

**SPRINGFIELD BOARD OF EDUCATION  
REGULAR PUBLIC MEETING MINUTES**

**March 18, 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: 7:18 PM

**A. CALL TO ORDER AND STATEMENT- President Meredith Murphy**

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 and revised on February 16, 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  
Mr. Jerry Fernandez  
Mr. Hector Munoz (left at 7:57)  
Mrs. Kristy Rubin  
Mrs. Paula Saha

Mrs. Adriana Silva  
Mrs. Hilary Turnbull  
Mrs. Yelena Zolotarsky  
President Meredith Murphy

**C. CLOSED SESSION**

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

1. Student Matters- The Board was updated on a student residency matter.
2. Personnel Matters- The Superintendent provided an update on employee matters.

It is anticipated that the executive session will take approximately 90 minutes; the Board may take action during public session. The Board shall return to public session, following executive session, at approximately 7 p.m. The minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

Motion to go into executive session:

Moved: Mrs. Saha

Seconded: Mrs. Gamarekian

Time: 6:48 PM

Voice Vote:        AYE- 9 NAY-0

Motion to return to public session:

Moved: Mrs. Gamarekian

Seconded: Mrs. Turnbull

Time: 7:18 PM

Voice Vote: AYE-9 NAY-0

**D. PLEDGE OF ALLEGIANCE**

**E. COMMUNICATIONS**

- Mrs. Calas stated that the board received articles on the following topics: state and federal decisions affecting NJ schools, student mental health consent, Murphy's budget proposal analysis, SAT exam going online, and bills around literacy and teacher retention. NJSBA will be hosting webinars on different topics, if you are interested please let me know. Also this is a friendly reminder to complete your personal/ financial disclosures. It is due by April.
- Mrs. Calas also read in the addenda for tonight's meeting.

**F. MINUTES**

The Superintendent recommends:

1. To approve the following minutes:  
Executive Meeting – February 26, 2024  
Regular Meeting – February 26, 2024

***Approval of the Minutes***

Motion to Approve: Mrs. Gamarekian

Seconded: Mrs. Turnbull

Voice Vote: AYE- 9 NAY-0

**G. SUPERINTENDENT'S REPORT**

1. Student Representative Report
2. Staff/ Student Recognitions
3. 2024- 2025 Tentative Budget Presentation
4. Curriculum Update
5. School Realignment Proposal
6. Community Updates
7. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
8. Building Use Request
9. Fundraiser Request
  - Mr. Potito provided the student representative report. He gave an update on some of the happenings at JDHS. He provided some athletic updates.
  - Dr. Goldberg notes that there is new scoreboard at Ruby Field.
  - Dr. Goldberg, Mrs. Calas and Mrs. Scudero presented the 24-25 Tentative Budget.
  - Ms. Schiano presented the New K-5 ELA program.
  - Dr. Goldberg presented the "Redesigning Schools for a Bright Future."
  - Mrs. Saha asked about the 5<sup>th</sup> and 8<sup>th</sup> grade academies in 25-26 school year.
  - Dr. Goldberg responded.
  - Dr. Goldberg discussed the happenings across the District: Read-a-thons, Read Across America, Emma performance, food collection, JDHS STEM league.
  - Dr. Goldberg gave some calendar updates.

***Approval of the Superintendent's Report, as presented***

Motion to Approve: Mrs. Gamarekian

Seconded: Mrs. Turnbull  
Voice Vote: AYE-9                      NAY-0

#### **H. PUBLIC SESSION ON AGENDA ITEMS**

- Greg Horne, 54 Springbrook Rd., asked about the capital reserve. He asked what exemptions would be made for siblings.
- Mrs. Calas responded about capital withdrawal.
- Dr. Goldberg noted that answers regarding exemptions would be held separately.
- Lisa Afflitto, 42 Redwood Rd., discussed the special education population in the resource room. She asked if teachers can be involved in the realignment process.
- Jameson Graham, 33 Cypress Terr., asked about out of District tuitions and its sizable portion of the budget.
- Dr. Goldberg responded regarding out of district placements.

#### **I. BOARD GOVERNANCE, POLICY, AND COMMUNICATIONS COMMITTEE-** *Mrs. Saha* *Items 1 through 10*

The Superintendent recommends:

##### **1. Staff Appointment**

To approve the following staff appointments:

- a. Lindell Daziel, Bus/Lunch Aide, Itinerant, on/about March 19, 2024 - June 30, 2024 at \$20.62/hr.  
Account Number: 11-000-270-107-96-10
- b. Geena Anderson, Instructional Aide, Itinerant, on/about March 19, 2024 - June 30, 2024 at \$20.62/hr.  
Account Number: 11-000-217-100-00-11
- c. Ana Lam, Custodian, Itinerant, on/about March 19, 2024 - June 30, 2024 at \$44,683, Step 1- Custodian + \$1,590 stipend.  
Account Number: 11-000-262-100-95-10
- d. Rodrigo Hernandez Ramirez, Custodian, Itinerant, on/about March 19, 2024 - June 30, 2024 at \$44,683, Step 1- Custodian + \$1,590 stipend.  
Account Number: 11-000-262-100-95-10
- e. \*Rebekah Butler, HS Social Studies Teacher, JDHS, September 1, 2024 - June 30, 2025 at \$67,588 at Step 6  
Account Number: 11-140-100-101-00-14

*\*Pending Criminal History Background Check Clearance*

##### **2. Staff Resignation**

To accept the following resignation:

- a. Susan Giordino, Secretary, Special Services, effective March 15, 2024.
- b. Patricia Mader-Karan, Nurse, TLS, effective May 1, 2024.
- c. Rajahn Howard, Custodian, FMG, effective March 6, 2024.
- d. Victoria Fortna, Group Leader Before/Aftercare, effective March 18, 2024.

