

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION

Wednesday, September 18, 2024

2024-2025 - 262

REGULAR MEETING MINUTES

TIME: 7:00 PM

LOCATION: ROOM 14

1. CALL TO ORDER (7:01 p.m)

Christian Dieker, Board President

2. OPEN PUBLIC MEETINGS ACT STATEMENT

Christian Dieker, Board President

"The New Jersey Open Public Meetings Law was enacted to ensure the right to the public to have advance notice of and attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon." Pursuant to the provisions of this act, the Springfield Township Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof sent to: The Burlington County Times, Springfield Township Clerk, Board of Education members, and posted in the Springfield Township Board of Education Office and Springfield Township Municipal Building.

3. PLEDGE OF ALLEGIANCE

Christian Dieker, Board President

4. ROLL CALL

Craig Vaughn, Superintendent

Present: Mr. Dieker, Ms. Drum, Mrs. Mancini, Mr. Pantano, Mrs. Rincon, Mr. Roberson

Absent: Mrs. Donahue, Mr. Hale, Mrs. Wainwright

Others Present: Mr. Vaughn

Others Absent: Mrs. DeJoseph

5. SCHOOL & COMMUNITY PRESENTATIONS

Craig Vaughn, Superintendent

- Presentation of Spring 2024 NJSLA Scores

6. COMMITTEE UPDATES

Christian Dieker, Board President

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

Finance - None

Buildings, Grounds, & Transportation - Mr. Dieker shared update on the parking lot and update on facilities meeting (specific to security) and playground.

Curriculum & Technology - None

Personnel - None

Negotiations - None

Policy - Mr. Pantano provided an update on the first reads for tonight

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

Christian Dieker, Board President

September 18, 2024

Before a matter is placed on the agenda, Administration has thoroughly reviewed it. Board Members preview the agenda items five days prior to the meeting and discuss questionable items with the Superintendent. The Springfield Township BOE welcomes public comment during our public meetings. Public comments will only be permitted during the public comment periods at the beginning and end of each Board meeting. Each public comment period shall be limited to thirty minutes unless extended by a majority vote of the Board members present. Statements are limited to two, three minute time periods for a total of six minutes on any one topic. Public comment is not a question and answer session. Notwithstanding, members of the Administration and/or Board members may, with approval, choose to answer questions raised during public comment periods. If a response is requested, please provide your contact information on the sign-in sheet or contact the Administration separately.

None.

8. CORRESPONDENCE

Craig Vaughn, Superintendent

9. SUPERINTENDENT REPORT

Craig Vaughn, Superintendent

UPDATE

- School Opening 2024

IMPORTANT DATES

- September 23 - 27 - Scholastic Book Fair
- September 26 - Grade 6 Camp Ockanickon Trip
- September 28 - Springfield Community Day
- October 4 - H&S Mums Fundraiser
- October 7 - 11 - Week of Respect
- October 8 - H&S Meeting
- October 9 - Fall Picture Day
- October 14 - School Closed for Students / Staff Professional Development
- October 16 - Board of Education Meeting
- October 18 - H&S Trunk or Treat
- October 21 - 25 - School Violence Awareness Week
- October 21 - 24 - NJSBA Convention
- October 25 - Therapy Dog Visitation
- October 29 - Red Ribbon Day
- October 31 - Halloween Parade & Class Parties
- November 5 - Election Day
- November 7 & 8 - School Closed / NJEA Convention
- November 11 - Veterans Day / School Closed for Students / Staff Professional Development
- November 12 - H&S Meeting
- November 15 - Therapy Dog Visitation
- November 20 - Board of Education Meeting
- November 27 - Early Dismissal
- November 28 & 29 - School Closed / Thanksgiving Break

10. APPROVAL OF MINUTES

Casey DeJoseph, Board Secretary

- **REGULAR MEETING - Wednesday, August 21, 2024**

September 18, 2024

Motion to postpone approval of minutes (due to not capturing of votes): Mr. Pantano

