SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
Wednesday, March 19, 2025
2024-2025 - 078

REGULAR MEETING AGENDA

TIME: 7:00 PM **LOCATION: CAFETERIA**

1. CALL TO ORDER
Jennifer Mancini, Board President

Meeting was called to order at: 7:00pm

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
Brielle Neroda, Board Secretary

	Board of Education Member	Present	Late	Absent
1	Mrs. Mancini	X		
2	Mrs. Drum	X		
3	Mr. Dieker	X		
4	Mrs. Donahue	X		
5	Mr. Hale	X		
6	Ms. Jeronowitz	X		
7	Mr. Pedana	X		
8	Mrs. Rincon			X
9	Mr. Roberson	X		

	Staff in Attendance	Present	Late	Absent
1	Mr. Vaughn	X		
2	Miss Neroda	X		

5. SCHOOL & COMMUNITY PRESENTATIONS
Craig Vaughn, Superintendent

- Mr.Vaughn provided an overview of EduPlanet 21, discussed ELA & Math professional development, as well as a recap of Culture/Climate

6. COMMITTEE UPDATES
Jennifer Mancini, Board President

Committee	Chair	Committee	Chair
Finance	Mr. Hale	Personnel	Mrs. Drum
Buildings, Grounds, & Transportation	Mrs. Donahue	Negotiations	Mr. Hale

Curriculum & Technology	Mr. Roberson	Policy	Ms. Jeronowitz

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.

Public Comments: None

8. CORRESPONDENCE
Craig Vaughn, Superintendent

9. SUPERINTENDENT REPORT
Craig Vaughn, Superintendent

UPDATE

- Mr.Vaughn gave an update that the Student Council BoosterThon Glow Run exceeded well over their goal and student council students will announce the amount raised
- Summer Camp 2025 will run for 2 weeks from 7/14-17 and 7/21-24 (AM, PM or Full Day) Camp will include indoor and outdoor activities, Technology and Art.

- "You've Been Summoned" Program overview; recognizes one student per homeroom each month for outstanding citizenship. The students are rewarded with a pizza lunch with Springfield PD.

IMPORTANT DATES

- 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
- March 24 - Grade One Adventure Aquarium Trip
- April 3 - Grade Six Reward Skating Party
- April 8 - H&S Association Meeting
- April 10 - Grade Two NJ State Museum Trip
- April 11 - Grade Three National Constitution Center Trip
- April 11 - H&S Bunny Bingo Event
- April 18 - School Closed / Good Friday
- April 21 - 25 - School Closed / Spring Break
- April 28 - Spring Picture Day
- April 30 - Board of Education Meeting / Public Budget Hearing

10. APPROVAL OF MINUTES
Brielle Neroda, Board Secretary

- **REGULAR MEETING - Wednesday, February 19, 2025**

	Board of Education Member	Mtn	Snd	Y	N	Abn	Abs	Nvt
1	Mr. Dieker			X				
2	Mrs. Donahue			X				
3	Mr. Hale			X				
4	Ms. Jeronowitz	X		X				
5	Mr. Pedana		X	X				
6	Mrs. Rincon						X	
7	Mr. Roberson					X		
8	Mrs. Drum			X				
9	Mrs. Mancini			X				

Legend: Mtn- Motion; Snd- Second; Y- Yes; N- No; Abn- Abstain; Abs- Absent; Nvt- Not voting

11. SUPERINTENDENT'S REPORT (ENROLLMENT & HIB)
Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-078-101
MONTHLY ENROLLMENT REPORT

b) RESOLUTION #24/25-RM-078-102
APPROVE THE MONTHLY HIB REPORT

	Board of Education Member	Mtn	Snd	Y	N	Abn	Abs	Nvt
1	Mr. Dieker			X				
2	Mrs. Donahue		X	X				
3	Mr. Hale			X				
4	Ms. Jeronowitz			X				
5	Mr. Pedana			X				
6	Mrs. Rincon						X	
7	Mr. Roberson			X				
8	Mrs. Drum	X		X				
9	Mrs. Mancini			X				

Legend: Mtn- Motion; Snd- Second; Y- Yes; N- No; Abn- Abstain; Abs- Absent; Nvt- Not voting

12. CONTRACT ADMINISTRATION
Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-078-103
AUTHORIZE THE SCHOOL BUSINESS ADMINISTRATOR TO EXECUTE AN INDEMNITY AND TRUST AGREEMENT WITH THE SCHOOL HEALTH INSURANCE FUND

b) RESOLUTION #24/25-RM-078-104
AUTHORIZE THE SCHOOL BUSINESS ADMINISTRATOR TO EXECUTE AN AGREEMENT FOR FOOD SERVICES MANAGEMENT

