

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION

Wednesday, January 15, 2025

2024-2025 - 015

REGULAR MEETING AGENDA

TIME: 7:00 PM LOCATION: CAFETERIA

1. CALL TO ORDER (7:10 p.m.)

Jennifer Mancini, Board President

2. OPEN PUBLIC MEETINGS ACT STATEMENT

Jennifer Mancini, 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

Jennifer Mancini, Board President

4. ROLL CALL

Casey DeJoseph, Board Secretary

Present:

Mr. Pedana

Mr. Dieker

Mrs. Drum

Ms. Jeronowitz

Mr. Hale

Ms. Mancini

Absent:

Ms. Donahue

Mr. Roberson

Ms. Rincon

5. SCHOOL & COMMUNITY PRESENTATIONS

Craig Vaughn, Superintendent

- Student Safety Data Reporting for Report Period 1 (July 1, 2024 - December 31, 2024)

6. COMMITTEE UPDATES

Jennifer Mancini, Board President

Committee	Chair Committee Chair
Finance	TBD Personnel TBD
Buildings, Grounds, & Transportation	TBD Negotiations TBD
Curriculum & Technology	TBD Policy TBD

Building & Grounds - Donahue (Chair), Dieker, Roberson

Finance - Hale (Chair), Pedana, Mancini

Curriculum & Technology - Roberson (Chair), Mancini, Jeronowitz
Personnel - Drum (Chair), Pedana, Donahue
Negotiations - Hale (Chair), Dieker, Drum
Policy - Jeronowitz (Chair), Pedana, Mancini

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

Jennifer Mancini, 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

None.

9. SUPERINTENDENT REPORT

Craig Vaughn, Superintendent

UPDATE

- Donation from Community Members

IMPORTANT DATES

- January 17 - Early Dismissal / Staff Professional Development
- January 20 - School Closed / Observance of Martin Luther King Day
- January 23 - Winter Chorus & Band Concert
- January 24 - Therapy Dog Visitation
- February 10 - School Assembly / Ned Hector & the American Revolution
- February 11 - H&S Association Meeting
- February 17 - School Closed / Observance of Washington's Birthday Holiday
- February 19 - Board of Education Meeting
- February 21 - Therapy Dog Visitation
- February 28 - Student Council Booster-Thon Event
- March 5 - Northern Burlington Parent Orientation (Fall 2025 Seventh Graders)
- March 6 - Northern Burlington National Honor Society Visitation
- March 6 - Grade Six Northern Burlington Student Orientation
- March 11 - H&S Association Meeting
- March 14 - Therapy Dog Visitation
- March 18 - Trimester Two Report Cards Available via Genesis
- March 19 - Board of Education Meeting
- March 19 - Early Dismissal / Evening Conferences

- March 20 - Early Dismissal / Afternoon Conferences
- March 21 - Early Dismissal / Staff Professional Development
- March 21 - Trimester Two Academic Awards Assembly

10. APPROVAL OF MINUTES

Casey DeJoseph, Board Secretary

- **REGULAR MEETING - Wednesday, December 18, 2024**
- **REORGANIZATION MEETING - Tuesday, January 7, 2025**

Motion to postpone until next BOE meeting (Hale)