Second: None

Motion Fails

Motion to approve Regular Meeting Minutes: Mr. Roberson

Second: Ms. Drum

Yes: Ms. Drum, Mrs. Mancini

No: Mr. Roberson, Mr. Pantano, Mr. Dieker

Abstain: Mrs. Rincon

Absent: Ms. Wainwright, Mr. Hale, Ms. Donahue

Motion Fails 2 Yes - 3 No - 1 Abstain - 3 Absent

11. SUPERINTENDENT'S REPORT (ENROLLMENT & HIB)

Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-262-101

MONTHLY ENROLLMENT REPORT

b) RESOLUTION #24/25-RM-262-102

APPROVE THE MONTHLY HIB REPORT

Motion Mrs. Rincon

Second Mrs. Mancini

Yes: Ms. Drum, Mrs. Mancini, Mr. Pantano, Mrs. Rincon, Mr. Roberson, Mr. Dieker

No: None

Abstain: None

Absent: Ms. Wainwright, Mr. Hale, Ms. Donahue

Motion Carries 6 Yes - 0 No - 0 Abstain - 3 Absent

12. CONTRACT ADMINISTRATION

Casey DeJoseph, Board Secretary

a) RESOLUTION #24/25-RM-262-103

AUTHORIZE THE SCHOOL BUSINESS ADMINISTRATOR TO EXECUTE A SERVICE AGREEMENT WITH ELEVATE HEALTH SERVICE

Motion Mr. Pantano

Second Mrs. Rincon

Yes: Ms. Drum, Mrs. Mancini, Mr. Pantano, Mrs. Rincon, Mr. Roberson, Mr. Dieker

No: None

Abstain: None

Absent: Ms. Donahue, Ms. Wainwright, Mr. Hale

Motion Carries 6 Yes - 0 No - 0 Abstain - 3 Absent

13. FINANCE & BUDGET

Casey DeJoseph, Board Secretary

a) RESOLUTION #24/25-RM-262-104

APPROVE ANTICIPATED REVENUE REPORT

b) RESOLUTION #24/25-RM-262-105

CERTIFY REMITTANCE TO PURCHASE ORDERS

c) RESOLUTION #24/25-RM-262-106

- CERTIFY NO ADVERTISED APPROPRIATION ADJUSTMENT EXCEEDS 10%
- d) **RESOLUTION #24/25-RM-262-107**
CERTIFY EWEG REIMBURSEMENT REQUESTS
 - e) **RESOLUTION #24/25-RM-262-108**
APPROVE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
 - f) **RESOLUTION #24/25-RM-262-109**
MONTHLY CERTIFICATION LINE ITEM STATUS REPORT
 - g) **RESOLUTION #24/25-RM-262-110**
RATIFY TRANSFER OF FUNDS
 - h) **RESOLUTION #24/25-RM-262-111**
APPROVE MONTHLY BILL LIST
 - i) **RESOLUTION #24/25-RM-262-112**
APPROVE BOARD SECRETARY'S REPORT
 - j) **RESOLUTION #24/25-RM-262-113**
APPROVE TREASURER'S REPORT

Motion Mrs. Rincon

Second Mr. Pantano

Yes: Ms. Drum, Mrs. Mancini, Mr. Pantano, Mrs. Rincon, Mr. Roberson, Mr. Dieker

No: None

Abstain: None

Absent: Ms. Donahue, Ms. Wainwright, Mr. Hale

Motion Carries 6 Yes - 0 No - 0 Abstain - 3 Absent

14. PERSONNEL & NEGOTIATIONS

Craig Vaughn, Superintendent

- a) **RESOLUTION #24/25-RM-262-115**
APPROVE A REDUCTION OF HOURS & COMPENSATION FOR A TEACHER
- b) **RESOLUTION #24/25-RM-234-116**
ACCEPTING AN EMPLOYEE RESIGNATION
- c) **RESOLUTION #24/25-RM-262-117**
APPOINTMENT OF AN INSTRUCTIONAL ASSISTANT / TEACHER
- d) **RESOLUTION #24/25-RM-262-118**
APPOINTMENT OF AN INSTRUCTIONAL ASSISTANT
- e) **RESOLUTION #24/25-RM-262-119**
APPOINT MEMBERS OF THE I&RS COMMITTEE FOR THE 2024-2025 SCHOOL YEAR
- f) **RESOLUTION #24/25-RM-262-120**
APPROVE RECOMMENDATIONS FOR CERTAIN 2024-25 HOURLY POSITIONS
- g) **RESOLUTION #24/25-RM-262-121**
APPOINT SUBSTITUTE POSITIONS FOR THE 2024-25 SCHOOL YEAR