### 3. District Substitutes 2023-2024

To approve additional substitutes for the 2023-2024 school year. NJ Certified Teachers- \$135/day, Sub Certified- \$125/day, Paraprofessionals- \$20/hr., Secretary- \$20/hr., Custodian- \$20/hr., Nurse- \$190/day, Home Instruction- \$44.54/hr., Bus Driver- \$25/hr.

#### TEACHER

Robert Tompson	Sub Certified	N-12
Nicole Ramundo	Sub Certified	N-12

#### AIDE

Caitlyn Mannino  
Evelyn Wetzel

#### CUSTODIAN

Juana Zamora Chaves  
Ricardo Rodriguez

### 4. Leave of Absence Request

To approve the following leave of absence and revised leave of absence requests:

a.

ID	Leave Request	Date	Rate
1322	Medical	3/11/2024 – 3/15/2024	Full Salary; accumulated sick days
		3/18/2024 – 4/15/2024	Unpaid

b.

Name	Leave Request	Date From	Dates To	Rate
Pamela De La Llave	Maternity Leave	2/7/2024 – 3/3/2024	2/7/2024 – 6/30/2024	Unpaid

c.

Name	Leave Request	Dates From	Dates To	Rate
Dori Torino	Pre Disability Leave/FMLA	4/8/2024 – 5/4/2024	3/4/2024 – 5/4/2024	Full Salary; accumulated sick days
	Post Disability Leave/FMLA	5/5/2024 – 6/3/2024	5/5/2024 – 6/3/2024	Full Salary; accumulated sick days
	FMLA/NJFLA	6/4/2024 – 6/30/2024	6/4/2024 – 6/30/2024	Unpaid
	Maternity Leave	9/1/2024 – 11/3/2024	9/1/2024 – 11/3/2024	Unpaid

d.

Name	Leave Request	Dates From	Dates To	Rate
Katherine Salmon	Post Disability Leave/FMLA	2/16/2024 – 3/25/2024	2/16/2024 – 3/29/2024	Full Salary; accumulated sick days
	FMLA/NJFLA	3/26/2024 – 6/18/2024	3/30/2024 – 6/24/2024	Unpaid
	Maternity Leave	6/18/2024 – 6/30/2024	6/25/2024 – 6/30/2024	Unpaid

### 5. Athletic Coaches

To approve the following athletic coaches for the 2023-2024 school year:

Volunteer Baseball Coach	Dominic Dasti	_____
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### 6. District Policies and Regulations – Second Reading & Adoption

To approve the following district policies and regulations for Second Reading & Adoption:

- P0169 Board Member Use of Electronic Mail/Internet NEW
- P0169.02 Board Member Use of Social Networks NEW
- P6112 Reimbursement of Federal and Other Grant Expenditures (M) Revised

- d. Reg 6115.01 Federal Awards/Funds Internal Controls –Allowability of Costs NEW
- e. P6115.04 Federal Funds-Duplication of Benefits (M) Revised NEW
- f. P6311 Contracts for Goods or Services Funded by Federal Grants (M) Revised
- g. P8540 School Nutrition Programs ABOLISH
- h. P8550 Meal Charges/Outstanding Food Service Bill ABOLISH
- i. P8500 Food Services (M) Revised
- j. P9323 Notification of Juvenile Offender Case Disposition(M) Revised

## 7. Harassment/ Intimidation/ Bullying Incident

To affirm the following harassment/intimidation/bullying incidents:

- 060-2324-09
- 060-2324-10
- 090-2324-05
- 090-2324-06

## 8. Professional Development - Revision

To approve the following personnel revision to participate in professional development:

Attendee	Training Course	Location	Date	Cost
Tamara Gutierrez	Certified Autism Spectrum Disorder Clinical Specialist Intensive Training	Online	By June 30, 2024	\$299*

Account Number: 11-000-219-890-70-11

*Original Agenda resolution appeared on the January 3, 2024, Re-Organization/ Regular Public Meeting, resolution no. 31*

## 9. After School Tutorial Program

To approve the following staff for the After-School Tutorial Program Staff shall be paid in accordance with SEA agreement. Teacher Rate -\$59.93.

Name	Position	Location	Hrs./ Days
Kelly Correia	Academic Intervention Program*	TLS	Up to 10 hours
Christina Marchese	Social Emotional Learning^	TLS	Up to 20 hours
Kendra Kinney	Academic Intervention Program*	EVW	Up to 24 hours
Lisa Schoch	Academic Intervention Program*	EVW	Up to 24 hours

\*Account Number: 20-490-100-100-31-12, Cost not to exceed \$ 3,475.94

^Account Number: 20-280-100-100-35-12, Cost not to exceed \$1,198.60

## 10. Change of Assignment/ Transfer

To approve the following change of assignment/transfer:

Name	From Position	To Position
Loise Azubuike	Instructional Aide – Autism Program Walton \$20.62/hr + \$1,250 (annual stipend) 11-214-100-106-00-09	Instructional Aide Walton \$20.62/hr 20-218-100-106-00-09 Effective: March 14, 2024

## ADDENDA

### 32. Co-Curricular/ Club Advisors

To approve the following Co-Curricular/ Club Advisors at JDHS

Name	Position	Rate	Dates
Victoria Fortna	Music Coordinator *	\$100/hr. up to 20 hrs.	2023-2024 SY
Benjamin Krupit	Pit Director *	\$1,250.00	2023-2024 SY

*\*To be paid from the JDHS Student Activities Account*

***Approval of Board Governance, Policy, and Communications Items 1 through 10 and Addenda Item 32***

Motion to Approve: Mrs. Saha

Seconded: Mrs. Turnbull

- Mrs. Zolotarsky commented on the social media policy. She believes its redundant.

