

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION

Wednesday, December 18, 2024

2024-2025 - 352

REGULAR MEETING AGENDA MINUTES

TIME: 7:00 PM LOCATION: CAFETERIA

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

Casey DeJoseph, Board Secretary

Present: Mr. Pantano, Ms. Mancini, Ms. Donahue, Mr. Dieker, Mr. Hale, Mr. Roberson, Ms. Wainwright

Absent: Ms. Rincon, Ms, Drum

5. SCHOOL & COMMUNITY PRESENTATIONS

Craig Vaughn, Superintendent

- SAM Labs Coding Presentation

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

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

Christian Dieker, Board 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

9. SUPERINTENDENT REPORT

Craig Vaughn, Superintendent

UPDATE

- 6th Grade Trip to NB
- QSAC Equivalency Application
- JIF Recognition (\$4,500 in awards)

M. Wainwright left table at 7:30 p.m. returned at 7:34 p.m.

IMPORTANT DATES

- 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 14 - H&S Association Meeting
- January 17 - Early Dismissal / Staff Professional Development
- January 20 - School Closed / Observance of Martin Luther King Day
- January 23 - Winter Chorus & Band Concert

10. APPROVAL OF MINUTES

Casey DeJoseph, Board Secretary

- **REGULAR MEETING - Wednesday, November 20, 2024**

Motion Pantano

Second Roberson

Yes: Mancini, Pantano, Roberson, Hale, Donahue

No: None

Abstain: Deiker, Wainwright

Not Voting: None

Absent: Drum, Rincon

Motion Carries 5-0

11. SUPERINTENDENT'S REPORT (ENROLLMENT & HIB)

Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-352-101

MONTHLY ENROLLMENT REPORT

b) RESOLUTION #24/25-RM-352-102

APPROVE THE MONTHLY HIB REPORT

Motion Roberson

Second Mancini

Yes: Deiker, Mancini, Pantano, Roberson, Hale, Donahue, Wainwright

No: None
Abstain: None
Not Voting: None
Absent: Drum, Rincon
Motion Carries 7-0

12. CONTRACT ADMINISTRATION

Casey DeJoseph, Board Secretary

13. FINANCE & BUDGET

Casey DeJoseph, Board Secretary

- a) RESOLUTION #24/25-RM-352-103**
APPROVE ANTICIPATED REVENUE REPORT
- b) RESOLUTION #24/25-RM-352-104**
CERTIFY REMITTANCE TO PURCHASE ORDERS
- c) RESOLUTION #24/25-RM-352-105**
CERTIFY NO ADVERTISED APPROPRIATION ADJUSTMENT EXCEEDS 10%
- d) RESOLUTION #24/25-RM-352-106**
CERTIFY EWEG REIMBURSEMENT REQUESTS
- e) RESOLUTION #24/25-RM-352-107**
APPROVE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
- f) RESOLUTION #24/25-RM-352-108**
MONTHLY CERTIFICATION LINE ITEM STATUS REPORT
- g) RESOLUTION #24/25-RM-352-109**
RATIFY TRANSFER OF FUNDS
- h) RESOLUTION #24/25-RM-352-110**
APPROVE MONTHLY BILL LIST
- i) RESOLUTION #24/25-RM-352-111**
APPROVE BOARD SECRETARY'S REPORT
- j) RESOLUTION #24/25-RM-352-112**
APPROVE TREASURER'S REPORT
- k) RESOLUTION #24/25-RM-352-113**
APPROVE 2025-2026 BUDGET CALENDAR

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

14. PERSONNEL & NEGOTIATIONS

Craig Vaughn, Superintendent

- a) RESOLUTION #24/25-RM-352-114**
AMENDING THE RATE OF PAY FOR SUBSTITUTE POSITIONS
- b) RESOLUTION #24/25-RM-352-115**
APPROVE SUBSTITUTE EMPLOYEES FOR THE 2024-25 SCHOOL YEAR
- c) RESOLUTION #24/25-RM-352-116**
APPROVE RESIGNATION OF EMPLOYEE

Motion Hale
Second Roberson
Yes: Deiker, Mancini, Pantano, Roberson, Hale, Donahue, Wainwright
No: None
Abstain: None

Not Voting: None
Absent: Drum, Rincon
Motion Carries 7-0

15. CURRICULUM & TECHNOLOGY

Craig Vaughn, Superintendent

- a) RESOLUTION #24/25-RM-352-117**
APPROVING THE QSAC EQUIVALENCY APPLICATION

Motion Donahue
Second Roberson
Yes: Deiker, Mancini, Roberson, Hale, Donahue, Wainwright
No: None
Abstain: Pantano
Not Voting: None
Absent: Drum, Rincon
Motion Carries 6-0

