

.SPRINGFIELD TOWNSHIP BOARD OF EDUCATION

Wednesday, November 20, 2024

2024-2025 - 325

REGULAR MEETING AGENDA

TIME: 7:00 PM LOCATION: CAFETERIA

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

Rodney Roberson, Board Vice- President

2. OPEN PUBLIC MEETINGS ACT STATEMENT

Rodney Roberson, Board Vice- 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

Rodney Roberson, Board Vice- President

4. ROLL CALL

Casey DeJoseph, Board Secretary

Present: Mr. Pantano, Ms. Mancini, Ms. Rincon, Ms. Donahue, Ms. Drum, Mr. Hale, Mr. Roberson

Absent: Ms. Wainwright, Mr. Dieker

5. SCHOOL & COMMUNITY PRESENTATIONS

Craig Vaughn, Superintendent

6. COMMITTEE UPDATES

Rodney Roberson, Board Vice- President

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

Negotiations - Bergenfield letter has been sent and we will be working on meeting dates

Policy - Met on November 5th; three items on the agenda for first reading

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

Rodney Roberson, Board Vice- President

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

- Letter of Retirement from a Teacher

9. SUPERINTENDENT REPORT

Craig Vaughn, Superintendent

UPDATE

- Thanksgiving Activities
- QSAC District Performance Review

IMPORTANT DATES

- November 26 - Thanksgiving Entertainment Assemblies
- November 27 - Early Dismissal
- November 28 & 29 - School Closed / Thanksgiving Break
- December 3 - Picture Day Retakes
- December 3 - 6 - H&S Holiday Shop
- December 7 - H&S Breakfast with Santa
- December 11 - Early Dismissal / Evening Conferences
- December 12 - Early Dismissal / Afternoon Conferences
- December 13 - Early Dismissal / Afternoon Conferences
- December 14 - The Knight School Chess TournaParty
- December 18 - Board of Education Meeting
- December 20 - Trimester 1 Academic Awards Assembly
- December 20 - Early Dismissal
- December 23 - January 1 - Winter Break
- January 2 - School Reopens
- January 7 - Board of Education Reorganization Meeting
- January 17 - Early Dismissal / Staff Professional Development
- January 20 - School Closed / Observance of Martin Luther King Day

10. APPROVAL OF MINUTES

Casey DeJoseph, Board Secretary

- **REGULAR MEETING - Wednesday, October 16, 2024**
- **EXECUTIVE SESSION - Wednesday, October 16, 2024**
 - Motion Pantano**
 - Second Hale**
 - Yes: Drum, Mancini, Pantano, Roberson, Hale, Donahue**

No: None
Abstain: Rincon
Not Voting:
Absent: Wainwright, Dieker
Motion Carries 6-0-1 (abstain)

Pantano recommended adding additional information for policy section of minutes for traceability

11. SUPERINTENDENT'S REPORT (ENROLLMENT & HIB)

Craig Vaughn, Superintendent

- a) **RESOLUTION #24/25-RM-325-101**
MONTHLY ENROLLMENT REPORT
- b) **RESOLUTION #24/25-RM-325-102**
APPROVE THE MONTHLY HIB REPORT

Motion Pantano
Second Mancini
Motion Carries, All in Favor 7-0 (Absent: Wainwright, Dieker)

12. CONTRACT ADMINISTRATION

Casey DeJoseph, Board Secretary

13. FINANCE & BUDGET

Casey DeJoseph, Board Secretary

- a) **RESOLUTION #24/25-RM-325-103**
APPROVE ANTICIPATED REVENUE REPORT
- b) **RESOLUTION #24/25-RM-325-104**
CERTIFY REMITTANCE TO PURCHASE ORDERS
- c) **RESOLUTION #24/25-RM-325-105**
CERTIFY NO ADVERTISED APPROPRIATION ADJUSTMENT EXCEEDS 10%
- d) **RESOLUTION #24/25-RM-325-106**
CERTIFY EWEG REIMBURSEMENT REQUESTS
- e) **RESOLUTION #24/25-RM-325-107**
APPROVE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
- f) **RESOLUTION #24/25-RM-325-108**
MONTHLY CERTIFICATION LINE ITEM STATUS REPORT
- g) **RESOLUTION #24/25-RM-325-109**
RATIFY TRANSFER OF FUNDS
- h) **RESOLUTION #24/25-RM-325-110**
APPROVE MONTHLY BILL LIST
- i) **RESOLUTION #24/25-RM-325-111**
APPROVE BOARD SECRETARY'S REPORT
- j) **RESOLUTION #24/25-RM-325-112**
APPROVE TREASURER'S REPORT