### ***Roll Call***

Vice President Laura Gamaekian	Yes	Adriana Silva	Yes
Jerry Fernandez	Yes, except 6B-no	Hilary Turnbull	Yes
Hector Munoz	Absent	Yelena Zolotarsky	Yes, except 6A, 6B – no
Kristy Rubin	Yes	President Meredith Murphy	Yes
Paula Saha	Yes		

## **J. SCHOOL ADMINISTRATION, ACADEMIC PROGRAMS, AND ATHLETICS COMMITTEE-**

*Vice President Gamarekian*

### ***Items 11 through 17***

The Superintendent recommends:

#### **11. Education Programs**

To approve the following education programs for the 2023-2024 school year:

Student(s)	Vendor	Services	Dates	Cost not to Exceed
0714	Teacher Tutors, LLC	Bedside Instruction	3/6/2024 - approx. 2 weeks	\$1,200.00
1418	Saint Clare's Hospital, Inc.	Bedside Instruction	2/15/2024 - 2/23/2024	\$300.00

Account Number: 11-150-100-320-63-11

#### **12. Professional Services**

To approve the following professional services contracts for the 2023-2024 school year:

Vendor	Services	Original	Change	Cost Not to Exceed
Positive Development Medical of NJ	ABA Services	\$15,000.00	\$15,000.00	\$30,000.00
Delta T Group	ABA Services	\$30,000.00	\$8,500.00	\$38,500.00
Delta T Group	LDTC Services	\$20,000.00		
First Children Learning Services, LLC	BCBA/ABA	\$55,000.00	\$32,000.00	\$87,000.00
Teacher Tutors, LLC	Home Instruction	\$3,000.00	\$1,500.00	\$4,500.00
Livingston Educational Center	Evaluations	\$3,500.00	\$3,000.00	\$6,500.00
Garden State AAC Specialist	Augmentative & Alternative Communication System evals and therapy	\$4,500.00	\$5,000.00	\$9,500.00

#### **13. Grant**

To authorize an application submission for The New Jersey STEM Strategic Advisory Board: Innovation Grant Fund, which runs during the 2024-2025 school year.

#### **14. Settlement Agreement**

To approve the settlement agreement(s) between the Springfield Board of Education and parents of student #0801 for the 2023-2024 school year and 2023 ESY and 2024-2025 school year and 2024 ESY.

#### **15. Tuition Reimbursement/ Credit**

To approve the following personnel for credit and tuition reimbursement. The Maximum amount as set in the SEA CBA.

Staff Name	Course Title	Semester	Credit	Credit/Reimbursement
Sarah David	Historiography and Historical methods	Fall 2024	3	Credit & Reimbursement
Lillian Abadir Chou	Effective Leadership in a Diverse Society	Summer 2024	3	Credit & Reimbursement
James Cariello	School Supervision and Organizational Theory	Summer 2024	3	Credit & Reimbursement

Alexis Mojka	Writing in the Elementary School	Summer 2024	3	Credit & Reimbursement
Alexis Mojka	Writing in the Middle and High School	Summer 2024	3	Credit Only
Marissa Dusheck	Using Research for School Improvement	Summer 2024	3	Credit Only
Marissa Dusheck	Internship in School Leadership	Summer 2024	3	Credit Only
Marissa Dusheck	Leadership and the Learning Organization	Fall 2024	3	Credit & Reimbursement
Allison Zale	Public Administration I	Summer 2024	3	Credit & Reimbursement
Allison Zale	School Supervision and Organizational Theory	Summer 2024	3	Credit Only
Allison Zale	Curriculum Development and Evaluation: Theory and Practice	Fall 2024	3	Credit Only
Allison Zale	Curriculum Development and Evaluation of Instruction	Fall 2024	3	Credit Only
Caitlin Gibson	Public School Administration I	Summer 2024	3	Credit & Reimbursement
Caitlin Gibson	Public School Administration II	Summer 2024	3	Credit Only
Caitlin Gibson	School Supervision and Organizational Theory	Fall 2024	3	Credit Only
Caitlin Gibson	Supervision and Evaluation of Instruction	Summer 2024	3	Credit Only
Caitlin Gibson	Curriculum Development and Evaluation: Theory and Practice	Fall 2024	3	Credit Only
Caitlin Gibson	Curriculum Development and Evaluation of Instruction	Fall 2024	3	Credit Only

## 16. Field Trip Destinations

To approve the following out-of-state field trip destinations for the 2023-2024 school year.