16. POLICIES & PROCEDURES

Craig Vaughn, Superintendent

Motion to separate a and b - Pantano, Second Roberson, All in Favor, Motion Carries 7-0

- a) RESOLUTION #24/25-RM-352-118**
APPROVE AMENDMENTS UPON SECOND READING & ADOPTION

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

- b) RESOLUTION #24/25-RM-352-119**
APPROVE THE UNIFORM STATE MEMORANDUM OF AGREEMENT

Motion Hale
Second Pantano
Yes: Deiker, Mancini, Pantano, Roberson, Hale, Donahue, Wainwright
No: None
Abstain: Pantano
Not Voting: None
Absent: Drum, Rincon
Motion Carries 6-0

17. FACILITIES, SECURITY, & TRANSPORTATION

Craig Vaughn, Superintendent

- a) RESOLUTION #24/25-RM-352-120**
APPROVE MONTHLY FIRE & SECURITY DRILLS
b) RESOLUTION #24/25-RM-352-121
APPROVE USE OF FACILITIES REQUESTS

Motion Hale
Second Donahue

Yes: Deiker, Mancini, Pantano, Roberson, Hale, Donahue, Wainwright

No: None

Abstain: None

Not Voting: None

Absent: Drum, Rincon

Motion Carries 7-0

18. BOARD FORUM

Christian Dieker, Board President

- **UNFINISHED BUSINESS - *None.***

- **NEW BUSINESS**

- **Ms. Vaughn read in resolutions to recognize commitment and service as a BOE member to thank Ms. Wainwright and Mr. Pantano and presented each with a gift.**

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

Christian Dieker, Board President

None.

20. ADJOURNMENT

Christian Dieker, Board President

Motion Roberson

Second Mancini

Absent: Drum, Rincon

Motion Carries, All in Favor 7-0

SUPERINTENDENT'S REPORT

RESOLUTION #24/25-RM-352-101**RESOLUTION ACCEPTING ENROLLMENT STATISTICS****AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF NOVEMBER 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 November 27, 2024 June 30, 2024	Difference
11-105-100-101-101-105	Pre-School Regular 17 21	+4
11-110-100-101-101-110	Kindergarten 31 43	+12
11-120-100-101-101-401	First Grade 35 30	-5
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 10 -3 11-215-100-101-101-100 Preschool Disabled PT 5 4 -1

11-000-100-56X-60X-XXX Out-of-District

1 1 N/C

Placement

TOTAL 293 299 +4

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

299 +2

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.

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-102

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE TIME PERIOD OF NOVEMBER 21, 2024 TO DECEMBER 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 student's 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 student's 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 **NOVEMBER 21, 2024 TO DECEMBER 18, 2024**:

School Location # Cases Reported # Cases Confirmed
Springfield Elementary School 1 0

CONTRACT ADMINISTRATION

FINANCE & BUDGET

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-103

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

Casey DeJoseph
Business Administrator/Board Secretary

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-104

**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 NOVEMBER 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 **NOVEMBER 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.

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-105

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

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-106

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS FOR THE MONTH ENDING NOVEMBER 27, 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 **NOVEMBER 27, 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**".

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-107

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF NOVEMBER 27, 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 **NOVEMBER 27, 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 **2024-2025** Every Student Succeeds Act, IDEA Part B, IDEA Preschool, and REAP funds.

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-108

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF NOVEMBER 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 **NOVEMBER 27, 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.

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-109

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

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
RESOLUTION #24/25-RM-352-110
**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 **NOVEMBER 21, 2024 TO DECEMBER 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.

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-111

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

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-112

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

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-113

**RESOLUTION APPROVING BUDGET PRIORITIES AND A BUDGET CALENDAR
FOR THE 2025-2026 SCHOOL YEAR**

**PURSUANT TO THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM DISTRICT
PERFORMANCE REVIEW (DPR) AND STATEMENT OF ASSURANCE AND
PURSUANT TO N.J.A.C. 6A:30 AS REQUIRED BY N.J.S.A. 18A:7A-3 ET SEQ.**

WHEREAS, the New Jersey Quality Single Accountability Continuum - Statement of Assurance, Fiscal Management Section 1 provides that “the District follow a budget calendar that was developed and shared with the Board annually and that reflects all applicable legal and management requirements; and

WHEREAS, the Superintendent of Schools has defined a list of budget priorities for the **2025-2026** budget development as follows:

1. Enhance academic programs for all students;
2. Data analysis and professional development opportunities to drive instructional practices; 3. Technology upgrades to continue implementation of state mandates associated with 21st Century learning opportunities;
4. Upgrade of facilities maintenance and improvements;
5. Provision of staffing to meet the needs of all students across all learning environments; and

WHEREAS, the development of the budget shall be on a school-based, departmentalized basis. The computerized budget system (Genesis) shall be used to develop the **2025-2026** budget. The itemization shall be detailed by department, delineated by fund code, program code, function code, object code, expenditure detail code, district program code, and district location code; and,

WHEREAS, the Board of Education shall follow the following general budget guidelines:

1. Planning for the integration and alignment of district priorities and planning objectives;
2. Development of final staffing plan;
3. Departmentalized preliminary budgets;
4. Board of Education review of preliminary budget;
5. Release of State Aid figures;
6. Board of Education review of final budget;
7. Transmittal of budget statement; and

WHEREAS, The following budget development timetable shall be observed in the budget process:

Date: Activity:

November-December 2024 Develop Budget Guidelines and Goals (Finance Committee)

December 2024 Approve Budget Calendar

January 7, 2025 Reorganization Meeting

January - February 2025 Finance Committee Meetings

February- March 2025 Board of Education and Public Budget Input

February 2025 Board of Education Meeting- Public Hearing on Budget Board Review & Approval of
Preliminary Budget for County Review

December 18, 2024

March 20, 2025 Last day to submit Preliminary Budget to County Superintendent April 20, 2025 Last day to advertise for earliest public hearing (4 days prior to hearing) April 20, 2025 Last day to finalize the advertised budget

April 20, 2025 Last Date for County to Approve Budget

April 24-May 8, 2025 Special BOE Meeting to conduct Public Hearing and Adopt Final Budget April 26-May 10, 2025 Post Budget to District Website (48 hours after public hearing on budget) May 1, 2025 Non-tenured

teaching staff, Observation and Evaluation completed before this date

May 15, 2025 Last day to adopt budget

May 15, 2025 Last day to offer or terminate employment with non-tenured teachers May 19, 2025 Last day to
certify the amount fixed and determined by the school board to the county board of taxation

November 4, 2025 Annual School Election

January 1- January 7, 2026 First Regular Meeting of the Board

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above budget priorities and budget calendar has been reviewed and approved by the Board of Education.

December 18, 2024

PERSONNEL & NEGOTIATIONS

December 18, 2024

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-114

**RESOLUTION AMENDING THE RATE OF PAY FOR SUBSTITUTE POSITIONS
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, in order to ensure reliable assistance in the absence of regular support staff employees, the Board of Education will offer competitive compensation to qualified substitute secretaries, clerks, custodians, maintenance workers, bus drivers, teacher aides, and cafeteria workers; and,

WHEREAS, in no instance shall the wages paid a substitute exceed the wages paid the regular employee; and,

WHEREAS, substitute support staff members will be paid at a per diem rate set by the Board; and,

WHEREAS, the state of New Jersey Legislature has passed and gained approval by the Governor for a state minimum wage of \$15.49 per hour, effective January 1, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the that the hourly substitute rate for support staff employees as listed be amended effective January 1, 2025:

Substitute Position	Current Rate of Pay	Amended Rate of Pay Effective Date
Instructional Assistant	\$15.13 per hour	\$15.49 per hour January 1, 2025
Teacher	\$112 per day	\$116 per day January 1, 2025
Nurse	\$110 per day	\$125 per day January 1, 2025

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-115

**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
Amelia Zucatti			

; 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.

December 18, 2024

CURRICULUM & TECHNOLOGY

December 18, 2024

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-116

RESOLUTION APPROVING THE SUBMISSION OF AN EQUIVALENCY APPLICATION PURSUANT TO N.J.A.C. 6A:5-1.1(a) AND APPENDIX A, INSTRUCTION & PROGRAM, INDICATORS 1 - 7 OF THE NJQSAC EVALUATION PROCESS

WHEREAS, "Equivalency" means approval to achieve the intent of a specific rule through an alternate means that is different from, yet judged to be comparable to or as effective as, those prescribed within the rule; and,