Motion Hale
Second Drum
Yes: Drum, Mancini, Pantano, Roberson, Hale, Donahue, Rincon
No: None
Abstain: None
Not Voting: None
Absent: Wainwright, Dieker
Motion Carries 7-0

14. PERSONNEL & NEGOTIATIONS

Craig Vaughn, Superintendent

- a) **RESOLUTION #24/25-RM-325-113**
APPROVE THE RETIREMENT OF A TEACHER
- b) **RESOLUTION #24/25-RM-325-114**
APPROVE TRANSFER OF ASSIGNMENT OF A TEACHER
- c) **RESOLUTION #24/25-RM-325-115**
APPOINTMENT OF A SPECIAL EDUCATION TEACHER
- d) **RESOLUTION #24/25-RM-325-116**
AMENDING A LEAVE OF ABSENCE
- e) **RESOLUTION #24/25-RM-325-117**
APPROVE MENTORS & MENTOR STIPENDS FOR THE 2024-25 SCHOOL YEAR
- f) **RESOLUTION #24/25-RM-325-118**
APPROVE SUBSTITUTE EMPLOYEES FOR THE 2024-25 SCHOOL YEAR
- g) **RESOLUTION #24/25-RM-325-119**
APPROVE OFFICIAL DEPOSITORY AND AMEND SIGNATORIES THERETO

Motion Mancini

Second Donahue

Yes: Drum, Mancini, Pantano, Roberson, Hale, Donahue, Rincon

No: None

Abstain: None

Not Voting: None

Absent: Wainwright, Dieker

Motion Carries 7-0

15. CURRICULUM & TECHNOLOGY

Craig Vaughn, Superintendent

16. POLICIES & PROCEDURES

Craig Vaughn, Superintendent

- a) **RESOLUTION #24/25-RM-325-120**
APPROVE AMENDMENTS UPON FIRST READING & INTRODUCTION
- b) **RESOLUTION #24/25-RM-325-121**
APPROVE AMENDMENTS UPON SECOND READING & ADOPTION

Motion Pantano

Second Rincon

Yes: Drum, Mancini, Pantano, Roberson, Hale, Donahue, Rincon

No: None

Abstain: None

Not Voting: None

Absent: Wainwright, Dieker

Motion Carries 7-0

17. FACILITIES, SECURITY, & TRANSPORTATION

Craig Vaughn, Superintendent

- a) **RESOLUTION #24/25-RM-325-122**
APPROVE MONTHLY FIRE & SECURITY DRILLS

b) RESOLUTION #24/25-RM-325-123

APPROVE USE OF FACILITIES REQUESTS

c) RESOLUTION #24/25-RM-325-124

APPROVE FALL 2024 BUS EVACUATION DRILLS

Motion Hale

Second Mancini

Yes: Drum, Mancini, Pantano, Roberson, Hale, Donahue, Rincon

No: None

Abstain: None

Not Voting: None

Absent: Wainwright, Dieker

Motion Carries 7-0

18. BOARD FORUM

Rodney Roberson, Board Vice-President

- **UNFINISHED BUSINESS - None**

- **NEW BUSINESS - None**

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

Rodney Roberson, Board Vice-President

None.

20. ADJOURNMENT

Rodney Roberson, Board Vice-President

Motion Rincon

Second Drum

Motion Carries All in Favor 7-0

November 20, 2024

SUPERINTENDENT'S REPORT

November

20, 2024

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-101

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF OCTOBER 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 Count June 30, 2024 October 31, 2024	Difference
11-105-100-101-101-105	Pre-School Regular 17 21	+4
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 38 N/C 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 293 297 +4 November 20, 2024

Month
June 2024
July 2024
August 2024
September 2024
October 2024
November 2024
December 2024
January 2025