	Board of Education Member	Mtn	Snd	Y	N	Abn	Abs	Nvt
1	Mr. Dieker			X				
2	Mrs. Donahue			X				
3	Mr. Hale			X				
4	Ms. Jeronowitz		X	X				
5	Mr. Pedana			X				
6	Mrs. Rincon						X	
7	Mr. Roberson	X		X				
8	Mrs. Drum			X				
9	Mrs. Mancini			X				

13. FINANCE & BUDGET
Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-078-105
APPROVE ANTICIPATED REVENUE REPORT

b) RESOLUTION #24/25-RM-078-106
CERTIFY REMITTANCE TO PURCHASE ORDERS

c) RESOLUTION #24/25-RM-078-107
CERTIFY NO ADVERTISED APPROPRIATION ADJUSTMENT EXCEEDS 10%

d) RESOLUTION #24/25-RM-078-108
CERTIFY EWEG REIMBURSEMENT REQUESTS

e) RESOLUTION #24/25-RM-078-109
APPROVE MONTHLY CERTIFICATION OF GRANT EXPENDITURES

f) RESOLUTION #24/25-RM-078-110
MONTHLY CERTIFICATION LINE ITEM STATUS REPORT

g) RESOLUTION #24/25-RM-078-111
RATIFY TRANSFER OF FUNDS

h) RESOLUTION #24/25-RM-078-112
APPROVE MONTHLY BILL LIST

i) RESOLUTION #24/25-RM-078-113
APPROVE BOARD SECRETARY'S REPORT

j) RESOLUTION #24/25-RM-078-114
APPROVE TREASURER'S REPORT

k) RESOLUTION #24/25-RM-078-115
APPROVE PUBLIC HEARING DATE FOR THE 2025-2026 SCHOOL BUDGET

l) RESOLUTION #24/25-RM-078-116
AUTHORIZE TRANSMITTAL OF THE 2025-2026 SCHOOL BUDGET

m) RESOLUTION #24/25-RM-078-117
APPROVE TRAVEL THRESHOLDS FOR 2025-2026

n) RESOLUTION #24/25-RM-078-118
CERTIFY RECEIPT & ACCEPTANCE OF ANNUAL AUDIT REPORT

o) RESOLUTION #24/25-RM-078-119
APPROVE CORRECTIVE ACTION PLAN

p) RESOLUTION #24/25-RM-078-120
APPROVING RATE CHANGE FOR DENTAL BENEFITS

	Board of Education Member	Mtn	Snd	Y	N	Abn	Abs	Nvt
1	Mr. Dieker			X				
2	Mrs. Donahue			X				
3	Mr. Hale	X		X				
4	Ms. Jeronowitz			X				
5	Mr. Pedana			X				
6	Mrs. Rincon						X	
7	Mr. Roberson		X	X				
8	Mrs. Drum			X				
9	Mrs. Mancini			X				

Legend: Mtn- Motion; Snd- Second; Y- Yes; N- No; Abn- Abstain; Abs- Absent; Nvt- Not voting

14. PERSONNEL & NEGOTIATIONS
Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-078-121
APPOINT AFFIRMATIVE ACTION OFFICER – INSTRUCTIONAL PROGRAMS

b) RESOLUTION #24/25-RM-078-122
APPOINT AFFIRMATIVE ACTION OFFICER – EMPLOYMENT PRACTICES

c) RESOLUTION #24/25-RM-078-123
AMENDING THE RATE OF PAY FOR SUBSTITUTE POSITIONS

	Board of Education Member	Mtn	Snd	Y	N	Abn	Abs	Nvt
1	Mr. Dieker			X				
2	Mrs. Donahue		X	X				
3	Mr. Hale			X				
4	Ms. Jeronowitz			X				
5	Mr. Pedana			X				
6	Mrs. Rincon						X	
7	Mr. Roberson			X				
8	Mrs. Drum	X		X				
9	Mrs. Mancini			X				

Legend: Mtn- Motion; Snd- Second; Y- Yes; N- No; Abn- Abstain; Abs- Absent; Nvt- Not voting