WHEREAS, at proposal level, September 4, 2024, the New Jersey State Board of Education unanimously approved the readoption with amendments of N.J.A.C. 6A:30 and the appendices. The *Springfield Township School District* (hereinafter the "District") is requesting to utilize the weighted quality performance indicators set forth at proposed Appendix A, Instruction and Program (I&P), Indicators 1 through 7 and existing indicators 8-16 to satisfy the I&P portion of the NJQSAC 2024-25 monitoring and evaluation process. The proposed amendments at Appendix A, I&P Indicators 1 through 7 will go into effect on July 1, 2025. As part of the self-evaluation process, the District will utilize existing weighted quality performance indicators at Appendix A, I&P Indicators 8-16 and the Operations, Fiscal Management, Personnel, and Governance District Performance Reviews (DPRs); and,

WHEREAS, by using a hybrid Appendix A, the District will be provided the opportunity to be evaluated at proposed I&P student performance Indicators 1-7 in accordance to school districts monitored and evaluated in the 2025-2026 school year and beyond. The District believes it is in the best interest of students and the community to measure the district's effectiveness educating all students using the proposed weights at I&P Indicators 1-7 to ensure the school district is evaluated in an equitable means to school districts in NJQSAC Cohort 1 and 2 that will be monitored and evaluated in the evaluated in the 2025-2026 school year and beyond; and,

WHEREAS, by using the hybrid Appendix A, the Commissioner will have the ability to accurately assess and hold the District accountable at existing I&P curriculum and policy Indicators 8-16 which total 40 points and proposed I&P Indicators 1 through 7 which total 60 points and better assess the school district's effectiveness regardless of the school year the school district is monitored and evaluated. The District will use existing DPRs for the four other areas of school district effectiveness as set forth at existing Appendix A; Operations, Governance, Fiscal Management and Personnel DPRs.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above budget priorities and budget calendar has been reviewed and approved by the Board of Education.

December 18, 2024

POLICIES & PROCEDURES

December 18,

2024

RESOLUTION #24/25-RM-352-117

**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 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 **second reading and adoption**.

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #23/24-RM-320-118

**RESOLUTION AUTHORIZING THE PRESIDENT AND SUPERINTENDENT
TO EXECUTE A UNIFORM STATE MEMORANDUM OF AGREEMENT
AS APPROVED BY THE NEW JERSEY DEPARTMENTS OF LAW & PUBLIC SAFETY AND EDUCATION
BETWEEN THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
AND THE OFFICE OF THE BURLINGTON COUNTY PROSECUTOR
FOR THE 2024/2025 SCHOOL YEAR
AND THAT THE SUBJECT RESOLUTION IS IDENTIFIED WITH THE SPONSOR CODE A**

WHEREAS, the N.J.A.C. 6:29-10.1, under Sub-chapter 10 - Safe and Drug Free Schools, establishes policies and procedures for cooperation between local school districts and law enforcement operations and activities on or near school grounds to ensure a safe school environment; and

WHEREAS, N.J.A.C. 6A: 16-6.2(b) 13-15 establish uniform statewide policies and procedures for ensuring cooperation between education officials and law enforcement agencies and that these policies are consistent with and complementary to the "Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials" [1999 and 2007 Revisions] as a commitment for both professional communities to work together as equal partners to address problems involving drug and alcohol problems as well as the problem of firearms and other weapons brought onto school property (1999 revisions) as well as school safety and security, harassment, intimidation and bullying, hazing, gang reporting, computer crimes, station house adjustments, school law enforcement units, School Violence Awareness Week and other current issues of concern as well as clarification on issues such as child abuse reporting (2007 revisions); and

WHEREAS, the Superintendent of Schools recommends the execution of said Agreement; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and the Business Administrator/Secretary to the Board shall fully execute the Agreement for the **2024-2025** school year and that the executed documents be forwarded to the Executive County Superintendent of Schools, Burlington County Prosecutor's Office, the Law Enforcement Chief Executive of the Township of Springfield Police Department, as well as each Principal in the Township of Springfield School District; and

BE IT FURTHER RESOLVED that the Superintendent of Schools shall retain a copy, upon return from the

Executive County Superintendent of Schools, of the executed Agreement so as to be available for public inspection and review.

December 18, 2024

FACILITIES, SECURITY, & TRANSPORTATION

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-119

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 **NOVEMBER 2024**:

Date / Time	November 6, 2024 / 9:48 AM November 19, 2024 / 2:02 PM
Type of Drill	Fire Lockdown
Duration of Drill	2:36 6:15
Weather Conditions	Sunny 73* Sunny 60*
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.

December 18, 2024
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-352-120

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
Northern Burlington Havoc Basketball	12/10/24	7:00 PM - Travel Basketball PracticeGymnasium

		8:30 PM
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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.

December 18, 2024