Second Drum

Voice Vote - All in Favor; Motion Carries 6-0

Absent - Donahue, Roberson, Rincon

11. SUPERINTENDENT'S REPORT (ENROLLMENT & HIB)

Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-015-101

MONTHLY ENROLLMENT REPORT

b) RESOLUTION #24/25-RM-015-102

APPROVE THE MONTHLY HIB REPORT

Motion Drum

Second Hale

Yes - Pedana, Dieker, Drum, Jeronowitz, Hale, Mancini

No - None

Abstain - None

Absent - Donahue, Roberson, Rincon

12. CONTRACT ADMINISTRATION

Casey DeJoseph, Board Secretary

None

13. FINANCE & BUDGET

Casey DeJoseph, Board Secretary

a) RESOLUTION #24/25-RM-015-103

APPROVE ANTICIPATED REVENUE REPORT

b) RESOLUTION #24/25-RM-015-104

CERTIFY REMITTANCE TO PURCHASE ORDERS

c) RESOLUTION #24/25-RM-015-105

CERTIFY NO ADVERTISED APPROPRIATION ADJUSTMENT EXCEEDS 10%

d) RESOLUTION #24/25-RM-015-106

CERTIFY EWEG REIMBURSEMENT REQUESTS

e) RESOLUTION #24/25-RM-015-107

APPROVE MONTHLY CERTIFICATION OF GRANT EXPENDITURES

f) RESOLUTION #24/25-RM-015-108

MONTHLY CERTIFICATION LINE ITEM STATUS REPORT

g) RESOLUTION #24/25-RM-015-109

RATIFY TRANSFER OF FUNDS

h) RESOLUTION #24/25-RM-015-110

APPROVE MONTHLY BILL LIST

i) RESOLUTION #24/25-RM-015-111

APPROVE BOARD SECRETARY'S REPORT

j) RESOLUTION #24/25-RM-015-112
APPROVE TREASURER'S REPORT

Motion Hale

Second Drum

Yes - Pedana, Dieker, Drum, Jeronowitz, Hale, Mancini

No - None

Abstain - None

Absent - Donahue, Roberson, Rincon

14. PERSONNEL & NEGOTIATIONS

Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-015-113

APPROVE SUBSTITUTE EMPLOYEES FOR THE 2024-25 SCHOOL YEAR

b) RESOLUTION #24/25-RM-015-114

APPROVE OFFICIAL DEPOSITORY AND AMEND SIGNATORIES THERETO

c) RESOLUTION #24/25-RM-015-115

AMENDING A LEAVE OF ABSENCE

d) RESOLUTION #24/25-RM-015-116

APPOINTMENT OF A SCHOOL BUSINESS ADMINISTRATOR

e) RESOLUTION #24/25-RM-015-117

APPROVE A CONTRACT WITH THE SCHOOL BUSINESS ADMINISTRATOR

f) RESOLUTION #24/25-RM-015-118

APPROVE A JOB DESCRIPTION FOR BOARD OF EDUCATION SECRETARY

g) RESOLUTION #24/25-RM-015-119

APPOINTMENT OF A BOARD OF EDUCATION SECRETARY AND APPROVAL OF STIPEND

h) RESOLUTION #24/25-RM-015-120

ACCEPTING AN EMPLOYEE RESIGNATION

Motion Drum

Second Hale

Yes - Pedana, Dieker, Drum, Jeronowitz, Hale, Mancini

No - None

Abstain - None

Absent - Donahue, Roberson, Rincon

15. CURRICULUM & TECHNOLOGY

Craig Vaughn, Superintendent

None

16. POLICIES & PROCEDURES

Craig Vaughn, Superintendent

None

17. FACILITIES, SECURITY, & TRANSPORTATION

Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-015-121

APPROVE MONTHLY FIRE & SECURITY DRILLS

b) RESOLUTION #24/25-RM-015-122

APPROVE USE OF FACILITIES REQUESTS

Motion Dieker

Second Drum

Yes - Pedana, Dieker, Drum, Jeronowitz, Hale, Mancini

No - None

Abstain - None

Absent - Donahue, Roberson, Rincon

18. BOARD FORUM

Jennifer Mancini, Board President

- **UNFINISHED BUSINESS**

- Board of Education Committee Appointments

- **NEW BUSINESS**

- 2025-26 District Calendar

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

Jennifer Mancini, Board President

None

20. MOTION TO ENTER EXECUTIVE SESSION (Exemption #11 - Other) 7:34 p.m.

Motion Hale

Second Drum

Voice Vote - All in Favor 6-0; Motion Carries

Absent - Donahue, Roberson, Rincon

20. MOTION TO CLOSE EXECUTIVE SESSION (Exemption #11 - Other) 8:03 p.m.

Motion Hale

Second Pedana

Voice Vote - All in Favor 6-0; Motion Carries

Absent - Donahue, Roberson, Rincon

21. ADJOURNMENT 8:05 p.m.

Jennifer Mancini, Board President

January 15, 2025

SUPERINTENDENT'S REPORT

January

15, 2025

RESOLUTION #24/25-RM-015-101**RESOLUTION ACCEPTING ENROLLMENT STATISTICS****AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF DECEMBER 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 December 31, 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 44	+13
11-120-100-101-101-401	First Grade 35 30	-5
11-120-100-101-101-402	Second Grade 45 36	-9
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 5 N/C

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

1 1 N/C

Placement

TOTAL 293 302 +9 January 15, 2025

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

297 0 302 +5

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.