15. CURRICULUM & TECHNOLOGY
Craig Vaughn, Superintendent

16. POLICIES & PROCEDURES
Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-078-124
APPROVE AMENDMENTS UPON FIRST READING & INTRODUCTION

b) RESOLUTION #24/25-RM-078-125
APPROVE AMENDMENTS UPON SECOND READING & ADOPTION

c) RESOLUTION #24/25-RM-078-126
AUTHORIZING AN AFFIRMATIVE ACTION TEAM TO CONDUCT A NEEDS ASSESSMENT AND DEVELOP A COMPREHENSIVE EQUITY PLAN

d) RESOLUTION #24/25-RM-078-127
APPROVE PRACTICUM & STUDENT TEACHING PLACEMENTS

	Board of Education Member	Mtn	Snd	Y	N	Abn	Abs	Nvt
1	Mr. Dieker			X				
2	Mrs. Donahue	X		X				
3	Mr. Hale			X				
4	Ms. Jeronowitz		X	X				
5	Mr. Pedana			X				
6	Mrs. Rincon						X	
7	Mr. Roberson			X				
8	Mrs. Drum			X				
9	Mrs. Mancini			X				

Legend: Mtn- Motion; Snd- Second; Y- Yes; N- No; Abn- Abstain; Abs- Absent; Nvt- Not voting

17. FACILITIES, SECURITY, & TRANSPORTATION
Craig Vaughn, Superintendent

a) RESOLUTION #24/25-RM-078-128
APPROVE MONTHLY FIRE & SECURITY DRILLS

b) RESOLUTION #24/25-RM-078-129
APPROVE USE OF FACILITIES REQUESTS

	Board of Education Member	Mtn	Snd	Y	N	Abn	Abs	Nvt
1	Mr. Dieker	X		X				
2	Mrs. Donahue			X				
3	Mr. Hale			X				
4	Ms. Jeronowitz		X	X				
5	Mr. Pedana			X				
6	Mrs. Rincon						X	
7	Mr. Roberson			X				
8	Mrs. Drum			X				
9	Mrs. Mancini			X				

Legend: Mtn- Motion; Snd- Second; Y- Yes; N- No; Abn- Abstain; Abs- Absent; Nvt- Not voting

18. BOARD FORUM
Jennifer Mancini, Board President

- **UNFINISHED BUSINESS- None**

- **NEW BUSINESS**
  - Discussion on June 2025 BOE Meeting Date- Suggested for June 11th (April agenda approval)
  - Shared Services Opportunity with the Chesterfield Township School District

19. PUBLIC COMMENT #2 (SHALL NOT EXCEED THIRTY (30) MINUTES)
Jennifer Mancini, Board President

20. ADJOURNMENT
Jennifer Mancini, Board President

Motion: **Mr.Hale**

Second: **Mrs.Drum**

Meeting was adjourned at: 8:35pm

SUPERINTENDENT'S REPORT

March 19, 2025

March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-101

RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF FEBRUARY 2025

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

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

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

Expense Account #	Grade Level/Program	Count June 30, 2024	Count **February 28, 2025**	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 Placement	1	1	N/C
	TOTAL	**293**	**302**	**+9**

March 19, 2025

Month	Enrollment	Monthly Change
June 2024	293	
July 2024	295	+2
August 2024	300	+5
September 2024	297	-3
October 2024	297	0
November 2024	297	0
December 2024	302	+5
January 2025	302	0
February 2025	302	0
March 2025		
April 2025		
May 2025		
June 2025		

;and

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

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RESOLUTION #24/25-RM-078-102

RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT FOR THE TIME PERIOD OF FEBRUARY 20, 2025 TO MARCH 19, 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 **FEBRUARY 20, 2025 TO MARCH 19, 2025**:

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

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March 19, 2025

CONTRACT ADMINISTRATION

March 19, 2025

RESOLUTION #24/25-RM-078-103

RESOLUTION AUTHORIZE THE SCHOOL BUSINESS ADMINISTRATOR TO EXECUTE AN INDEMNITY AND TRUST AGREEMENT WITH THE SCHOOL HEALTH INSURANCE FUND

WHEREAS, the governing bodies of various school boards within the State of New Jersey, have elected to form a joint insurance fund as defined in N.J.A.C. 11:15-5.2, and as such an entity is authorized and described in N.J.S.A. N.J.S.A. 18A:18B-1 et. seq. and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the Springfield Township Board of Education (hereinafter "the Board") has agreed to become a member of the SHIF in accordance with and to the extent provided for in the Bylaws of the SHIF and in consideration of such obligations and benefits to be shared by the membership of the SHIF.

NOW THEREFORE, it is agreed as follows:

1. The Board accepts the SHIF's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.

2. The Board agrees to participate in the SHIF with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the SCHOOL BOARD's resolution to join.

3. The Board agrees to become a member of the SHIF and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on January 1, 2025 and ending on December 31, 2027 at 12:01 AM provided, however, that the Board may withdraw at any time subsequent to the delivery of ninety (90) day prior written notice of the intent to withdraw to the SHIF as provided in the Bylaws.