Date of Trip	Destination	School	Purpose of Trip
4/25/2024	Franklin Field, Philadelphia, PA	JDHS Girls Track	Penn Relays Track Meet

## 17. Residency

To approve the residency and tuition decision for student #1001. Attachment (A)

*Approval of the School Administration, Academic Programs, and Athletics Items 11 through 17*

Motion to Approve: Mrs. Gamarekian

Seconded: Mrs. Saha

### Roll Call

Vice President Laura Gamarekian	Yes	Adriana Silva	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Hector Munoz	Absent	Yelena Zolotarsky	Yes
Kristy Rubin	Yes	President Meredith Murphy	Yes
Paula Saha	Yes		

## K. FINANCE, FACILITIES, AND SECURITY COMMITTEE- Mrs. Zolotarsky

### Items 18 through 31

The Superintendent recommends:

## 18. Monthly Certification

### a. Board Secretary's Monthly Certification, Budgetary Line Item Status

Pursuant to N.J.A.C. 6:20-2.13 (d), I certify that as of January 31, 2024 & February 29, 2024 no budgetary line item account has obligations and payments (contractual orders) which line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18:22-8.1

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

### b. Board of Education's Monthly Certification, Budgetary Major Account/Fund Status

Pursuant to N.J.A.C. 6:20-2.13 (e), we certify that as of January 31, 2024 & February 29, 2024 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20- 2.13(b) and that sufficient funds are available

to meet the district's financial obligations for the remainder of the fiscal year. This certification is solely based on the information provided by the School Business Administrator/Board Secretary and is assumed by the board to be correct.

**19. Board Secretary/ Treasurer Reports**

To approve the board secretary/ treasurer reports for the period ending January 31, 2024 & February 29, 2024.

**20. Bills List**

To approve the check numbers 054674 through 054829 and wire transfers 800232, 889028 through 889036 in the amount of \$3,357,336.47 minus voided checks 054338 & 054597 for the grand total of \$3,355,611.47.

**21. Budget Transfers**

To approve budget transfers for the 2023-2024 school year. (Attachment B)

**22. Tentative School Budget 2024-2025**

To adopt the Tentative Budget for the SY 2024-2025:

BE IT RESOLVED that the tentative budget be approved for the SY 2024-2025 using the SY 2024-2025 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline, as follows:

	General Fund	Special Revenue	Debt Service	Total
2024-2025 Total Expenditures	\$52,685,014	\$2,580,752	\$2,930,278	\$58,196,044
Less: Anticipated Revenues	\$8,947,883	\$2,580,752	\$1,357,667	
Taxes to be Raised	\$43,737,131	\$0	\$1,572,611	\$45,309,742

And the budget to be submitted to the New Jersey Department of Education and to the Executive County Superintendent of Schools for review is subject to possible adjustments and revisions. The proposed school budget is subject to revisions by the Springfield Board of Education. The tentative budget will be advertised in the Union County Local Source, with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Springfield Board of Education located at the Jonathan Dayton High School, IMC on April 29, 2024 at 7:00PM for the purpose of conducting a public hearing on the budget for the SY2024-2025.

**23. Annual Maximum Travel Expenditure SY 2024-2025**

To establish the annual maximum travel expenditure amount for the 2024-2025 school year, in accordance with N.J.A.C. 6A:23A-7.3. The amount listed below shall be travel that is supported by local and state funds in the general current expense budget. Travel amounts provided by federally funded programs are established by the individual grants and are not included in the calculation that determined the travel maximum requirement.

2024-2025 Maximum Travel Expenditure Amount (Exclusive of the Special Revenue Fund)	<u>\$ 20,130</u>
2023-2024 Appropriated Travel Expenditure Amount (Exclusive of the Special Revenue Fund)	<u>\$ 19,550</u>
2023-2024 Amount Spent to Date	<u>\$ 5,668</u>



**24. Professional Services Appropriations and Extra Curricular Activities 2024-2025 SY**

In accordance with, N.J.A.C. 6A:23A-5.2 (a) (1), the Springfield Board of Education has budgeted the amount of \$1,125,548 for professional services in the 2024-2025 general current expense budget.

Legal	\$ 115,000
Auditor	\$ 22,000
Continuing Disclosure Agent	\$ 1,550
OT/PT/Speech/Evaluation (Pre-K – 12)	\$ 616,498
Nursing Services	\$ 182,500
Architect/ Engineering Services	\$ 135,000
Home Instruction	\$ 53,000
School Physician	\$ 14,000
<b>TOTAL</b>	<b>\$ 1,125,548</b>

Extra-Curricular Activities (Clubs and Athletics) —N.J.A.C. 6A:23A-5.8 (c) (3)

The Springfield Board of Education has budgeted the amount of \$1,097,698 for extracurricular activities in the 2024-2025 general current expense budget:

K – 8 Co-Curricular (Clubs & Activities)	\$ 37,200
High School Co-Curricular (Clubs & Activities)	\$ 190,000
Interscholastic Athletics (Includes Coaches, Supplies & Services)	\$ 870,498
<b>TOTAL</b>	<b>\$ 1,097,698</b>

**25. Travel and Related Expense Reimbursement**

To approve the travel and related expense reimbursement, in accordance with N.J.A.C. 6A:23A Subchapter 7, for Board and Staff members during the 2024-2025 school year. (Attachment C)

**26. Capital Reserve Withdrawal 2024-2025**

To approve the 2024-2025 capital reserve withdrawal in the amount of \$2,880,000. The district intends to utilize these funds to assist in implementing the capital improvement of the following capital projects:

- Boiler Replacement: Thelma L. Sandmeier Elementary School requires a boiler replacement as it is not operational.
- Field House Renovations: Jonathan Dayton High School Field House is in need of interior renovations to support athletic programming.
- Boiler Replacement: James Caldwell Elementary School requires a boiler replacement as it is not operational.