Motion Mr. Dieker

Second Mr. Roberson

Yes: Ms. Drum, Mrs. Mancini, Mr. Pantano, Mrs. Rincon, Mr. Roberson, Mr. Dieker

No: None

Abstain: None

Absent: Ms. Donahue, Ms. Wainwright, Mr. Hale

Motion Carries 6 Yes - 0 No - 0 Abstain - 3 Absent

15. CURRICULUM & TECHNOLOGY

Craig Vaughn, Superintendent

- a) **RESOLUTION #24/25-RM-262-122**
APPROVE TRAVEL AND RELATED EXPENSE REIMBURSEMENT

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Motion Mr. Pantano

Second Mr. Roberson

Yes: Ms. Drum, Mrs. Mancini, Mr. Pantano, Mrs. Rincon, Mr. Roberson, Mr. Dieker

No: None

Abstain: None

Absent: Ms. Donahue, Ms. Wainwright, Mr. Hale

Motion Carries 6 Yes - 0 No - 0 Abstain - 3 Absent

16. POLICIES & PROCEDURES

Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-262-123

APPROVE AMENDMENTS UPON FIRST READING & INTRODUCTION

b) RESOLUTION #24/25-RM-262-124

APPROVE AMENDMENTS UPON SECOND READING & ADOPTION

c) RESOLUTION #24/25-RM-262-125

APPROVE 2024-2025 NURSING SERVICES PLAN

Motion Mrs. Rincon

Second Mr. Pantano

Yes: Ms. Drum, Mrs. Mancini, Mr. Pantano, Mrs. Rincon, Mr. Roberson, Mr. Dieker

No: None

Abstain: None

Absent: Ms. Donahue, Ms. Wainwright, Mr. Hale

Motion Carries 6 Yes - 0 No - 0 Abstain - 3 Absent

17. FACILITIES, SECURITY, & TRANSPORTATION

Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-262-126

APPROVE USE OF FACILITIES REQUESTS

Motion Mr. Pantano

Second Mrs. Rincon

Yes: Ms. Drum, Mrs. Mancini, Mr. Pantano, Mrs. Rincon, Mr. Roberson, Mr. Dieker

No: None

Abstain: None

Absent: Ms. Donahue, Ms. Wainwright, Mr. Hale

Motion Carries 6 Yes - 0 No - 0 Abstain - 3 Absent

18. BOARD FORUM

Christian Dieker, Board President

- **UNFINISHED BUSINESS**

None.

- **NEW BUSINESS**

Mr. Pantano spoke about a resolution to move travel resolution

Mr. Dieker asked about curriculum or activities to recognize Veterans Day and Memorial Day

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

Christian Dieker, Board President

None.

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20. ADJOURNMENT (8:05 p.m.)

Christian Dieker, Board President

Motion Mr. Dieker

Second Mr. Roberson

Motion Carries All in favor 6-0

SUPERINTENDENT'S REPORT

September 18, 2024

RESOLUTION #24/25-RM-262-101**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF JULY 2024**

WHEREAS, the Board of Education recognizes the importance of maintaining accurate registers for all students enrolled in the Springfield Township School District; and

WHEREAS, the Board of Education also relies on accurate enrollment counts for such reports as the Application for State School Aid Report, the annual Budget Statements, the annual December 1st Special Education Report, Fall Enrollment Report and the Average Daily Attendance Report; and

WHEREAS, the Superintendent of Schools has received and compiled school registers from each of the schools in the School District which have been cross-checked with active home room rosters and Child Study Team class listings with the resulting summary table being generated:

Expense Account #	Grade Level/Program	Count June 30, 2024	Count <u>August 31, 2024</u>	Difference
11-105-100-101-101-105	Pre-School Regular	17	23	+6
11-110-100-101-101-110	Kindergarten	31	42	+11
11-120-100-101-101-401	First Grade	35	29	-6
11-120-100-101-101-402	Second Grade	45	35	-10
11-120-100-101-101-403	Third Grade	32	47	+15
11-120-100-101-101-404	Fourth Grade	39	34	-5
11-120-100-101-101-405	Fifth Grade	38	39	+1
11-130-100-101-101-406	Sixth Grade	37	37	N/C
11-212-100-101-101-100	Multiple Disabled	13	9	-4
11-215-100-101-101-100	Preschool Disabled PT	5	4	-1
11-000-100-56X-60X-XXX	Out-of-District Placement	1	1	N/C
	TOTAL	293	300	+7

Month	Enrollment	Monthly Change
June 2024	293	
July 2024	295	+2
August 2024	300	+5
September 2024		
October 2024		
November 2024		
December 2024		
January 2025		
February 2025		
March 2025		
April 2025		
May 2025		
June 2025		

;and

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

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RESOLUTION #24/25-RM-262-102

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE TIME PERIOD OF AUGUST 22, 2024 TO SEPTEMBER 18, 2024
PURSUANT TO BOARD OF EDUCATION POLICY 5512**

WHEREAS, the Springfield Township Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying;

WHEREAS, harassment, intimidation or bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the students property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with the students education or by severely or pervasively causing physical or emotional harm to the student; and

WHEREAS, the results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:

1. Any services provided;
2. Training established;
3. Discipline imposed; or
4. Other action taken or recommended by the chief school administrator; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent of Schools reports the results of the following harassment, intimidation or bullying incidents for the month of **AUGUST 22, 2024 TO SEPTEMBER 18, 2024:**

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

CONTRACT ADMINISTRATION

September 18, 2024

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-262-103

**RESOLUTION AUTHORIZING THE PRESIDENT AND
THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
TO EXECUTE A CONTRACT FOR EDUCATIONAL SERVICES
WITH ELEVATE HEALTH & THERAPEUTIC SERVICES
FOR THE 2024-2025 SCHOOL YEAR**

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

WHEREAS, ELEVATE HEALTH & THERAPEUTIC SERVICES (hereinafter "Elevate Health"), 704 Heritage Road, Cinnaaminson, NJ 08077, is duly qualified and experienced to provide the required services at the rates below indicated:

Evaluations	Rate
Assistive Technology Evaluation (including up to 2 visits with all needed technology, report writing, report of findings meeting)	\$985
Augmentative Alternative Communication Evaluation (including up to 3 visits, report writing, report of findings meeting, and support with device procurement via Medicaid/insurance)	\$995
Functional Behavioral Assessment (including up to 3 visits, report writing)	\$665
Functional Behavioral Assessment + IEP (including up to 3 visits, report writing, positive behavior support plan (PBSB) written, goals, and crisis plan)	\$895
Occupational Therapy Evaluation - fine motor only	\$320
Occupational Therapy Evaluation – sensory profile only	\$325
Occupational Therapy Evaluation - sensory profile and fine motor	\$450
Physical Therapy Evaluation	\$445
Speech Language Therapy Evaluation – articulation only	\$330
Speech Language Therapy Evaluation – language only	\$420
Speech Language Therapy Evaluation – articulation & language	\$445
Speech Language Therapy Evaluation for Deaf/Hard of Hearing	\$500
Educational Audiological classroom observation/assessment (to include 2 visits)	\$425
Feeding Evaluation	\$425
Audiological comprehensive evaluation	\$375
Audiological Central Auditory Processing Evaluation (CAPD)	\$565
Therapeutic Services & Consultation	per hour
Occupational Therapy – hourly (under 4 hours) (including: trainings, end of year report writing, progress reports, evaluation writing, etc.)	\$91
Occupational Therapy – block bill (over 4 hours)	\$88
Physical Therapy - hourly (under 4 hours) (including: trainings, end of year report writing, progress reports, evaluation writing, etc.)	\$95

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Physical Therapy - block bill (over 4 hours)	\$92
Speech Language Therapy – hourly (under 4 hours) (including: trainings, end of year report writing, progress reports, evaluation writing, etc.)	\$96.50
Speech Language Therapy – block bill (over 4 hours)	\$92
Augmentative Alternative Communication consultation (including: parent training, teacher/staff/SLP training, end of year report writing, progress reports, coaching, consultation, etc.)	\$110.00
Assistive Technology consultation (including: parent training, teacher/staff/SLP training, end of year report writing, progress reports, coaching, consultation, etc.)	\$110.00
Behavioral Consultation	\$125
Behavioral Consultation - Block bill (over 4 hours)	\$115
Registered Behavioral Technician	\$54
Registered Behavioral Technician (over 4 overs)	\$50
Feeding Consultation (including: parent training, teacher/staff/SLP training, end of year report writing, progress reports, coaching, consultation, etc.)	\$105
Teacher of the Deaf	\$102
Educational Audiologist (including: observations, teacher/staff/SLP training, end of year report writing, progress reports, coaching, consultation, etc.)	\$167
Communication Aide (2hr minimum. \$0.50 per mile travel between in-district schools applies)	\$47
American Sign Language (ASL) Interpretation (2hr minimum. \$0.50 per mile travel between in-district schools applies)	\$85
Workshops / In-Service / Equipment Lease	
Audiological in-service (up to 2hrs)	\$341.70
Speech/Language/AAC in-service (including prep)	\$153/hr
Additional topics available upon request (e.g. TOD, OT, etc)	\$153/hr
FM system rental	\$153/mo
AAC mid-tech rental (e.g. Enabling Devices GoTalk6, Tactile Talker)	\$20/mo
AAC iPad rental (with protective case, handle, strap & AAC app)	\$68/mo
AAC PRC Accent 800D or Saltillo NovaChat8 rental	\$98/mo

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

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FINANCE & BUDGET

September 18, 2024

RESOLUTION #24/25-RM-262-104

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF JULY & AUGUST 2024 PURSUANT TO N.J.A.C. 6:23-2.11(c)2**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 20, requires that the board secretary report monthly to the board of education changes in anticipated revenue amounts and sources; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached revenue statement reports change in anticipated revenue is hereby acknowledged and accepted as compliance with N.J.A.C. 6:20-2.11(c)2.

**MONTHLY CERTIFICATION OF THE SECRETARY TO THE BOARD
REPORT ON CHANGES IN ANTICIPATED REVENUE**

Pursuant to N.J.S.A. 6:20-2.11(c)2, I report the following JULY & AUGUST 2024 changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

Casey DeJoseph
Business Administrator/Board Secretary

September 18, 2024

RESOLUTION #24/25-RM-262-105

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

AND THAT THE BELOW REPORT IS FOR THE MONTH OF JULY & AUGUST 2024

WHEREAS, N.J.A.C.6A:23A-6.10 provides that “a school district and county vocational school board shall adopt a policy establishing the approval process for any remittance of payment for invoice amounts greater than the approved purchase order; and

WHEREAS, the policy shall require the Business Administrator/Secretary to the Board to identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found that such an increase is warranted, the Business Administrator/Secretary to the Board shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found that such an increase is not warranted, the purchase order shall be canceled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price; and

WHEREAS, the Business Administrator/Secretary to the Board shall review, on a monthly basis, edits/change reports, in particular the Credit/Disbursement Report, listing all payments made in excess of the originally approved purchase order amount to ensure that all payments are properly made are properly authorized prior to the commitment of any bill list disbursements; and

WHEREAS, a Credit-Disbursement Report has been developed by the School District's accounting software vendor, Genesis, and said report is attached herein which details any changes in purchase order amounts; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached JULY & AUGUST 2024 Credit-Disbursement Report detailing the changes is hereby approved and that any and all adjustments against Board of Education obligations therein enumerated for equipment, material and supplies, furnished and delivered and for work done and performed and certified as correct by the Secretary of the Board of Education, and when funds are available; and

BE IT FINALLY RESOLVED that a copy of the above Report shall be placed in the permanent minutes of the Board of Education.