4. The Board certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.

5. In consideration of membership in the SHIF, the Board agrees (i) that it shall jointly and severally assume and discharge the liability of each and every member of the SHIF for the periods during which the Board is a member of the SHIF, (ii) acknowledges that the SCHOOL BOARD and all other members of the SHIF, as a condition of membership in the SHIF, have executed and delivered an Indemnity and Trust Agreement similar to this Agreement and (iii) by the execution of this Agreement the full faith and credit of the Board is pledged to the punctual payment of any sums which shall become due to the SHIF in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the Board for claims and expenses that are not covered by the SHIF, or for that portion of any claim or liability not within the Board's retained limit or in an amount which is in excess of the SHIF's limit of coverage.

6. If the SHIF in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the SCHOOL BOARD agrees to reimburse the SHIF for all such reasonable expenses, fees, and costs, inclusive of attorney fees, on demand.

7. The Board and the SHIF agree that the SHIF shall hold all moneys in excess of the Board's retained loss fund paid by the Board to the SHIF as fiduciaries for the benefit of SHIF claimants all in accordance with N.J.A.C. 11:15-5.1 et seq.

8. The SHIF shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. N.J.S.A. 18A:18B-1 et seq., and N.J.A.C. 11:15-5.13 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:

a) Employer contributions to group health insurance
b) Employee contributions to contributory group health insurance
c) Employer contributions to contingency account
d) Employee contributions to contingency account
e) Other trust accounts as required by the Commissioner of Insurance

9. Notwithstanding the terms of paragraph 8, above, to the contrary, the SHIF shall not be required to establish separate trust accounts for employee contributions provided the SHIF provides a plan in its Bylaws or Risk Management Plan for the recording and accounting of employee contributions of each member.

10. Each Board of Education who shall become a member of the SHIF shall be obligated to execute an Indemnity and Trust Agreement similar to this Agreement. Each Board of Education, by the execution and delivery of an Indemnity and Trust Agreement agrees to be jointly and severally bound with each other member of the SHIF who executes and delivers an Indemnity and Trust Agreement to the terms and conditions set forth in said Indemnity and Trust Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Indemnity and Trust Agreement with the School Health Insurance Fund is approved.

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RESOLUTION #24/25-RM-078-104

RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY TO THE BOARD TO EXECUTE AN AGREEMENT FOR A FOOD SERVICE MANAGEMENT COMPANY FOR THE 2025-2026 SCHOOL YEAR PURSUANT TO N.J.S.A. 18A:18A-42 AND 2CFR PARTS 200.318 - 200.326

***WHEREAS*,** the Township of Springfield Board of Education desires to continue to provide food service for the District through the award of a food service management contract pursuant to N.J.S.A. 18A:18A-42. and 2CFR Parts 200.318 and 200.326 and

***WHEREAS*,** N.J.S.A. 18A:18A-42. provides that a food service management contract may be renewed yearly for not more than four (4) additional years upon a finding by the Board of Education that the services are being performed in an effective and efficient manner; however, if a Board of Education elects to renew an existing contract with a food service management company, the terms and conditions of the existing contract shall remain substantially unchanged. At the time of renewal, any price increase shall not exceed the published Index Rate as defined in New Jersey Public Procurement Law of 1999, Chapter 440; the renewal fee shall not exceed the changes in the Index Rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and

***WHEREAS*,** **Princeton Food Management Associates, PO Box 641, Medford, NJ 08055** management fee shall not exceed **$9,840.00** per school year during the period of the agreement. This will be divided into forty two (42) weekly payments for total expenses of **$100,416.96**; and

WHEREAS, the School District and Princeton Food Management Associates shall work together to ensure a financially sound operation for the **2025-2026** school year.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, hereby authorizes a one (1) year agreement for food service management with Princeton Food Management Associates for the **2025-2026** school year.

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FINANCE & BUDGET

March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-105

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF FEBRUARY 2025 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.

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**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 **FEBRUARY 2025** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

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Brielle Neroda
Board Secretary

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March 19, 2025

RESOLUTION #24/25-RM-078-106

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 FEBRUARY 2025

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 **FEBRUARY 2025** 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.

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-107

RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT FOR THE MONTH OF FEBRUARY 2025 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 **FEBRUARY 2025** 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.

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March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-108

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING FEBRUARY 2025

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 **FEBRUARY 2025** 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".**

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March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-109

RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES AS OF FEBRUARY 2025 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 **FEBRUARY 2025** 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.

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March 19, 2025

RESOLUTION #24/25-RM-078-110

RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS FOR THE MONTH OF FEBRUARY 2025 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.

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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 **FEBRUARY 2025** 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.