**27. Maintenance Reserve Withdrawal 2024-2025**

To approve the 2024-2025 maintenance reserve withdrawal in the amount of \$700,000, in accordance with N.J.A.C 6A:23A-14.2 (d). The district intends to utilize these funds for required maintenance activities for a school facility as reported in the comprehensive maintenance plan (CMP) pursuant to N.J.A.C 6A:26-20.5

**28. Early Childhood Planning Budget**

To approve the submission of the 2024-2025 Early Childhood Planning Budget to the New Jersey Department of Education and to the Executive County Superintendent of Schools.

**29. Certificate of Payment**

To approve the Certificate of Payment #1 of \$14,554.00 to Spartan Construction, Inc. South Amboy, NJ for project number 20433.02. (Roof Replacement & Repairs at High School Field House)

### 30. Professional Services – ROD Grant

To approve the revised terms & conditions in the architectural service contract with Design Idea Group Architecture for the following:

- a. Florence Gaudineer Middle School HVAC upgrade project at a cost not to exceed \$33,800. DOE Project# 5000-060-23-R501, SDA Project# 5000-060-23-G5SX, Capital reserve funds shall be used in accordance with N.J.A.C. 6A:23-2.13.
- b. Jonathan Dayton H.S. Partial Roof Replacement project at a cost not to exceed \$62,000. DOE Project #5000-010-23-R502, SDA Project# 5000-010-23-G5SW, Capital reserve funds shall be used in accordance with N.J.A.C. 6A:23-2.13.

### 31. Change Order

To approve the Change Order#1 in the amount of \$22,492.98 to Spartan Construction, Inc., South Amboy, NJ for project number 20433.02. (Roof Replacement & Repairs at High School Field House)

## ADDENDA

### 33. Caldwell Interior Renovations

To approve the following contracts for the Interior Basement Renovations at the Caldwell School project. This project is part of the approved referendum project list and shall be bond-funded.

- a. Sal Electric Co., Inc., Electrical Services, EDS Bid#12197, \$80,448.00.
- b. Federal Fire Protection, Fire Sprinkler Renovation, \$18,700.00.
- c. In-Line Air Conditioning, Inc., HVAC installation, ESCNJ Bid# ESCNJ 23/24 \$194,305.00.

### 34. Gym Window Replacement Project

To approve the following contracts for the Florence M. Gaudineer and Jonathan Dayton High School large gym window replacement project. This project is part of the approved referendum project list and shall be bond-funded.

- a. BRG Corporation, ED DATA 1168 package#63, \$7,512.00- Change order #2

*Original Agenda resolution appeared on the December 11, 2023, Regular Public Meeting, resolution no.28 and January 29, 2024, resolution no.39a.*

### ***Approval of Finance, Facilities, and Security Items 18 through 31 & Addenda Items 33 through 34***

Motion to Approve: Mrs. Zolotarsky

Seconded: Mrs. Turnbull

- Mrs. Zolotarsky commented on the finance committee. She made comments on the budget.
- Mrs. Zolotarsky commented on the field house and the need for the renovations.
- Mr. Fernandez asked about the PO

### ***Roll Call***

Vice President Laura Gamarekian	Yes	Adriana Silva	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Hector Munoz	Absent	Yelena Zolotarsky	Yes
Kristy Rubin	Yes	President Meredith Murphy	Yes
Paula Saha	Yes		

**L. OPEN PUBLIC SESSION**

- Marissa Spies, 38 Hemlock Terr., discussed her concerns regarding her son's 2<sup>nd</sup> grade class. She commented on mice at Walton.
- Dr. Goldberg responded regarding her concerns. She commented on the mice situation and how the district is addressing it.
- Mrs. Gamarekian commented on the Board's awareness of what is going on.

**M. NEW BUSINESS**

- Mrs. Zolotarsky commented on NJSBA on resolutions regarding NJSBA's policies and regulations.
- Mrs. Saha and Mrs. Gamarekian commented on these resolutions for NJSBA. More research will be had to look into procedures.
- Mrs. Turnbull asked what the price of the prom ticket is. Mr. Potito gave the price and explained how payment can be made.
- Mr. Fernandez noted that the Board also had questions about the realignment and had the opportunities to have their comments and concerns addressed.
- Mrs. Rubin brought up potentially having someone go to the township meetings to listen and address any concerns. Mr. Fernandez agreed that he sees the value in attending meetings.

**N. OLD BUSINESS**

**O. ADJOURNMENT**

Moved: Mrs. Gamarekian

Seconded: Mrs. Saha

Time: 9:54 PM

Voice Vote: AYE- 8      NAY-0

**Upcoming Meeting**

1. Regular Meeting/ Public Hearing on Tentative Budget – April 29, 2024 at 7:00PM in the JDHS IMC

# **Springfield Public Schools Policy**

## 0169 BOARD MEMBER USE OF ELECTRONIC MAIL/INTERNET

The Board of Education is a public body as defined in the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and the Board and its members are required to comply with the provisions of this Act. It is the right of the public to be present at meetings of public bodies and to witness in full all phases of the deliberations, policy formulation, and decision-making. Board members acknowledge certain discussions between Board members, other than during a Board meeting, may be subject to the provisions of the Open Public Meetings Act.