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-102

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE TIME PERIOD OF DECEMBER 19, 2024 TO JANUARY 15, 2025
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 **DECEMBER 19, 2024 TO JANUARY 15, 2025**:

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

January 15, 2025

CONTRACT ADMINISTRATION

January

15, 2025

FINANCE & BUDGET

January 15, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-103

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

Casey DeJoseph
Business Administrator/Board Secretary

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-104

**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 DECEMBER 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 **DECEMBER 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.

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-105

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

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-106

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS FOR THE MONTH ENDING DECEMBER 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 **DECEMBER 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**".

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-107

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

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-108

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

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-109

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

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
RESOLUTION #24/25-RM-015-110
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 **DECEMBER 19, 2024 TO JANUARY 15, 2025** (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.

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-111

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

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-112

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

January 15, 2025

PERSONNEL & NEGOTIATIONS

January

15, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-113

**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
Brian Gripp	Brian Gripp		

; 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.

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-114

RESOLUTION AUTHORIZING THE DEPOSITORY OF SCHOOL DISTRICT FUNDS AND AMENDING THE SIGNATORIES THERETO

WHEREAS, N.J.S.A. 18A:17-34 provides for the Board of Education to designate certain depositories of school monies; and

WHEREAS, it may be required from time to time to re-designate signatories to said accounts of such deposited school monies; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **WSFS Bank, 1636-61 Route 38 & Eayrestown Road, Lumberton, NJ 08048** shall be the depository for school district funds for accounts known as:

NAME OF ACCOUNT	ACCOUNT NUMBER SIGNATORIES
GENERAL ACCOUNT	XXXXXX0073 Any 2 of 5 Jennifer Mancini, Board President Christina Drum, Board Vice President Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Amy Lerner, Treasurer of School Monies

PAYROLL ACCOUNT	XXXXXX0074	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Any 2 of 3 Amy Lerner, Treasurer of School Monies
PAYROLL AGENCY ACCOUNT	XXXXXX0075	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Any 2 of 3 Amy Lerner, Treasurer of School Monies
CAFETERIA ACCOUNT	XXXXXX0076	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Any 2 of 3 Amy Lerner, Treasurer of School Monies
STUDENT ACTIVITY ACCOUNT	XXXXXX0077	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Any 2 of 3 Amy Lerner, Treasurer of School Monies
UNEMPLOYMENT TRUST ACCOUNT	XXXXXX0078	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Any 2 of 3 Amy Lerner, Treasurer of School Monies
CAPITAL RESERVE ACCOUNT	XXXXXX0079	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Any 2 of 3 Amy Lerner, Treasurer of School Monies
MAINTENANCE RESERVE ACCOUNT	XXXXXX5538	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Any 2 of 3 Amy Lerner, Treasurer of School Monies
FLEXIBLE SPENDING ACCOUNT	XXXXXX2178	Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA

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	Any 2 of 3 Amy Lerner, Treasurer of School Monies
2015 REFERENDUM ACCOUNT	XXXXXX6705 Craig Vaughn, Superintendent of Schools Danielle Tarvin-Griffith, SBA Any 2 of 3 Amy Lerner, Treasurer of School Monies

BE IT FURTHER RESOLVED that the Custodian/Treasurer of said account is and shall be Amy S. Lerner and that all disbursements for said account shall be made by instruments duly signed by the above designated officials of the Township of Springfield School District; and

BE IT FURTHER RESOLVED that the above amendment of signatories takes effect on the 16th of January, 2025.

BE IT FINALLY RESOLVED that only one of the required signatures shall be a facsimile.

