

**SPRINGFIELD BOARD OF EDUCATION
PUBLIC BOARD WORKSHOP MINUTES
January 10, 2024**

VISION STATEMENT

Cultivating, compassionate, and extraordinary learners.

MISSION STATEMENT

Springfield Public Schools will challenge every student through meaningful, engaging experiences – empowering all students to flourish and contribute in an evolving world.

Time: 4:44 PM

A. CALL TO ORDER AND STATEMENT

President’s Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 3, 2024. The public comment format for this meeting is as follows – attendees wishing to comment during the public sessions will state their name and address. The President of the Board of Education will recognize the attendee at the appropriate time. All of the Board's Policies and Regulations related to public participation in board meetings shall remain in effect, including, but not limited to, the presiding officer's ability to limit each statement made by a participant to a 3- minute duration.

B. ROLL CALL

Vice President Laura Gamarekian- (5:31 PM)	Mrs. Adriana C. Silva
Mr. Jerry Fernandez	Mrs. Hilary Turnbull
Mr. Hector Munoz- absent	Mrs. Yelena Zolotarsky
Mrs. Kristy Rubin- (4:47 PM)	President Meredith Murphy
Mrs. Paula Saha- absent	

C. PLEDGE OF ALLEGIANCE

D. BOARD WORKSHOP

- Board members were provided Board Policy Board Committees 0155, as well as a revised working document was provided.
- President Murphy presented how the draft working document was created.
- Board discussed scheduling of committee meetings.
- Ms. Zolotarsky asked for scheduled meetings for committees.
- Dr. Goldberg provided historical context of committees.
- Mr. Fernandez asked for more time to review the agenda and receiving minutes of the committees.
- The Board discussed the consistency of creation of minutes.
- The Superintendent explained the process for policy creation and revision.
- Revisions to the working document were made for first reading.

E. OPEN PUBLIC SESSION

None

F. NEW BUSINESS

1. District Policies and Regulations – First Reading

To approve the following district policies and regulations for first reading:

- a. P0155 Board Committees (Revision)

Approval of the Policies

Motion to Approve: Mr. Fernandez
Seconded: Mrs. Zolotarsky
Voice Vote: AYE-7 NAY-0

G. **CLOSED SESSION**

RESOLVED, That the Springfield Board of Education meeting here by convenes to executive session pursuant to P.L. 1975 chapter 231 for discussion of the following subjects:

1. Personnel Matters- The Board was updated on a personnel matter.

Motion to go into executive session:

Moved: Mr. Fernandez
Seconded: Mr. Zolotarsky
Time: 6:18 PM
Voice Vote: AYE- 7 NAY-0

Motion to return to public session:

Moved: Mr. Fernandez
Seconded: Mr. Zolotarsky

Time: 6:30PM
Voice Vote: AYE- 7 NAY-0

H. **OLD BUSINESS**

I. **ADJOURNMENT**

Moved: Mr. Fernandez
Seconded: Mr. Zolotarsky
Time: 6:30 PM
Voice Vote: AYE-7 NAY- 0

Upcoming Meeting

1. Regular Meeting – January 29, 2024 at 7:00PM in the JDHS IMC

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0155 BOARD COMMITTEES

The purpose of committee meetings is to expedite the work of the Board. Within the assigned responsibility, the committee may conduct studies, make recommendations to the Board, and act in an advisory capacity, but no committee shall take action that binds the full Board.

Standing Committees and Representatives

The President, in consultation with the Vice President, shall make committee assignments within one month after the annual Organizational Meeting. Each committee shall consist of three members (one of whom the Board President shall appoint as chairperson) who shall act until their successors are appointed.

The following standing committees and representatives are recognized through annual board appointments as official committees of the Springfield Board of Education:

1. Board Governance, Policy, and Communications
2. School Administration, Academic Programs, and Athletics
3. Finance, Facilities, and Security
4. Negotiations and Teacher-Administrator-Board

Representatives:

1. Town Liaison;
2. State and county school boards associations;
3. Union County Educational Services Commission; and
4. Local PTAs and PTSO.

Committee chairpersons may work in consultation with their committee members to suggest a schedule for committee meetings with the goal of meeting at least once per quarter, and communicate such requests to the President for consultation with the administration. Committee chairpersons may call a meeting by making arrangements through the President (or in his/her absence the Vice President) who will make arrangements with the School Business Administrator/Board Secretary. The Superintendent in consultation with the President (or in his/her absence the Vice President) may request a committee meeting as needed. The date and time of the meeting should be convenient for the chairperson and the administration. The chairperson shall discuss the proposed agenda in advance with the President. Committee members shall be officially notified of the date, time, and place of the meetings.