The Board of Education is also subject to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. The Open Public Records Act requires public agencies/School Boards to make certain governmental records subject to public access. Board members may, by written and/or electronic mail (e-mail), communicate with each other and with certain school staff regarding the school district's public business. "Public business" means and includes all matters that relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business. Board members acknowledge these written communications may be classified as a governmental record and may be subject to public access pursuant to the Open Public Records Act.

In order to ensure the Board and/or individual Board members comply with the requirements of the Open Public Meetings Act and the Open Public Records Act, the following guidance is provided regarding certain discussions and written communications regarding the public business:

1. Written letters, e-mails, and supporting documents regarding school district matters written by Board members to other Board members or written by Board members to school staff, unless the subject matter is specifically exempt under the Open Public Records Law, are governmental records and are subject to public access. Based on the potential for improper/inappropriate disclosure and/or breach of confidentiality that may compromise the Board or Board member, these communications should not involve confidential matters, especially any matter the Board may discuss in executive/private session outside the presence of the public pursuant to the Open Public Meetings Act.
2. Written letters, internet (chat) discussions, e-mails, and supporting documents regarding the school district's public business written by Board members to other Board members shall not replace deliberations that would prevent the public from witnessing in full detail all phases of the Board's deliberations, policy formulation, and decision-making process in accordance with the intent of the Open Public Meetings Act.
3. Internet (chat) discussions between Board members regarding the school district's public business shall not include multiple Board members with the potential that a quorum of the Board may be involved, or become involved, in such discussion.

# **Springfield Public Schools Policy**

In the event a Board member(s) fails to comply with the guidance of this Policy, the matter shall be referred to the Board President, who will meet and/or discuss the matter and this Policy with the Board member(s). The Board President may request the Board Attorney participate in this meeting and/or discussion.

N.J.S.A. 10:4-6 et seq.  
N.J.S.A. 47:1A-1 et seq.

First Reading: February 26, 2024

Adopted: March 18, 2024

# **Springfield Public Schools Policy**

## **0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS**

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, “social network(s)” shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. “Social networks” also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, “use of a social network” shall include, but not be limited to: posting to a social network, reposting another person’s post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act – N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member’s use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district’s policies for Board members;

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2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;
3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;
4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;
5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;
6. Refrain from posting commentary or opinion regarding Board of Education or school district business or respond to any question or inquiry beyond what is factual or informational, and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or
7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board or Superintendent may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.

N.J.S.A. 10:4-6 et seq.

First Reading: February 26, 2024

Adopted: March 18, 2024

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## **P 6112 REIMBURSEMENT OF FEDERAL AND OTHER**

### **GRANT EXPENDITURES**

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will



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normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted: March 18, 2019  
Readopted: October 17, 2022  
First Reading: February 26, 2024  
Readopted: March 18, 2024

# Springfield Public Schools Regulation

## R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –

### ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
  2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
    - a. Complete the grant application for approval by the Superintendent and the Board of Education;
    - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
    - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
    - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
  3. Upon approval and funding of the Federal grant program, the grant administrator will:
    - a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
    - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
    - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.

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4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

First Reading: February 26, 2024

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# Springfield Public Schools

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### P6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and
2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;

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3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

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# **Springfield Public Schools**

## **Policy**

### **P6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS**

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at [www.sam.gov](http://www.sam.gov) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

# **Springfield Public Schools Policy**

2 CFR §200  
2 CFR §3485.220  
2 CFR §180.210

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## P8540 SCHOOL NUTRITION PROGRAMS (M)

### M

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a “Breakfast After the Bell” program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the “Breakfast After the Bell” program pursuant to N.J.S.A. 18A:33-12.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and





Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.

A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the



Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 et seq.  
N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.; 18A:58-7.2  
N.J.A.C. 2:36

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## MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

### 8550 MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

#### M

The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:



## MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and
3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:



## MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

Adopted: 18 March 2019

Readopted: March 27, 2023

Abolish First Reading: February 26, 2024

Abolished: March 18, 2024



# Springfield Public Schools

## Policy

### 8500 FOOD SERVICES

The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the Department of Education.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

- A. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program the district shall establish a breakfast program in accordance with the provisions of N.J.S.A. 18A:33-10.1.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, the district shall:

# **Springfield Public Schools Policy**

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive free or reduced price meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a;
2. Make every effort to ensure that subsidized students are not recognized as program participants, by the student body, faculty, or staff, in a manner that is different from the manner in which unsubsidized students are recognized as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between subsidized and unsubsidized students; and
3. Make every effort to:
  - a. Facilitate the prompt and accurate identification of categorically eligible students who may be certified to participate in the program, on a subsidized basis, without first submitting an application therefore, and, whenever an application is required to establish eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;
  - b. Facilitate and expedite, to the greatest extent practicable, the subsidized school meals application and income-eligibility determination processes that are used, by the district, to certify a student for free or reduced price school meals on the basis of income, and assist parents in completing the school meals application; and
  - c. Encourage students who are neither categorically eligible nor income-eligible for free or reduced price school meals to nonetheless participate, on a paid and unsubsidized basis, in the program.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the New Jersey Department of Education.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts,

# **Springfield Public Schools**

## **Policy**

pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

**B. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26**

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.