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-111

RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR FEBRUARY 2025,
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 **FEBRUARY 2025**, 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.

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March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-112

**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 **FEBRUARY 20, 2025 TO MARCH 19, 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.

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March 19, 2025

RESOLUTION #24/25-RM-078-113

RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS [BOARD SECRETARY'S REPORT] FOR THE MONTH OF FEBRUARY 2025 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.

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-114

RESOLUTION APPROVAL OF THE REPORT OF THE TREASURER OF SCHOOL MONIES FOR FEBRUARY 2025 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 **FEBRUARY 2025** Report of the Treasurer of School Monies is hereby accepted and approved.

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March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-115

RESOLUTION APPROVING THE DATE FOR THE HOLDING OF A PUBLIC HEARING ON THE SPRINGFIELD TOWNSHIP 2025-2026 SCHOOL BUDGET PURSUANT TO N.J.S.A. 18A:22-13 AND THAT THE SUBJECT RESOLUTION IS IDENTIFIED WITH THE SPONSOR CODE Y

***WHEREAS*,** N.J.S.A. 18A:22-10 provides that upon the preparation of its budget, the Board of Education shall fix a date, place and time for the holding of a public hearing upon its annual budget and the amounts of money necessary to be appropriated for the use of the budget schools for the ensuing school year and the various items and purposes for which the same are to be appropriated and that said hearing shall be held before the Board of Education; and

***WHEREAS*,** N.J.S.A. 18A:22-13 provides that on the date and at the time and place, so fixed, the board of education shall hold such public hearing at which the taxpayers and other interested persons shall have the opportunity to present objections and to be heard with respect to said budget and the amounts of money necessary to be appropriated and the various items and purposes for which the same are to be appropriated for the use of the public schools in the district for the ensuing school year; and

***WHEREAS*,** the Board of Education wishes to establish the hearing date as Wednesday, April 30, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that a public hearing on the **2025-2026** school budget shall be held on Wednesday, April 30, 2025 at 7:00 P.M. EST in the Springfield Township Elementary School building (cafeteria) so that the taxpayers and others will have the opportunity to hear said budget.

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March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-116

RESOLUTION AUTHORIZING TRANSMITTAL OF THE 2025-2026 SCHOOL BUDGET BY THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION PURSUANT TO N.J.S.A. 18A:22-7 AND THAT THE SUBJECT RESOLUTION IS IDENTIFIED WITH THE SPONSOR CODE X

WHEREAS, N.J.S.A. 18A:22-7 provides that the board of education shall prepare a budget for the school district for the ensuing year, the 2025-2026 budget, and to transmit to the Department of Education County Office on or before Monday, March 20, 2025; and

WHEREAS, the Springfield Township Board of Education has reviewed the proposed budget and wishes to transmit said budget to the Office of the Burlington County Superintendent of Schools with the following **2024-2026** general fund, special revenue fund and debt service fund total budget as well as the **2025-2026** general fund and debt service fund local tax levy amounts:

TOTAL 2025-2026 BUDGET

FUND	AMOUNT
Current Fund - Fund 11	$4,825,965
Capital Outlay - Fund 12	$11,375
GENERAL FUND GRAND TOTAL	**$4,837,340**
Special Revenue Fund - Fund 20	$143,438
Debt Service Fund - Fund 40	$288,244
TOTAL	$5,269,022

2025-2026 TAX LEVIES

FUND	AMOUNT
Current Fund - Fund 10	$3,672,254
Debt Service Fund - Fund 40	$286,107
TOTAL	**$3,958,361**

WHEREAS, the Springfield Township Board of Education also authorizes that the tentative budget includes the use of surplus in the amount of $251,657; and,

WHEREAS, the Springfield Township Board of Education also authorizes that the tentative budget includes an adjustment for banked cap in the amount of $138,575 in accordance with N.J.A.C. 6A:23A-10.1(b) for the purpose of deficit reduction. As statutorily required, the district affirms that it (a) has fully exhausted all eligible statutory spending authority in the budget year; (b) such stated need/purpose will be completed by June 30, 2026; and (c) such stated need/purpose cannot be deferred or incrementally completed over a longer period of time.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the transmittal of the **2025-2026** school year budget to the Burlington County Office of Education is hereby authorized.