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-115

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. 3435. 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 notified the Superintendent in accordance with Policy #3435 of a request for a leave of absence for the dates listed below which was approved by the Board of Education at the August 21, 2024 Meeting:

Name	Position Effective Dates (paid leave)	Effective Dates
		(unpaid leave)
Riley Smith	Fifth Grade Teacher 10/15/2024 - 11/15/2024	11/18/2024 - 2/21/2025

and,

WHEREAS, said employee has requested to amend the leave of absence dates as listed:

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

January 15, 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

amended leave of absence during the dates as listed.

RESOLUTION #24/25-RM-015-116

**RESOLUTION APPROVING THE APPOINTMENT OF A SCHOOL BUSINESS ADMINISTRATOR
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 following recommendation is being made by the Superintendent of Schools:

NAME: Danielle Tarvin-Griffith
ANNUAL LEVEL OF COMPENSATION \$25,000
POSITION CONTROL NUMBER C-SBA001
FULL TIME / PART TIME: Part Time
EFFECTIVE DATE: January 16, 2025

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 January 16, 2025 and that contracts shall be offered and executed for each approved individual.

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-117

RESOLUTION APPROVING A TERMS & CONDITIONS CONTRACT FOR THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

WHEREAS, the Executive County Superintendent shall review and approve for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract; and,

WHEREAS, the contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of Education approval and execution of the contract to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12; and,

WHEREAS, in connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the

contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments; and,

WHEREAS, The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the school district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.

January 15, 2025

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ratio for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.

9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
- a. A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.
 - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.
 - c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
 - d. The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract

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approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.

11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.
12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee shall not be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.
13. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a regionally accredited college or university as defined in applicable regulations. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by a regionally accredited college or university as defined in applicable regulations.

NOW THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above referenced standards have been met and approved by the Executive County Superintendent and hereby authorizes the approval of a terms and conditions contract for the School Business Administrator, Danielle Tarvin-Griffith, for a period commencing January 16, 2025 and ending June 30, 2025 pending Executive County Superintendent approval.

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-118

RESOLUTION APPROVING & ADOPTING A JOB DESCRIPTION FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

WHEREAS, The Township of Springfield Board of Education maintains job descriptions for positions within the School District and there are instances where reorganization of positions are warranted and also where job duties and qualifications are required to be created and/or amended; and

WHEREAS, the following job description has been created and is recommended to the Township of Springfield Board of Education:

1. Board of Education Secretary; and,

WHEREAS, responsibilities requisite to the enumerated job descriptions above are as follows:

Job Title: Board of Education Secretary

Location: Springfield Township School District

Reports To: Superintendent and School Board

Job Category: Administrative Support

Position Control Roster Number: FF-BS0001

Job Overview:

The Board Secretary provides administrative and clerical support to the School Board and the Superintendent to ensure the efficient and professional operation of the School Board. The Secretary is responsible for

maintaining records, preparing agendas, transcribing minutes, coordinating communications, and ensuring compliance with legal and regulatory requirements governing board operations.

Key Responsibilities:

1. Board Meeting Preparation:

- Prepare and distribute Board meeting agendas, notices, and supporting documentation. ○ Ensure all materials are distributed to Board members in a timely manner, adhering to legal timelines.
- Set up and organize the meeting space, including technology, seating arrangements, and documentation.

2. Minutes and Recordkeeping:

- Attend all School Board meetings and accurately transcribe and maintain official meeting minutes.
- Record, store, and safeguard all official documents, ensuring compliance with public records laws and district policies.
- Maintain an accurate and up-to-date file of Board resolutions, policies, and minutes.

3. Communication:

- Serve as the primary point of contact for Board communications, relaying information between the Board, the public, staff, and external stakeholders.
- Respond to inquiries and requests from Board members, the public, and district staff regarding Board activities and decisions.
- Coordinate with district departments on matters requiring Board approval or attention.

4. Compliance and Legal Support:

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- Ensure compliance with state and local regulations, including the Open Meetings Act (or relevant legal requirements) and Freedom of Information Act (FOIA).
- Monitor deadlines and ensure public notices are published in accordance with legal requirements.
- Assist in preparing and processing Board elections and other legal documents.