RESOLUTION #24/25-RM-262-106

RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION
EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT
FOR THE MONTH OF JULY & AUGUST 2024
ESTABLISHED PURSUANT TO PUBLIC LAW 2004, C. 73
AND RECOGNIZING THE SUBMISSION TO THE EXECUTIVE COUNTY BUSINESS OFFICIAL
A REQUEST FOR APPROVAL OF THE TRANSFER THAT EXCEED TEN PERCENT

WHEREAS, Public Law 2004, C. 73 requires New Jersey Department of Education Commissioner approval of transfers in any general fund account greater than ten percent (10%) on a cumulative basis; and

WHEREAS, a report has been developed by the School District's accounting software vendor, Genesis and said report is attached herein; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached JULY & AUGUST 2024 monthly transfer report detailing the percentage change in transfers is hereby approved; and

BE IT FINALLY RESOLVED that a copy of the report shall be placed in the permanent minutes of the Board of Education.

RESOLUTION #24/25-RM-262-107

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS FOR THE MONTH ENDING JULY 31, 2024 & AUGUST 30, 2024

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

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

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

WHEREAS, the Business Administrator/Secretary to the Board has submitted to the Board a summary for the period ending JULY 31, 2024 & AUGUST 30, 2024 for review and certification; and

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

RESOLUTION #24/25-RM-262-108

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF JULY 31, 2024 & AUGUST 30, 2024 FOR THE 2024-2025 PROGRAM YEAR
PURSUANT TO BOARD OF EDUCATION STANDARD OPERATING PROCEDURE 3-003
TO MONITOR THE % OF EXPENDITURE TO CONTROL CARRY-OVER WAIVER REQUESTS
UNDER GUIDANCE OF THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
FISCAL MANAGEMENT - RESTRICTED REVENUES**

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

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

1.b. Grant funds are spent as budgeted. Amendments and budget modifications are completed for changes that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000;

1.d. At least 85 percent of the ESSA and IDEA grant funds are expended in one year. For Title I, a waiver to carry over more than 15% has not been requested within the last three years; and

WHEREAS, the Business Administrator/Secretary to the Board has submitted to the Board a summary for the period ending JULY 31, 2024 & AUGUST 30, 2024 for review and certification; and

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

BE IT FURTHER RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above summary represents the monthly certification of grant expenditures for the program years 2023-2024 and 2024-2025 Every Student Succeeds Act, IDEA Part B, IDEA Preschool, REAP, and ESSER funds.

RESOLUTION #24/25-RM-262-109

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF JULY & AUGUST 2024
PURSUANT TO N.J.A.C. 6:20-2.13(d) AND N.J.S.A. 18A:22.8.1**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 20, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

WHEREAS, the certification of the Secretary to the Board must demonstrate that no budgetary line item account, which are understood by the rule to be the advertised section of the New Jersey Department of Education prescribed budget, has obligations and contractual orders which exceed annual appropriations for said line item accounts in accordance with the Monthly Line Item Budget Report; and

WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the below certification are hereby acknowledged and accepted as compliance with N.J.A.C. 6:20-2.13(d) and N.J.S.A. 18A:22.8.1.

**MONTHLY CERTIFICATION OF THE SECRETARY TO THE BOARD
BUDGETARY LINE ITEM STATUS**

Pursuant to N.J.S.A. 6:20-2.13(d), I certify that as of JULY 31, 2024 & AUGUST 30, 2024 no budgetary line item account has obligations and payments, understood as contractual orders, which in total exceed the amount appropriated by the Township of Springfield Board of Education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8.1.

September 18, 2024

RESOLUTION #24/25-RM-262-110

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR JULY & AUGUST 2024,
PURSUANT TO N.J.S.A. 18A:22-8**

WHEREAS, N.J.S.A. 18A:22-8, designates the Superintendent of Schools to approve transfers among line items between meetings of the Board of Education; and

WHEREAS, it became necessary to transfer funds among certain line items between the monthly meetings of in the month of **JULY & AUGUST 2024**, recorded as adjustments according to the attached report, so as to provide for the thorough and efficient education of Springfield Township School District pupils; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached transfers are hereby ratified.

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
RESOLUTION #24/25-RM-262-111

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

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of **AUGUST 22, 2024 TO SEPTEMBER 18, 2024** (hereinafter "period"); and,

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

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

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

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

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

September 18, 2024

RESOLUTION #24/25-RM-262-112

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS
[BOARD SECRETARY'S REPORT]
FOR THE MONTH OF JULY & AUGUST 2024 PURSUANT TO N.J.A.C. 6A:23-2:11.c)**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 23, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

WHEREAS, the Board of Education must certify that, to the best of its knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the Springfield Township School District's financial obligations for the remainder to the **2024-2025** Fiscal Year; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that a certification are hereby given, after review of the Line Item Status Report, and upon consultation with the appropriate District officials, to the best of its knowledge no major account or fund has been over expended in violation of New Jersey statutes and code.