February 2025

March 2025

April 2025

May 2025

June 2025

;and

Enrollment Monthly Change 293

295 +2 300 +5 297 -3 297 0

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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-102

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE TIME PERIOD OF OCTOBER 17, 2024 TO NOVEMBER 20, 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 **OCTOBER 17, 2024 TO NOVEMBER 20, 2024**:

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

November 20, 2024

CONTRACT ADMINISTRATION

November

20, 2024

FINANCE & BUDGET

November 20, 2024

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-103

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF OCTOBER 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 **OCTOBER 2024** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

Casey DeJoseph
Business Administrator/Board Secretary

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-104

**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 OCTOBER 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 **OCTOBER 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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-105

**RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION
EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT
FOR THE MONTH OF OCTOBER 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 **OCTOBER 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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-106

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS FOR THE MONTH ENDING OCTOBER 31, 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 **OCTOBER 31, 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**".

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-107

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF OCTOBER 31, 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 **OCTOBER 31, 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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-108

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF OCTOBER 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 **OCTOBER 31, 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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-109

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR OCTOBER 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 **OCTOBER 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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
RESOLUTION #24/25-RM-325-110
**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 **OCTOBER 17, 2024 TO NOVEMBER 20, 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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-111

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS
[BOARD SECRETARY'S REPORT]
FOR THE MONTH OF OCTOBER 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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-112

**RESOLUTION APPROVAL OF THE REPORT OF THE
TREASURER OF SCHOOL MONIES FOR OCTOBER 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 **OCTOBER 2024** Report of the Treasurer of School Monies is hereby accepted and approved.

November 20, 2024

PERSONNEL & NEGOTIATIONS

November 20, 2024

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-113

**RESOLUTION ACCEPTING THE RETIREMENT NOTICE
OF A TEACHER PCR #:V-KT1001
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

WHEREAS, the Superintendent of Schools received official retirement notice from Barbara Pine, Teacher, Springfield Township Elementary School; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of retirement is hereby accepted effective December 31, 2024; and;

CERTIFICATION OF ACCUMULATED SICK LEAVE PAYMENT

YEARS OF SERVICE	ACCUMULATED SICK DAYS	TOTAL* PER DIEM RATE TOTAL PAYOUT
13.5	157.25	157.25 \$50.00 \$7,862.50

*as of November 15, 2024; final total for calculation will be determined December 20, 2024

BE IT FURTHER RESOLVED that the Business Administrator / Board Secretary shall budget the sum of seven thousand eight hundred sixty-two dollars and fifty cents (\$7,862.50) under line item 11-000-291-290-000 UNDIST TCH RETIRE COMP for the 2025-2026 fiscal year budget.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-114

RESOLUTION APPROVING VOLUNTARY TRANSFERS OF CERTAIN PERSONNEL OF THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT UNDER PROVISIONS OF THE AGREEMENT BETWEEN THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND THE SPRINGFIELD TOWNSHIP EDUCATION ASSOCIATION FOR THE SCHOOL YEAR 2024-2025

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

WHEREAS, Article G. - TRANSFERRAL NOTIFICATION stipulates that the Superintendent shall notify individual teachers being transferred in grade level and/or classroom assignment for the following year on or before May 15th, if the budget passes. If the budget does not pass, said notification shall be made no later than one (1) week before the end of the school year. The Superintendent shall have the discretion to change the assignment after said notification in the event of teacher resignations, open positions or other reasonable cause.

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

EMPLOYEE	TRANSFER FROM PCN	TRANSFER FROM ASSIGNMENT	TRANSFER TO PCR	TRANSFER TO ASSIGNMENT
Amanda Owens	V-RCT005	Resource Center Teacher	V-KT1001	Kindergarten Teacher

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of

Burlington, State of New Jersey, that the above transfer(s) is/are hereby approved with the transfer date effective January 1, 2025.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-115

**RESOLUTION APPROVING THE APPOINTMENT OF AN ELEMENTARY EDUCATION 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 transfer of the incumbent and identified for inclusion in the FY 2024-2025 Board of Education approved budget; and

