% Dollar value = \$3383.00

\*\*\*\*\*

**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 July 19, 2022 in Room 14.**

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member			X					1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member			X					7
8	Mr. Walker, Board Member		X	X					8
9	Mr. Pantano, 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-200-122**

**RESOLUTION APPOINTING THE BUSINESS ADMINISTRATOR/BOARD SECRETARY  
AS THE SCHOOL'S HEALTH INSURANCE FUND ("SHIF") FUND COMMISSIONER  
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT**

**WHEREAS**, the **Springfield Township Board of Education**, hereinafter referred to as "Board", is a member of the School Health Insurance Fund, hereinafter referred to as "SHIF", and;

**WHEREAS**, the Board hereby appoints **Danielle Tarvin-Griffith** as Fund Commissioner to the SHIF, effective July 20, 2022, to represent the Springfield Township Board of Education, and;

**WHEREAS**, the Board hereby appoints **Meghann Risell** as Alternate Fund Commissioner to the SHIF, effective July 20, 2022, to represent the Springfield Township 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 Board hereby agrees to appoint **Danielle Tarvin-Griffith** as Fund Commissioner and **Meghann Risell** as Alternate Fund Commissioner to the SHIF, effective July 20, 2022, to represent the Springfield Township 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 July 19, 2022** in **Room 14**.

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

# RESOLUTION #22/23-RM-200-123

## RESOLUTION ACCEPTING THE 2013 DANIELSON FRAMEWORK FOR TEACHING AS THE DISTRICT'S EVALUATION INSTRUMENT FOR TEACHERS

**WHEREAS**, NJ6A:10-2.1 "Evaluation of teaching staff members" provides that a district board of education annually shall adopt evaluation rubrics for all teaching staff members; and

**WHEREAS**, the evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective; and

**WHEREAS**, the board of education shall ensure that data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and

**WHEREAS**, the 2013 Danielson Framework for Teaching meets the criteria as required pursuant to NJ6A:10-2.1.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the 2013 Danielson Framework for Teaching is hereby approved as the district's evaluation instrument.

**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 July 19, 2022 in Room 14.**

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

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

## POLICIES & PROCEDURES

Craig Vaughn, Superintendent

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

# RESOLUTION #22/23-RM-200-124

## 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	Status	Alert #
P 3421.13	Postnatal Accommodations	Revised	219
P 4421.13	Postnatal Accommodations	Revised	219
P 3134	Assignment of Extra Duties	Revised	223
P 3221	Evaluation of Teachers	Revised	223
P 3222	Evaluation of Teaching Staff Members, Excluding Teachers & Administrators	Revised	223
P 3223	Evaluation of Administrators	Revised	223
P 3224	Evaluation of Principals, Vice Principals, & Assistant Principals	Revised	223
R 3221	Evaluation of Teachers	Revised	223
R 3222	Evaluation of Teaching Staff Members, Excluding Teachers & Administrators	Revised	223
R 3223	Evaluation of Administrators	Revised	223
R 3224	Evaluation of Principals, Vice Principals, & Assistant Principals	Revised	223
P 2415.04	Title 1 - District Wide Parent and Family Engagement	Revised	227
P 2415.5	Title 1 - School Parent and Family Engagement	Revised	227
P 0163	Quorum	Revised	228
P 2415	Every Student Succeeds Act	Revised	228
P 3216	Dress and Grooming	Revised	228
P 3270	Professional Responsibilities	Revised	228
P 4216	Dress and Grooming	Revised	228
P 5513	Care of School Property	Revised	228
P 5722	Student Journalism	Revised	228
R 3270	Lesson Plans and Plan Books	Revised	228

**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 July 19, 2022** in **Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member					X			1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member		X	X					7
8	Mr. Walker, Board Member			X					8
9	Mr. Pantano, 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-200-125**

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

File Code	Name	Status	Alert #
P 0131	Bylaws, Policies, and Regulations	Revised	223

**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 July 19, 2022 in Room 14**.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Mr. Bucs, Board Member					X			1
2	Mrs. Donahue, Board Member						X		2
3	Mr. Hale, Board Member						X		3
4	Mrs. Murtaugh-Frey, Board Member						X		4
5	Ms. Rincon, Board Member						X		5
6	Mr. Roberson, Board Member	X		X					6
7	Mrs. Wainwright, Board Member		X	X					7
8	Mr. Walker, Board Member			X					8
9	Mr. Pantano, 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-200-126**

**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 **JUNE 2022**:

<b>Date / Time</b>	June 7, 2022 / 10:32 AM	June 15, 2022 / 11:10 AM
<b>Type of Drill</b>	Non-Fire Evacuation	Fire Drill
<b>Duration of Drill</b>	5:37	3:04
<b>Weather Conditions</b>	Sunny 80's	Sunny 80's
<b>Participants</b>	Staff/Students	Staff/Students
<b>Drill Supervisor</b>	C. Vaughn/A. Tomjack	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 July 19, 2022 in Room 14.**

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

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

### BOARD FORUM

Thomas Pantano, Board President

- **UNFINISHED BUSINESS**
  - QSAC- we will schedule a finance meeting follow up on action plan
- **NEW BUSINESS**
  - Discussion of 2022-2023 District Goals (refer to Appendix B)
  - Discussion of 2022-2023 Board of Education Goals

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

Thomas Pantano, Board President

None

### ADJOURNMENT

Thomas Pantano, Board President

Seeing no further action to come before the Board of Education, President Pantano requested a motion to adjourn at 8:30 PM.