A chairperson appointed by the President provides minutes of the committee meetings, with the exclusion of the Negotiations Committee or other issues as provided by law, to the Board within forty-eight hours, when practicable. Copies of committee minutes shall be distributed to all Board members by the Board Secretary. All committees must report to the Board at the next Board meeting following each committee meeting and will include pertinent background information with the report.

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The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings unless so advertised.

Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

1. Board Governance, Policy, and Communications

Duties of this committee shall include but are not limited to:

1. Monitor Board member completion of Superintendent's evaluation and Board self-evaluation;
2. Ensure alignment of committee work and district initiatives with District and Board goals and long-term planning;
3. Ensure transparency and ethical conduct of the Board of Education;
4. Approve annual school district calendars and calendar revisions;
5. Other topics addressed by the Governance Committee may include HIB hearings and residency issues;
6. Review and approve all new, renewed, amended, altered, or extended contracts for Superintendent, school district administrators, and other personnel concerns;
7. Serve as a personnel committee for any such issues that may be warranted and/or recommended by the Superintendent;
8. Advise the Board regarding individual staff letters or agreements and salary increments as needed;
9. Reviewing formal grievances with the Superintendent and making recommendations to the full Board;
10. Recommending needed Policy revisions and fulfilling State mandates for new Policies;
11. Drafting recommended Policy for presentation to the full Board;
12. Attending regional Policy workshops as necessary;

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13. Serving as a Policy resource at Board meetings;
14. Reviewing action items on the agenda for Policy implications prior to Board meetings;
15. Maintaining a master Policy Manual and Governance Manual;
16. Requesting review by the School Attorney for legality and wording of proposed Policies where necessary; and
17. Recommend public relations/communication strategies to the Board and Superintendent.

2. School Administration, Academic Programs, and Athletics

Duties of this committee may include, but are not limited to;

1. Meeting with appropriate staff members when necessary to discuss the school district athletics program;
2. Review current instructional materials, including textbooks in use, district-wide curricula, and five-year curricula development plan on an annual basis;
3. Review recommendations for acquiring new or disposal of outdated textbooks and technology;
4. Receive updates regarding curriculum mandates and ensure that action is taken to implement necessary programs;
5. Ensure that resources are planned for in the area of curriculum review and staff development within the community's financial resources;
6. Review standardized test and evaluation results of the district prior to the full Board presentation;
7. Discuss proposed structural changes that impact staffing as related to curriculum and instruction initiatives; and
8. Review proposed or revised job descriptions related to staffing adjustments.

3. Finance, Facilities, and Security

Duties of this committee may include, but are not limited to;

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1. Review all bills and requisitions by one member of the committee prior to consideration by the full Board;
 2. Make recommendations as necessary regarding programs and policies and including such items as insurance policies and firms, auditors, audit reports, budget;
 3. Meet periodically with the School Business Administrator/Board Secretary in regard to financial reports;
 4. Conduct a preliminary budget review prior to the presentation to the full Board;
 5. Consider the general operations and programs related to school buildings and grounds and consider the condition of buildings and grounds, repairs, renovation, replacements, and general care and maintenance thereof;
 6. Conduct, in collaboration with the Superintendent, School Business Administrator, or other designee, periodic evaluation of buildings and contents;
 7. Monitoring identified project needs, updates related to the Long-Range Facility Plan, and capital improvement projects;
 8. Ensure that proper and adequate safety and security policies are in place for all school facilities and school-sponsored functions; and
 9. Reviewing, evaluating, and making recommendations based on staff reports.
4. Negotiations and Teacher-Administrator-Board Committee
- Duties of this committee shall include, but are not limited to:
1. Representing the Board in all negotiation sessions with all units as necessary;
 2. Consulting with the Superintendent and School Business Administrator/Board Secretary during negotiations as needed;
 3. Recommending action to the Board regarding negotiations;
 4. Serving on a screening committee for a professional negotiator as recommended by the Board;
 5. Attending regional negotiations workshops as necessary;
 6. Making no commitments in the negotiation process without the prior approval of the majority of the Board;

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7. The committee, with the exception of the chairperson, may include members who are part of the TAB committee meetings, but are otherwise conflicted from the negotiations committee
8. Serving as an information mechanism to relay ideas and/or opinions regarding major Policy changes that may affect the staff; and
9. Report to the entire Board regarding TAB recommendations.

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

While the Superintendent is an ex-officio member of the full Board, he/she may be excused from committee meetings upon his/her request and may appoint a staff member as his/her liaison. Individual committee member(s) are responsible for notifying the Board Secretary if they are unable to attend a committee meeting.

First Reading: January 10, 2024