5. Administrative Support:

- Manage Board correspondence, including emails, letters, and other forms of communication. ○ Schedule and coordinate Board-related events, meetings, and retreats.
- Handle confidential and sensitive information with discretion.

6. Financial Duties:

- Assist in preparing the Board's budget and monitor Board-related expenditures. ○ Process stipends and payments for Board members, as needed.
- Maintain and process expense reimbursements for Board-related activities.

7. Other Duties:

- Perform other clerical and administrative duties as assigned by the Superintendent or Board President.
- Provide support for special projects or initiatives led by the School Board.

Qualifications:

- **Education:** High school diploma or equivalent required; Associate's or Bachelor's degree in business administration, public administration, or a related field preferred.
- **Experience:** Previous experience in administrative support, preferably in a school district or government setting.
- **Skills:**
 - Excellent written and verbal communication skills.
 - Strong organizational skills with attention to detail.

- Proficiency in office software, including word processing, spreadsheet, and presentation tools. ○ Ability to handle confidential information discreetly and professionally.
- Knowledge of board governance, public meeting protocols, and record-keeping practices preferred.

● **Other:**

- Must be able to attend all School Board meetings, which may occur in the evening. ○ Familiarity with school district policies and legal requirements is a plus.

Work Environment:

This role primarily operates in an office environment but requires attendance at School Board meetings, which may be held outside of normal business hours. Occasional travel within the district may be required.

DATE APPROVED: January 15, 2025

UPDATED:

REVISED:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 through 7.5 Criminal history records

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-2 Physical examinations; requirements

N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees

N.J.S.C. 6:3-4A Requirements of physical examinations

Dated Adopted by the Board of Education: January 15, 2025

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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 job description for Board of Education Secretary is hereby approved effective January 16, 2025.

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-119

**RESOLUTION APPROVING A BOARD OF EDUCATION SECRETARY
AND AUTHORIZING A STIPEND AMOUNT**

WHEREAS, the Board of Education has approved a job description and authorized the hiring of a Board of Education Secretary for Springfield Elementary School ; and

WHEREAS, the Board of Education Secretary shall provide administrative and clerical support to the School Board and the Superintendent to ensure the efficient and professional operation of the School Board. The Secretary is responsible for maintaining records, preparing agendas, transcribing minutes, coordinating communications, and ensuring compliance with legal and regulatory requirements governing board operations. ; and

WHEREAS, the Board of Education Secretary shall perform administrative responsibilities as outlined in the Board of Education approved job description and it is understood that the completion of these tasks shall occur during the course of both the regular school day and during the course of all regularly scheduled and special meetings of the Board of Education; and

WHEREAS, the Superintendent recommends the following individual and stipend amount for the Board of Education Secretary position, effective February 1, 2025 through June 30, 2025:

NAME: Brielle Neroda
POSITION: Board of Education Secretary
POSITION CONTROL NUMBER: FF-DOD001
ANNUAL STIPEND: \$6000.00
EFFECTIVE DATE: February 1, 2025

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the appointment of a Board of Education Secretary and authorization for a stipend amount, submitted upon the recommendation of the Superintendent of Schools, are hereby approved.

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-120

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

WHEREAS, the Superintendent of Schools received official resignation notice from Mouna Bah, 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 March 14, 2025.

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CURRICULUM & TECHNOLOGY

January 15, 2025

POLICIES & PROCEDURES

January 15, 2025

FACILITIES, SECURITY, & TRANSPORTATION

January 15, 2025
TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-121

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 **DECEMBER 2024**:

Date / Time	December 10, 2024 / 1:57 PM December 17, 2024 / 10:26 AM
Type of Drill	Fire Shelter in Place
Duration of Drill	3:09 5:37
Weather Conditions	Cloudy 57* Cloudy 55*
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.

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-015-122

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
Northern Burlington Soccer Club	1/12/25 1/19/25 1/26/25 2/9/25 2/2/25 2/16/25	5:30 PM - 9:00 PM Soccer Training Gymnasium

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.

January 15, 2025