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

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



**July 2022**  
**Violence, Vandalism, & HIB**  
**Presentation**  
**For Reporting Period #2**  
**(January 1, 2022 - June 30, 2022)**

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

**2020-21 Anti-Bullying Bill of Rights**  
***District Grade Report***

- Grades are determined through a self-assessment process completed by the School Safety Team
- Self-assessment is completed at the conclusion of the school year and submitted to the DOE
- Grades are subsequently released and made public
- Our school's strengths include training of staff and students, adherence to proper reporting & investigation protocols and timelines, and dedication of resources to programs & personnel
- Springfield Elementary School will look to continue building upon its current programs while also bolstering efforts to improve social-emotional learning for students and increase engagement with parents and community stakeholders.

# 2020-21 Anti-Bullying Bill of Rights District Grade Report

District and School Grade Report  
2020-2021

\*\*\* Official Release \*\*\*

District Grade: 66

HIB Programs, Approaches or Other Initiatives (MAX=15)	Training on the BOE-Approved HIB Policy (MAX=9)	Other Staff Instruction and Training Programs (MAX=15)	Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	HIB Personnel (MAX=9)	School-Level HIB Incident Reporting Procedure (MAX=6)	HIB Investigation Procedure (MAX=12)	HIB Reporting (MAX=6)	School Grade (MAX=78)
Springfield Township School (050)								
12	6	14	5	8	5	12	4	66

## 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 not 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 2

Case #	Incident Date	Nature of Incident	Investigator	Discipline Imposed	Remedial Measures, Training, Programs Implemented	Evidence of HIB (Y / N)
2122.05	1/17/22	Bullying	R. Schweitzer	NA	Review of playground rules and guidelines for appropriate behavior	N
2122.06	2/1/22	Harassment	R. Schweitzer	Detention	Tier 3 SEL support; review of student code of conduct	Y
2122.07	3/15/22	Bullying	R. Schweitzer	NA	Review of playground rules and guidelines for appropriate behavior	N
2122.08	4/27/22	Harassment	R. Schweitzer	Detention	Restorative justice (social contract)	Y
2122.09	6/17/22	Bullying	R. Schweitzer	NA	NA	N

## 2021-22 Reporting Period 2 (January 1 - June 30, 2022)

Incident Category	Incident Detail
Violence	Threat (1/22)
Vandalism	Destruction of School Property (5/22) Destruction of School Property (6/22)
Substance Abuse	N/A
Weapon	N/A
HIB (alleged)	5
HIB (confirmed)	2
Category Totals 2021-22 Report Period #2	
Violence	1
Vandalism	2
Substance Abuse	0
Weapon	0
HIB (alleged)	5
HIB (confirmed)	2

### Review of SSDS reporting

	15-16	16-17	17-18	18-19	19-20	20-21	21-22
Violence	1	1	1	0	1	0	1
Vandalism	0	0	0	0	0	0	2
Weapons	1	0	0	0	0	0	0
Substance	0	0	0	0	0	0	0
HIB (confirmed)	1	1	1	0	1	0	3



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

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

## APPENDIX B - Draft District Focus Goals for 2022-2023

*\*Focus Goal: one-year goal to establish priorities and to define specific action with measurable objectives.*

### Focus Goal 1

- Establish a framework for the implementation of a Response to Intervention program in order to ensure a proactive approach is used to identify the academic needs of all Kindergarten through Grade Six students. By the conclusion of the 2022-2023 school year the district will have provided professional development on differentiated instructional techniques and strategies for all faculty, appropriately reviewed and selected a universal screening tool for reading and mathematics, implemented a master schedule that allows for increased opportunities to provide appropriate levels of support for all students, and developed a process for the review and interpretation of data to determine student progress and action steps.

### Focus Goal 2

- Continue to enhance instruction focused on reading fluency, comprehension, and word knowledge/vocabulary to ensure that by the end of the 2022-23 school year one of the following criteria - as measured by the Fountas & Pinnell text level gradient - is met by all K-6 students (for students with Individualized Education Plans where instruction does not align with the Fountas & Pinnell gradient, specific personalized goals & targets will be developed to ensure growth):
  - meet or exceed grade level instructional reading expectations; or,
  - attain growth of at least two levels from their Fall 2022 benchmark; or,
  - 80% of grades 2 - 6 students who did not meet grade level expectations at the conclusion of the 2021-22 school year will demonstrate that they have closed the disparity gap (i.e. a student who was five levels behind grade level expectations in June 2022 will be four or fewer levels behind by June 2023).

Specific actions will be taken to bolster the integration of reading and writing through the full implementation of, and related professional development for, Units of Study for Teaching Reading made available by the Columbia University Teachers College Reading & Writing Project.

### Focus Goal 3

- Implement a multi-tiered system of supports that fosters positive behavioral norms for all students during all aspects of the school day, including while on school buses and during educational off-site activities. Attainment of this goal will include the development of a school-based student behavior support team, continued professional development for all staff on the utilization of positive behavior supports, and the facilitation of resources for caregivers that assist with addressing topics related to child growth and development.

### Focus Goal 4

- District administration will continue to ensure enrichment opportunities are provided for students with an emphasis on activities aligned with the visual and performing arts, STEAM education, and metacognition. As a result of this goal, students in grades K-4 will be provided with a minimum of four (4) opportunities to engage in activities - facilitated by district staff and/or contracted service providers - that promote the expansion of learning beyond the traditional curriculum.