In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture pursuant to subsection N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the New Jersey Department of Agriculture may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of such staff, facilities, or equipment. The New Jersey Department of Agriculture also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., the district shall report to the New Jersey Department of Agriculture, in the manner prescribed by the New Jersey Department of Agriculture, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

**C. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program –N.J.S.A. 18A:33-21b1**

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the school shall provide each student's parent with:



# Springfield Public Schools

## Policy

- a. Information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A. 18A:33-21; and
    - b. A school meals application form, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
  2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
    - a. Be communicated in a language that the parent understands;
    - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
    - c. Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.
  3. A school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
    - a. Determine whether a student identified in the application is eligible for free or reduced price school meals;
    - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;
    - c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
    - d. Facilitate school aid determinations under the "School Funding Reform Act of 2008," N.J.S.A. 18A:7F-43 et seq.
- D. Free or Reduced Price Meals' Application Process – 7 CFR 245

# **Springfield Public Schools**

## **Policy**

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.

Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the "notification" page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

# **Springfield Public Schools**

## **Policy**

Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days' written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district cannot notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.

If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the New Jersey Department of Agriculture a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods

# **Springfield Public Schools**

## **Policy**

and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

### **E. Meal Charge Program – N.J.S.A. 18A:33-21**

The Board of Education provides a meal charge program to permit unsubsidized students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

“Unsubsidized student” means a student who is neither categorically eligible nor income-eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student’s meal charge account to fall into arrears. The district shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

A parent who has received a second notice their child’s meal bill is in arrears and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent’s meeting with the Principal or designee.

A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21.a.(2) and this Policy.

# **Springfield Public Schools**

## **Policy**

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to require the district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student's school breakfast or school lunch bill is in arrears.

The school or school district shall not:

1. Publicly identify or stigmatize an unsubsidized student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears. (For example, by requiring the student to sit at a separate table or by requiring that the student wear a wristband, hand stamp, or identifying mark, or by serving the student an alternative meal);
2. Require an unsubsidized student, who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears to do chores or other work to pay for the school breakfast or school lunch;
3. Require an unsubsidized student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or school lunch or because money is owed for previously provided meals;
4. Prohibit an unsubsidized student, or sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
5. Require the parent of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

If an unsubsidized student owes money for the equivalent of five or more school meals, the Principal or designee shall:

1. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21.c.(2), to contact the student's parent and have the parent fill out a school meals application; and
2. Contact the parent of the unsubsidized student to offer assistance with respect to the completion of the school meals application; and to determine if there are other issues in the household that have caused the student to have insufficient funds to purchase a school breakfast or school lunch; and to offer any other appropriate assistance.

The school district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent and not to the student. Nothing in N.J.S.A.

# **Springfield Public Schools**

## **Policy**

18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, an unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, free or reduced price meals.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.]

F. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

The district's liaison for the education of homeless children shall coordinate with district personnel to ensure that a homeless student receives free school meals and is monitored according to district policies pursuant to N.J.S.A. 18A:33-21c.

G. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2

In the event the Board is provided a written directive, by either the New Jersey Department of Health or the health officer of the jurisdiction, to institute a public health-related closure due to the COVID-19 epidemic, the district shall implement a program, during the period of the school closure, to provide school meals, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible for free or reduced price school meals.

In the event of an emergency closure, as described in N.J.S.A. 18A:33-27.2.a., the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate sites. A school meals distribution site may include, but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify a school meal distribution site in that housing area.

# Springfield Public Schools

## Policy

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for free or reduced price meals, and for whom a school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the school meals to the student's residence or to the student's bus stop along an established bus route, provided that the student or the student's parent is present at the bus stop for the distribution. Food distributed pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.

The district may use school buses owned and operated by the district to distribute school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may contract for the distribution of school meals, and these contracts shall not be subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units to implement the emergency meals distribution program, as required by N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.

### H. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

N.J.S.A. 18A:18A-42.1; 18A:33-4; 18A:33-5; 18A:33-10;

18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;

18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;

18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;

18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1;

18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

# **Springfield Public Schools Policy**

7 C.F.R. 210.1 et seq.

Adopted: March 18, 2019  
First Reading: February 26, 2024  
Readopted: March 18, 2024



# Springfield Public Schools

## Policy

### 9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

Principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered students in the school building. The Principal or designee shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The Principal or designee, on a confidential basis, may request from law enforcement agencies at the time of charge, adjudication, or disposition, information as to the identity of a juvenile student charged, the offense charged, the adjudication, and the disposition. The Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the New Jersey Department of Education (NJDOE).

A law enforcement or prosecuting agency shall, at the time of a charge, adjudication, or disposition, send written notice to the Principal or designee of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication, and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function, or was committed against an employee or official of the school;
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. The offense, if committed by an adult, would constitute a crime, and the offense:
  - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury;
  - b. Involved the unlawful use or possession of a firearm or other weapon;
  - c. Involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog;
  - d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, religion, sexual orientation, or ethnicity; or
  - e. Would be a crime of the first, second, or third degree.

# **Springfield Public Schools**

## **Policy**

Information provided to the Principal or designee pursuant to N.J.S.A. 2A:4A-60.d. shall be treated as confidential but may be made available to such members of the staff and faculty of the school as the Principal or designee deems appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to a juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the NJDOE.