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March 19, 2025

RESOLUTION #24/25-RM-078-117

RESOLUTION APPROVING FY 2025-2026
TRAVEL & RELATED EXPENDITURE AMOUNTS
PURSUANT TO P.L. 2005 C. 132 AS DEFINED IN N.J.C.A. 6A:23B-1.1

WHEREAS, N.J.C.A. 6A:23B-1.2 provides that each district board of education or charter school board of trustees shall establish in the annual school budget a maximum expenditure amount that may be allotted to travel and expense reimbursement; and

WHEREAS, N.J.C.A. 6A:23B-1.2 further provides that each district board of education or charter school board of trustees shall ensure through its policy and procedures that all travel by its employees and board members is educationally necessary and fiscally prudent, and shall include the requirement that all travel and expense reimbursement:

1. Are directly related to and within the scope of the employee or board member current responsibilities;
2. Are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;
3. Are in compliance with State travel reimbursement guidelines as established by the Department of Treasury ; and

WHEREAS, N.J.C.A. 6A:23B-1.2 further provides that any district board of education or charter school board of trustees that violates its established maximum travel expenditure as set forth in N.J.C.A. 6A:23B-1.2 (b), or that otherwise is not in compliance with travel limitations may be subject to sanctions by the Commissioner as authorized including reduction in State aid in an amount equal to any excess expenditure; and,

WHEREAS, the Board of Education determines that the below **2025-2026** budgeted line item amounts shall serve as travel and expense maximums for the upcoming budget year pursuant to N.J.C.A. 6A:23B-1-1:

Account Series	Account Description	Maximum Amount
11-000-219	CST WRKSHP REG	$1000
11-000-223	STF DEVLP WRKSHP REG	$8750
11-000-230	BOE WRKSHP REG	$6000
	TOTAL MAXIMUM AMOUNT	$15,750.00

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above maximum travel and related expense reimbursement amounts are approved for the **2025-2026** school year; and the maximum travel expenditure amount for **2024-2025** is $11,000.00, of which, $5517.00 has been spent and $0.00 is encumbered to date.

BE IT FURTHER RESOLVED that the Business Administrator/Secretary to the Board shall report monthly expenditures against the established **2024-2025** maximum amounts to provide assurance that the maximum amounts have not been exceeded.

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RESOLUTION #24/25-RM-078-118

**RESOLUTION CERTIFYING THAT THE BOARD OF EDUCATION
HAS RECEIVED THE REPORT OF AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2024
IN ACCORDANCE WITH N.J.S.A. 18A:23-1**

WHEREAS, N.J.S.A. 18A:23-5 requires that the Board of Education receive the annual audit at a regularly scheduled public meeting and that it should cause the recommendations of the audit to be read to be discussed and that discussion be duly noted in the minutes, and;

WHEREAS, the "Report of Audit For the Fiscal Year Ending June 30, 2024" of the Township of Springfield School District has been filed with the Office of the Business Administrator by the Springfield Township Public School Accountant, Barre & Company, LLC, 2204 Morris Avenue, Suite 206 Union, New Jersey 07083 as per the requirements of N.J.S.A. 18A:23-3, and;

WHEREAS, N.J.S.A. 18A:23-4 further requires that the Secretary to the Board of Education shall have prepared a summary of the audit recommendations and that a copy of said summary shall be available for distribution at the public meeting.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the "Report of Audit for the Year Ending June 30, 2024" has been received and discussed at the Regular meeting on Wednesday, March 19, 2025 in accordance with N.J.S.A. 18A:23-1 et seq.

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RESOLUTION #24/25-RM-078-119

**RESOLUTION APPROVING A CORRECTIVE ACTION PLAN
FOR THE ANNUAL AUDIT FOR THE YEAR ENDING JUNE 30, 2024
IN ACCORDANCE WITH N.J.S.A. 18a:23-1**

WHEREAS, N.J.S.A. 18A:23 requires that the Board of Education receive the annual audit at a regularly scheduled public meeting and that it should cause the recommendations of the audit to be read and to be discussed and that the discussion be duly noted on the meeting agenda; and,

WHEREAS, Resolution #24/25-RM-078-119 certifies that the "Report of Audit For The Fiscal Year Ending June 30, 2024" of the Township of Springfield School District had been filed with the Office of the Business Administrator by the Springfield Township Public School accounting firm, Barre & Company, LLC, 2204 Morris Avenue, Suite 206 Union, New Jersey 07083; and

WHEREAS, N.J.S.A. 18A:23 further requires that the Secretary to the Board of Education shall have prepared a summary of the audit recommendations and that a copy of said summary shall be available for distribution at the public meeting and that said action was taken; and

WHEREAS, N.J.S.A. 18A:23 states, in part, that the Commissioner annually shall publish a summary of such recommendations as made for each school district and the steps which have been taken in each district for their implementation and the following is the correction action plan for the Township of Springfield School District:

CORRECTIVE ACTION PLAN

Name of District:	Springfield Township
Type of Audit:	General Purpose Financial Statements
Date of Meeting:	March 19, 2025
Contact Person:	Danielle Tarvin-Griffith, Business Administrator
Telephone Number:	(609) 723 - 2479
County:	Burlington

Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
2024-001	That the business administrator reviews the treasurer's reports on a monthly basis to determine what if any reconciling items exist and if they do exist determine the proper adjustment to the	The business administrator will review the treasurer's reports on a monthly basis to determine what if any reconciling items exist and if they do	Business Administrator	June 30, 2025

	accounting records so the adjustments are properly reflected.	exist determine the proper adjustment to the accounting records so the adjustments are properly reflected.		