RESOLUTION #24/25-RM-262-113

**RESOLUTION APPROVAL OF THE REPORT OF THE
TREASURER OF SCHOOL MONIES FOR JULY & AUGUST 2024
PURSUANT TO N.J.S.A. 18A:17-36**

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the JULY & AUGUST 2024 Report of the Treasurer of School Monies is hereby accepted and approved.

PERSONNEL & NEGOTIATIONS

September 18, 2024

RESOLUTION #24/25-RM-262-115

**RESOLUTION APPROVING THE REDUCTION OF HOURS & COMPENSATION OF A TEACHER
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2024-2025 FISCAL YEAR
WHICH TERM IS UNDERSTOOD TO RUN FROM JULY 1, 2024 to JUNE 30, 2025**

WHEREAS, Natalie Weeks, a valued member of the Springfield Elementary School teaching staff, has provided notification and supporting documentation of a disability that impacts her ability to perform her full-time duties; and

WHEREAS, the Springfield Township School District is committed to providing reasonable accommodations to employees with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws; and

WHEREAS, after careful consideration and consultation between Natalie Weeks, her medical provider, the administration, and the human resources department, it has been determined that a reduction in work hours is a reasonable accommodation to enable Natalie Weeks to continue fulfilling her teaching responsibilities effectively; and

WHEREAS, this accommodation will result in a corresponding reduction in compensation proportionate to the reduction in work hours, as outlined below and in accordance with district policies and applicable regulations;

NAME:	Natalie Weeks	
STEP ON SCALE:	BA Step 3	
EMPLOYMENT STATUS	FROM: Full Time	TO: Part Time (.5357 equivalent)
ANNUAL LEVEL OF COMPENSATION	FROM: \$58,680	TO: \$31,435
POSITION CONTROL NUMBER	V-ET5002	
EFFECTIVE DATE:	September 16, 2024	

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Springfield Township hereby approves the reduction of Natalie Weeks' work hours to 18.75 hours per week, effective September 16, 2024, with a proportional adjustment to her salary; and

BE IT FURTHER RESOLVED, that this adjustment in hours and compensation shall remain in effect until Natalie Weeks is able to return to full-time status or until further review and determination of her situation by the Board, subject to ongoing consultation with Natalie Weeks and her medical providers; and

BE IT FURTHER RESOLVED, that the administration is authorized and directed to take any and all actions necessary to implement this resolution, in compliance with all relevant laws and district policies.

September 18, 2024

RESOLUTION #24/25-RM-262-116

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation is hereby accepted effective August 30, 2024.

RESOLUTION #24/25-RM-262-117

**RESOLUTION APPROVING THE APPOINTMENT OF AN INSTRUCTIONAL ASSISTANT / TEACHER
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2024-2025 FISCAL YEAR
WHICH TERM IS UNDERSTOOD TO RUN FROM JULY 1, 2024 to JUNE 30, 2025**

WHEREAS, a vacancy was created in the position pursuant to the resignation of the incumbent (Instructional Assistant) and the reduction in hours of the incumbent (Teacher); and

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

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

NAME:	Daniel Tepel	
STEP ON SCALE:	TEACHER: Step 1 (9/1/2024 - 1/31/2025) Step 1A (2/1/2025 - 6/30/2025)	INSTRUCTIONAL ASSISTANT: Step 1
EMPLOYMENT STATUS	TEACHER: Part Time (.5)	INSTRUCTIONAL ASSISTANT: Part Time (.5)
ANNUAL LEVEL OF COMPENSATION	TEACHER: \$27,040 (9/1/2024 - 1/31/2025) \$28,740 (2/1/2025 - 6/30/2025)	INSTRUCTIONAL ASSISTANT: \$11,921
POSITION CONTROL NUMBER	TEACHER: V-ET5003	INSTRUCTIONAL ASSISTANT: W-TARC06
EFFECTIVE DATE:	September 1, 2024	

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent of Schools is directed to notify the individuals above mentioned by September 19, 2024 and that contracts shall be offered and executed for each approved individual.

September 18, 2024

RESOLUTION #24/25-RM-262-118

**RESOLUTION APPROVING THE APPOINTMENT OF AN INSTRUCTIONAL ASSISTANT
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2024-2025 FISCAL YEAR
WHICH TERM IS UNDERSTOOD TO RUN FROM JULY 1, 2024 to JUNE 30, 2025**

WHEREAS, a vacancy was created in the position pursuant to the resignation of the incumbent; and

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

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

NAME:	Saira Ahmad
STEP ON SCALE:	Step 1
ANNUAL LEVEL OF COMPENSATION	\$8,512
POSITION CONTROL NUMBER	W-TARC05
FULL TIME / PART TIME:	Part Time (.357)
EFFECTIVE DATE:	September 1, 2024

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent of Schools is directed to notify the individuals above mentioned by September 19, 2024 and that contracts shall be offered and executed for each approved individual.