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

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

NAME:	Colette Janney	
STEP ON SCALE:	Step 1 (12/1/2024 - 4/30/2025)	Step 1A (5/1/2025 - 6/30/2025)
ANNUAL COMPENSATION	\$54,080	\$57,480
POSITION CONTROL NUMBER	V-RCT005	
FULL TIME / PART TIME:	Full Time	
EFFECTIVE DATE:	December 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 November 21, 2024 and that contracts shall be offered and executed for each approved individual.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-116

RESOLUTION AMENDING A LEAVE OF ABSENCE PURSUANT TO POLICY #3435 FOR THE 2024-2025 SCHOOL YEAR

WHEREAS, the Township of Springfield Board of Education Policy #3435 sets forth that the Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery; and,

WHEREAS an employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability; and,

WHEREAS because of the potentially disabling nature of pregnancy and the certainty of temporary disability at birth, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after birth, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able; and,

WHEREAS the Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in the educational program in accordance with Policy No. 3431. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave; and

WHEREAS an employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick

leave pay for disability occurring during the period of that absence; and,

WHEREAS, the following employee has notified the Superintendent in accordance with Policy #3435 of a request for a leave of absence:

Name	Position Effective Dates	
	(paid leave)	Effective Dates (unpaid leave)
Riley Smith	Fifth Grade Teacher 9/25/2024 - 10/24/2024 10/25/2024 - 1/31/2025	

NOW, THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent is hereby authorized to approve the above captioned leave of absence during the dates as listed.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-117

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
Colette Janney	Patricia Carter	11-000-223-050-127-0 \$385

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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-118

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
Collette Janney			

; 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.

November 20, 2024

CURRICULUM & TECHNOLOGY

November 20, 2024

POLICIES & PROCEDURES

November 20,

2024

RESOLUTION #24/25-RM-325-119

**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 8320	Personnel Records	220
R 8320	Personnel Records	220
P 5337	Service Animals	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**.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-120

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 1140	Educational Equity Policies / Affirmative Action	232
R 3160	Physical Examination	233
R 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 **second reading and adoption**.

November 20, 2024

FACILITIES, SECURITY, & TRANSPORTATION

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-121

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

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

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

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

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

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

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

WHEREAS, the following is a summary table of the fire and school security drills recently conducted in the School District during the months of **SEPTEMBER & OCTOBER 2024**:

Date / Time	September 10, 2024 1:44PM September 20, 2024 2:03PM
Type of Drill	Evacuation Fire
Duration of Drill	7:54 3:23
Weather Conditions	Sunny 83* Sunny 80*
Participants	Staff/Students Staff/Students
Drill Supervisor	Craig Vaughn & Springfield PD Craig Vaughn

Date / Time	October 22, 2024 / 2:15 PM	October 31, 2024 / 9:19 AM
Type of Drill	Fire	Shelter In Place
Duration of Drill	3:34	7:31
Weather Conditions	Sunny 82*	Sunny 63*

November 20, 2024

Participants	Staff/Students	Staff/Students
Drill Supervisor	Craig Vaughn	Craig Vaughn

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

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-325-122

**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
H&S Association	12/2/24 - 12/6/24	9:00 AM - 3:00 PM Holiday Shop Music Room

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.

November 20, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #23/24-RM-320-123
RESOLUTION CERTIFYING THAT SCHOOL BUS EMERGENCY DRILLS

HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.S.A. 6A:27-11.2

WHEREAS, N.J.A.C. 6A:27-11.2 requires that school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and that all other students shall receive school bus evacuation at least once within the school year; and

WHEREAS, the school bus driver and bus aide shall participate in the emergency exit drills; and

WHEREAS, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity; and

WHEREAS, drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but not limited to, the following:

1. Date of the drill
2. Time of day the drill was conducted
3. School Name
4. Location of the drill
5. Route number(s) included in the drill
6. Name of school principal, or person(s) assigned, who supervised the drill ; and

WHEREAS, the following is a summary table of the recent school bus evacuation drills conducted in the School District:

Bus Evacuation Drills

Date

10/23/24 10/23/24 10/23/24 10/23/24 10/23/24

10/23/24

Time	
3:30	1 min. 39 seconds Springf
3:29	3 min. 0 seconds Springfi
3:30	1 min. 11 seconds Springf
3:29	1 min. 07 seconds Springf
3:30	1 min. 30 seconds Springf
3:30	1 min. 46 seconds Springf

November 20, 2024