NOW THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the Corrective Action Plan of the "Report of Audit For The Year Ending June 30, 2024" be submitted to the New Jersey Department of Education in accordance with N.J.S.A. 18A:23 et seq.; and,

BE IT FURTHER RESOLVED that a true copy of this Resolution with Corrective Action Plan be forwarded to the Office of the Burlington County Executive Superintendent of Schools.

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RESOLUTION #24/25-RM-078-120

RESOLUTION APPROVING A RATE CHANGE FOR THE HORIZON DENTAL TRUST AGREEMENT

WHEREAS, the Board of Education of Springfield Township maintains a Dental Trust Agreement to provide dental benefits for eligible employees; and

WHEREAS, the Board has reviewed the proposed rate change for the Dental Trust Agreement as recommended by the district's administration and benefits provider; and

WHEREAS, the proposed rate adjustment is necessary to ensure the continued financial stability of the dental benefits program and to maintain quality coverage for district employees; and

WHEREAS, the following indicates current and new rates

Category	Current Rates	Proposed Rates
Single	$51.37	$54.61
Employee / Spouse	$92.58	$98.41
Parent / Child(ren)	$92.58	$98.41
Family	$137.22	$145.86
Increment to increase annual max. from $1000 to $2000		6.30%

WHEREAS, the Board acknowledges that the rate adjustment aligns with industry standards and comparable benefit plans.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, hereby approves the rate change for the Dental Trust Agreement effective March 1, 2025.

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PERSONNEL & NEGOTIATIONS

March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-121

RESOLUTION DESIGNATING AN AFFIRMATIVE ACTION OFFICER – INSTRUCTIONAL PROGRAMS SPRINGFIELD TOWNSHIP SCHOOL DISTRICT PURSUANT TO N.J.A.C. 6:4-1.1 ET SEQ. AND BOARD OF EDUCATION POLICY 1550 FOR THE 2025-2026 SCHOOL YEAR

WHEREAS, N.J.A.C. 6:4-1.3 requires that each local school district designate a member of its professional staff as the affirmative action officer to coordinate and implement the district's efforts to comply. The progress of the district in complying shall be reported by the superintendent to the board of education as it shall require; and

WHEREAS, the Superintendent of Schools recommends the approval of the designation of the below individual as the School District's Affirmative Action Officer – Instructional Programs for the **2025-2026** school year.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Mahe Zaidi, Supervisor of Curriculum, is hereby designated as the Affirmative Action Officer – Instructional Programs ; and

BE IT FURTHER RESOLVED that there shall be no additional compensation granted to the incumbent in her capacity as Supervisor for the designation as Affirmative Action Officer – Instructional Programs.

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March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-122

RESOLUTION DESIGNATING AN AFFIRMATIVE ACTION OFFICER – EMPLOYMENT AND CONTRACT PRACTICES SPRINGFIELD TOWNSHIP SCHOOL DISTRICT PURSUANT TO N.J.A.C. 6:4-1.1 ET SEQ. AND BOARD OF EDUCATION POLICY 1550 FOR THE 2025-2026 SCHOOL YEAR

WHEREAS, N.J.A.C. 6:4-1.3 requires that each local school district designate a member of its professional staff as the affirmative action officer to coordinate and implement the district's efforts to comply. The progress of the district in complying shall be reported by the superintendent to the board of education as it shall require; and

WHEREAS, Policy 1550 details the responsibilities required for the administration of the Affirmative Action Program as it is particular to Employment and Contract Practices.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Craig Vaughn, Chief School Administrator, is hereby designated as the Affirmative Action Officer - Employment and Contract Practices; and

BE IT FURTHER RESOLVED that there shall be no additional compensation granted to the incumbent in his capacity as Chief School Administrator for the designation as Affirmative Action Officer – Employment and Contract Practices for the **2025-2026** school year.