September 18, 2024

RESOLUTION #24/25-RM-262-119

**RESOLUTION APPOINTING THE INTERVENTION AND REFERRAL SERVICES (I&RS) MEMBERS
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT
FOR THE 2024-2025 SCHOOL YEAR PURSUANT TO N.J.A.C. 6A:16-8**

WHEREAS, District boards of education shall establish and implement a coordinated system in each school building in which general education students are served, for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior or health needs. District boards of education shall choose the appropriate multidisciplinary team approach for planning and delivering the services required under this subchapter; and

WHEREAS, the Superintendent of Schools makes the recommendation that the I&RS Committee Designees for the **2024-2025** school year shall be:

- Craig Vaughn, Superintendent/Principal
- Mahe Zaidi, Supervisor of Curriculum
- Rebecca Schweitzer, Social Worker
- Cathryn Browning, Learning Disabled Teacher Consultant
- Heather Pence, First Grade Teacher

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, accepts the recommendation of the above appointed I&RS team members for the **2024-2025** school year.

RESOLUTION #24/25-RM-262-120

RESOLUTION APPROVING THE SUPERINTENDENT'S RECOMMENDATIONS FOR CERTAIN 2023-2024 HOURLY & STIPEND POSITIONS FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

WHEREAS, certain stipend positions may be offered in accordance with the provisions of the Agreement between the Springfield Township Board of Education and the Springfield Township Education Association; and,

WHEREAS, the positions were duly posted in accordance with the provisions of the Agreement between the Springfield Township Board of Education and the Springfield Township Education Association; and,

WHEREAS, the following recommendations are being made by the Superintendent of Schools:

POSITION	EMPLOYEE	STIPEND AMOUNT
Student Council Advisor	Makayla McCarthy	\$500
Student Council Advisor	Amber Warshany	\$500
Winter Concert Coordinator	Monica Alvarado	\$300
Spring Concert Coordinator	Monica Alvarado	\$300
Talent Show Coordinator	Monica Alvarado	\$500
Yearbook Advisor	Dawn Shook	\$500
Art Show Coordinator	Casey Faulkes	\$500
Drama Club Advisor	Monica Alvarado	\$500

RESOLUTION #24/25-RM-262-121

APPROVING THE MENTOR ASSIGNMENTS AND COMPENSATION FOR THE 2024-2025 SCHOOL YEAR PURSUANT TO N.J.A.C. 6A:9B-8.4

WHEREAS, the School District mentoring plan has been developed in accordance with all the above mentoring program regulations for non-tenured teachers in their first year of employment, as specified in N.J.A.C. 6A:9B-8.4, including but not limited to, the following:

- All non-tenured teachers in their first year of employment receive a comprehensive induction to school district policies and procedures
- All non-tenured teachers in their first of employment receive individualized supports and activities
- All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing) have a one-on-one mentor upon beginning their contracted teaching assignment. All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing) participate in a one-year mentoring program.
- Each mentor teacher holds a teacher certificate, has at least three years of experience and has taught full-time for at least two years within the last five years.
- The mentor teacher does not serve as their mentee's direct supervisor nor conduct evaluations of teachers.
- Each mentor teacher demonstrates a record of success in the classroom, according to the stipulations in N.J.A.C. 6A:9-8.4(e)4 regarding summative evaluation ratings.*
- Each mentor teacher completes a comprehensive mentor training program that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, * the N.J. Professional Standards for Teachers, the Common Core State Standards, classroom observation skills, facilitating adult learning and leading reflective conversations about teaching practice.
- The district mentoring has been submitted to the district BOE for review and fiscal impact.
- The district mentoring plan has been shared with each school improvement panel.
- Mentoring time is logged and mentor payments are handled through the district office.

WHEREAS, the following mentor assignments are being recommended by the Superintendent of Schools:

Provisional Teacher	Mentoring Teacher	Account Number	Stipend Amount
Daniel Tepel	Jon Luyber	11-000-223-050-127-0	\$275

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the mentor assignments are hereby approved.

RESOLUTION #24/25-RM-262-122

**RESOLUTION APPROVING THE SUPERINTENDENT OF SCHOOLS'
RECOMMENDATION FOR THE SUBSTITUTE POSITIONS
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT FOR THE 2024-2025 SCHOOL YEAR**

WHEREAS, the Superintendent of Schools is vested with the authority to recommend the hiring of certain personnel within the School District and that substitute teachers, aides, secretaries, nurses, special education aides, custodians, and EDC staff are such personnel

Teachers	Aides	Custodians	Nurses	EDC Staff
			Alexandra Booth	Jenna Taras
			Angela Myers	
			Alyssa Owens	
			Donna O'Brien	

; and

WHEREAS, the Superintendent of Schools has reviewed the qualifications of the individuals listed below and recommends approval to the Board of Education; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above substitute positions are hereby approved.