Law enforcement or the prosecuting agency may provide the Principal or designee with information identifying one or more juvenile students who are under investigation or have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal or designee in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with N.J.S.A. 2A:4A-60.e. shall be treated as confidential, but the Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided pursuant to N.J.S.A. 2A:4A-60 shall be maintained.

The Principal or designee who requests and/or receives information as specified in this Policy shall notify the Superintendent or designee within twenty-four hours of the request being made. In accordance with N.J.S.A. 53:1-20.6, the Principal or designee shall notify the Superintendent or designee of any applicable fees associated with the request.

The school district shall comply with the NJDOE rules and regulations concerning the creation, maintenance, and disclosure of student records regarding Principal or designee notification of juvenile offender case disposition and this Policy.

N.J.S.A. 2A:4A-60

N.J.S.A. 53:1-15; 53:1-20.6

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted: March 18, 2019

First Reading: February 26, 2024

Readopted: March 18, 2024

**Springfield Township Board of Education**  
Residency and Tuition Resolution

**WHEREAS**, a residency hearing was convened on February 26, 2024, upon the request of the Superintendent of Schools with respect to student 1001.

**WHEREAS**, on February 12, 2024, notice of the residency hearing were served upon the student's parent; and

**WHEREAS**, on February 26, 2024, the student's parent appeared at the hearing, and was provided with the opportunity to offer evidence and testimony as to the domicile of the student, and

**WHEREAS**, subsequent to the February 26, 2024 hearing, the student's parent was also extended the opportunity to provide additional documentation as to the domicile of the student; and

**WHEREAS**, the student's parent provided additional documentation following the Board hearing as to the domicile of the student; and

**WHEREAS**, on March 8, 2024, parent was provided with additional notice of the information and documentation considered by the Board; and

**WHEREAS**, on March 18, 2024, the Board considered the testimony and evidence offered at the February 26, 2024 hearing as well as the additional documentation provided by the parent;

**NOW, THEREFORE:**

**BE IT RESOLVED**, the Board finds:

1. That student 1001 is not domiciled in the Township of Springfield for the purpose of being entitled to a free public education in accordance with N.J.S.A. 18A:38-1 and the other statutes covering such issues; and
2. That the parent of student 1001 has been provided with notice that past tuition in the amount of \$ 14,201.70 is owed to the Springfield Township Public Schools for the period of time the student was not domiciled in the Township of Springfield from May 2023- March 2024 for the purpose of being entitled to a free public education; and
3. That the parent of student 1001 shall immediately withdraw the student from the Springfield Township Public Schools; and
4. That the parent of student 1001 be advised that should the parent desire to appeal the decision of the Board of Education with respect to this issue, the parent must file an appeal with the Commissioner of Education within twenty-one (21) days of the date of this Resolution; and

5. During the appeal, if any, the student shall remain in the Springfield Township Public Schools. However, if the Commissioner of Education determines that student 1001 is not domiciled in the Township of Springfield, tuition may be assessed for the period of time that the student was determined not to be domiciled in the Township of Springfield.

## Budget Transfer

Attachment (B)

Account Number	Account Description	To	From
11-000-100-562-98-11	TUITION SPECIAL ED OTHER DISTR		15,000.00
11-000-100-565-98-11	TUITION TO CSSD & REG DAY SCHO		7,768.00
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC		86,267.00
11-000-213-300-00-11	Nursing/ Medical Services	95,000.00	
11-000-216-320-55-11	SPEC ED RELATED SERVICES		40,000.00
11-000-218-104-02-06	SUMMER GUIDANCE		2,774.00
11-000-219-300-70-11	PROFESSIONAL SERVICES		6,500.00
11-000-219-390-70-11	CST SOFTWARE	6,500.00	
11-000-223-320-80-12	PROF SERVICE		15,000.00
11-000-230-331-01-01	PROFESSIONAL SERVICES LEGAL	35,000.00	
11-000-230-332-01-01	PROF SERVICES ACCOUNTANT	4,500.00	
11-000-230-530-81-06	POSTAGE FMG	2,000.00	
11-000-230-580-04-01	BOARD MEMBER TRAVEL/WKSP	2,000.00	
11-000-230-590-09-01	MISCELLANEOUS ADS/NEWSPAPER	3,000.00	
11-000-230-610-93-15	SUPP TECHNOLOGY	15,000.00	
11-000-240-103-00-09	PRINCIPAL SALARY	20,000.00	
11-000-240-590-71-14	DUES/FEES GUIDANCE	4,000.00	
11-000-251-592-06-03	TRAVEL BUSINESS OFFICE		51.94
11-000-251-600-05-03	SUPPLIES CENTRAL SERV	51.94	
11-000-261-199-00-10	UNUSED VAC PAYOUT - CUST/MAINT	9,500.00	
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES		9,500.00
11-190-100-590-19-06	MATH DUES/FEES		5,000.00
11-230-100-600-80-04	BASIC SKILLS SUPPLIES		1,000.00
11-401-100-100-45-07	SALARIES STUDENT ACT CLUB TL		2,700.00
11-401-100-100-45-09	STUDENT ACTIVITIES SALARIESEVW		1,500.00
11-401-100-600-45-06	STUDENT ACT CLUBS FMG		3,491.00

**Travel and Related Expense Reimbursement  
2024-2025**

WHEREAS, the Springfield Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$20,130 for all staff and board members.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.