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March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-123

**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 April 1, 2025:

Substitute Position	Current Rate of Pay	Amended Rate of Pay	Effective Date
Nurse	$125 per day	$135 per day	April 1, 2025

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March 19, 2025

CURRICULUM & TECHNOLOGY

March 19, 2025

POLICIES & PROCEDURES

March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-124

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

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

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

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

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

File Code	Name	Alert #
P 2365	Acceptable Use of Generative Artificial Intelligence (AI)	234
P 5701	Academic Integrity	234
P 8500	Food Services	234

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

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-125

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

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

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

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

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

File Code	Name	Alert #
P 1310	Employment of School Business Administrator	NA
P 1320	Duties of School Business Administrator	NA
P 1320.01	Duties of Board of Education Secretary	NA
P 5111	Eligibility of Resident / Nonresident Students	234
P 5512	Harassment, Intimidation, or Bullying	234
P & R 5516	Use of Electronic Communication Devices	234
P & R 5533	Student Smoking	234
P 5710	Student Grievance	234
P & R 7441	Electronic Surveillance in School Buildings & On School Grounds	234
P & R 9320	Cooperation with Law Enforcement Agencies	234

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**.

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March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-126

RESOLUTION AUTHORIZING AN AFFIRMATIVE ACTION TEAM TO CONDUCT A NEEDS ASSESSMENT AND DEVELOP A COMPREHENSIVE EQUITY PLAN

WHEREAS, the Springfield Township Board of Education is committed to ensuring equity, diversity, and inclusion in all aspects of the district's educational programs, policies, and practices; and

WHEREAS, the New Jersey Department of Education requires school districts to comply with N.J.A.C. 6A:7, which mandates the development of a Comprehensive Equity Plan (CEP) to identify and address inequities in curriculum, instruction, professional development, hiring practices, and student access to programs and services; and

WHEREAS, the Board recognizes the importance of conducting a thorough needs assessment to evaluate the district's current policies, programs, and practices to ensure compliance with state regulations and promote a more equitable educational environment for all students and staff; and

WHEREAS, the Affirmative Action Team, as designated by the Superintendent, is responsible for leading this process, gathering relevant data, engaging stakeholders, and formulating recommendations to guide the development of the Comprehensive Equity Plan;

NOW, THEREFORE, BE IT RESOLVED that the Springfield Township Board of Education hereby authorizes the district's Affirmative Action Team to:

1. Conduct a needs assessment to evaluate equity-related factors across all district programs, policies, and practices;
2. Engage stakeholders, including students, staff, parents, and community members, to gather input and perspectives on equity concerns and priorities;
3. Develop a Comprehensive Equity Plan in accordance with N.J.A.C. 6A:7 to address identified areas of improvement and ensure equitable access to high-quality education for all students; and
4. Present the findings and recommendations to the Board of Education for review and approval prior to submission to the New Jersey Department of Education.

BE IT FURTHER RESOLVED that the Board directs the Superintendent and Affirmative Action Officer to ensure full compliance with all applicable laws, regulations, and timelines related to the development and implementation of the Comprehensive Equity Plan.

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March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-127

RESOLUTION APPROVING PRACTICUM AND STUDENT TEACHING PLACEMENTS FOR THE 2025-2026 SCHOOL YEAR

WHEREAS, the Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns; and,

WHEREAS, student teachers/interns shall be assigned by the Superintendent throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours; and,

WHEREAS, student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board and the Board of Education requires every student teacher/intern possess a county substitute credential issued in accordance with N.J.A.C. 6A:9B-7.1.; and,

WHEREAS, student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

NOW, THEREFORE BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, shall approve the following student teachers/interns in accordance with District Policy 9541 for the 2025-2026 school year:

Student Teacher / Intern	College / University	Cooperating Teachers	Duration of Assignment
Amanda Gonzalez	Rider University	Jamie DeMinco	January 2026 - May 2026
Hannah Edwards	Rowan University	Amy Angelastro & Ashley Traino	September 2025 - May 2026

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March 19, 2025

FACILITIES, SECURITY, & TRANSPORTATION

March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-128

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 **FEBRUARY 2025**:

Date / Time	February 4, 2025 1:50 PM	February 27, 2025 9:37 AM
Type of Drill	Fire Drill	Active Shooter
Duration of Drill	2:32	6:36
Weather Conditions	45* Sunny	54* Cloudy
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.

March 19, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #24/25-RM-078-129

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
Bob Schurtz	3/11/2025	7:00 PM - 8:30 PM	Travel Basketball	Gymnasium
Springfield Rec	3/17/2025 - 6/6/2025	5:30 PM - 7:30 PM (M-F) 9:00 AM - 4:00 PM (Sat.)	Tee-Ball & Softball	Athletic Field
H&S Association	4/17/2025	2:00 PM - 5:30 PM	Pie & Cake Fundraiser	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.

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