CURRICULUM & TECHNOLOGY

September 18, 2024

RESOLUTION #24/25-RM-262-123

**RESOLUTION APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT
& RETROACTIVELY APPROVING TRAVEL & RELATED EXPENSES
FOR SPRINGFIELD TOWNSHIP SCHOOL DISTRICT EMPLOYEES
PURSUANT TO P.L. 2007, C.53 AND BOARD OF EDUCATION POLICY #6471**

WHEREAS, Public Law 2007, c.53 provides for the regulation of travel expenditures which are those costs paid by the school district using local, State, or federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district board of education members, to the following four types of travel events:

[1] training and seminars which means all regularly scheduled, formal residential and non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;

[2] conventions and conferences which means general programs, sponsored by professional associations on a regular basis. Which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;

[3] regular school district business which means all regular official business travel, including attendance at meetings, conferences and any other gathering which are not covered by the definitions included in other section of P.L. 2007, c.53;

[4] retreats which means meetings with school district employees and school board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

; and

WHEREAS, a board of education implemented Policy #6471 which regulates travel expenditures for School District employees and school board members that are in accordance with P.L. 2007, c.53;

WHEREAS, each district board of education shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with P.L. 2007, c.53 and Board of Education Policy #6471, and shall provide auditable information;

WHEREAS, the below listing has been submitted for approval by the Board of Education:

Employee Name	Mahe Zaidi		
District Assignment	Supervisor of Curriculum		
Travel Date(s)	10/25/2024		
Travel Destination	Lincroft, NJ		
Travel Type	Car		
Sponsoring Entity	Association of Mathematics Teachers of NJ		
Event Description	Mathematics in Action: Bringing the Math Practices to Life		
Funding Source	REAP		
Account Series	20-299-500-500-050		
Registration Fee	\$295		
M&IE Allowance	NA		
Mileage Estimate	\$23.17		
Tolls & Other Transportation	NA		
Hotel/Motel Rate	NA		
Miscellaneous Exp (Parking)	NA		
TOTAL	\$318.17		

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above delineated travel expenses are hereby approved.

September 18, 2024

POLICIES & PROCEDURES

RESOLUTION #24/25-RM-262-124

RESOLUTION APPROVING BOARD OF EDUCATION 2024/2025 POLICY, BYLAWS AND REGULATION REVISIONS UPON FIRST READING AND INTRODUCTION

WHEREAS, the procedures shall conform, in all respects, to the bylaws of the Board of Education concerning agenda and meetings. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the Board's consideration; and,

WHEREAS, the policy coordinator shall ascertain any conflicts between proposed and existing policies and bring them to the attention of the Board of Education at the first reading of the draft. Policies may be adopted on second reading by a majority vote of the members of the Board of Education present and voting or may be further revised until consensus is reached; and

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

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

File Code	Name	Alert #
P 3160	Physical Examination	233
P 4160	Physical Examination	233

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

RESOLUTION #24/25-RM-262-125

**RESOLUTION APPROVING BOARD OF EDUCATION 2024/2025
POLICY, BYLAWS AND REGULATION REVISIONS
UPON SECOND READING AND ADOPTION**

WHEREAS, the procedures shall conform, in all respects, to the bylaws of the Board of Education concerning agenda and meetings. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the Board's consideration; and,

WHEREAS, the policy coordinator shall ascertain any conflicts between proposed and existing policies and bring them to the attention of the Board of Education at the first reading of the draft. Policies may be adopted on second reading by a majority vote of the members of the Board of Education present and voting or may be further revised until consensus is reached; and

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

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

File Code	Name	Alert #
P 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors / Assistants	233

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

RESOLUTION #24/25-RM-262-126

RESOLUTION APPROVING THE 2024-25 NURSING SERVICES PLAN

WHEREAS, in accordance with District Policy 5307 the Board of Education shall annually adopt the school district's Nursing Services Plan at a regular meeting and submit it to the County Superintendent of Education for review and approval; and,

WHEREAS, the Superintendent, or designee, shall develop the Nursing Services Plan in consultation with the school physician and certified school nurse; and,

WHEREAS, the Nursing Services Plan shall include a description of the basic nursing services to be provided to all pupils and a summary of the specific medical needs of individual pupils, if any, and the nursing services required to address those needs; and,

WHEREAS, the Nursing Services Plan shall also include a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to pupils in the school building as outlined in N.J.A.C. 6A:16-2.3(b) through (d), and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5; and,

WHEREAS, the Board, in its determination of the number of certified school nurses and non-certified nurses needed to perform all of the required services as outlined in N.J.A.C. 6A:16 et seq. shall consider: the geographic size including the number and location of the school building; the general and special education enrollment; the number of children with medical involvement and extent of nursing services required; the requirement that non-certified nurses be assigned to the same school building or school complex as the supervising certified school nurse to ensure that the certified school nurse can provide required supervision pursuant to N.J.A.C. 6A:16-2.3(b) and (d) and N.J.S.A. 18A:40-3.3; and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

NOW, THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the **2024-2025** Nursing Services Plan be approved and the Superintendent of Schools is hereby authorized to submit the plan to Burlington County Office of Education.

FACILITIES, SECURITY, & TRANSPORTATION

September 18, 2024

RESOLUTION #24/25-RM-262-127

RESOLUTION APPROVING CERTAIN APPLICATIONS FOR USE OF FACILITIES OF THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

WHEREAS, the Board of Education makes available to the general public the use of certain school facilities under administrative controls and rules and regulations; and

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

ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
Home & School Association	10/25/2024	3:00 PM - 9:00 PM	5th & 6th Grade Dance	Gym & Courtyard / Pavillion

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the attached list of "Facilities Use Applications" is hereby approved.
