

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION

Monday, July 21, 2025

2025-2026 - 202

REGULAR MEETING AGENDA

TIME: 6:30 PM

LOCATION: CAFETERIA

1. CALL TO ORDER

Jennifer Mancini, Board President

The meeting was called to order at 6:31pm

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. EXECUTIVE SESSION

Jennifer Mancini, Board President

a) RESOLUTION #25/26-RM-202-101

EXEMPTION #4 - COLLECTIVE BARGAINING NEGOTIATIONS

6. SCHOOL & COMMUNITY PRESENTATIONS

Craig Vaughn, Superintendent

- Student Safety Data System Report for Period 2, 2024 - 2025 School Year

July 21, 2025

7. 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

8. PUBLIC COMMENT #1 (SHALL NOT EXCEED THIRTY (30) MINUTES) None

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.

9. CORRESPONDENCE

Craig Vaughn, Superintendent

10. SUPERINTENDENT REPORT

Craig Vaughn, Superintendent

UPDATE

- Federal Funding - Mr. Vaughn informed the Board that the Individuals with Disabilities Education Act (IDEA) has been fully funded for 25-26. Allocations for ESSA Title Funds have not been announced, but Mr. Vaughn indicated that he anticipates reduced funding levels.
- Summer Programs - Mr. Vaughn provided an update on the Extended School Year (ESY) program and also the school's Summer Camp program which served approximately 50 students in the first week, 30 students the second week. The Board was advised that Summer Camp activities included tie dye shirts, chess club, robotics, and various craft activities.

IMPORTANT DATES

- July 21 - July 24 - Summer Camp Session Two
- August 7 - Springfield Community Night Out
- August 20 - BOE Meeting
- September 1 - Labor Day
- September 2 - Staff Orientation / Professional Development
- September 3 - First Day of School for Students
- September 16 - Back to School Night
- September 17 - BOE Meeting

11. APPROVAL OF MINUTES

Brielle Neroda, Board Secretary

- REGULAR MEETING - Wednesday, June 11, 2025**

	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	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

12. SUPERINTENDENT'S REPORT (ENROLLMENT & HIB)

Craig Vaughn, Superintendent

- a) **RESOLUTION #25/26-RM-202-102**
MONTHLY ENROLLMENT REPORT
- b) **RESOLUTION #25/26-RM-202-103**
APPROVE THE MONTHLY HIB REPORT

	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	
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

13. CONTRACT ADMINISTRATION

Craig Vaughn, Superintendent

14. FINANCE & BUDGET

Craig Vaughn, Superintendent

- a) **RESOLUTION #25/26-RM-202-104**
APPROVE ANTICIPATED REVENUE REPORT
- b) **RESOLUTION #25/26-RM-202-105**
CERTIFY REMITTANCE TO PURCHASE ORDERS
- c) **RESOLUTION #25/26-RM-202-106**
CERTIFY NO ADVERTISED APPROPRIATION ADJUSTMENT EXCEEDS 10%
- d) **RESOLUTION #25/26-RM-202-107**
CERTIFY EWEG REIMBURSEMENT REQUESTS
- e) **RESOLUTION #25/26-RM-202-108**
APPROVE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
- f) **RESOLUTION #25/26-RM-202-109**
MONTHLY CERTIFICATION LINE ITEM STATUS REPORT

- g) **RESOLUTION #25/26-RM-202-110**
RATIFY TRANSFER OF FUNDS
- h) **RESOLUTION #25/26-RM-202-111**
APPROVE MONTHLY BILL LIST
- i) **RESOLUTION #25/26-RM-202-112**
APPROVE BOARD SECRETARY'S REPORT
- j) **RESOLUTION #25/26-RM-202-113**
APPROVE TREASURER'S REPORT
- k) **RESOLUTION #25/26-RM-202-114**
ACCEPTING GRANT FUNDS
- l) **RESOLUTION #25/26-RM-202-115**
APPROVE MEMBERSHIP IN THE BURLINGTON COUNTY CRISIS RESPONSE TEAM

	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	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

15. PERSONNEL & NEGOTIATIONS

Craig Vaughn, Superintendent

- a) **RESOLUTION #25/26-RM-202-116**
MEMORIALIZING CONTRACT RATIFICATION
- b) **RESOLUTION #25/26-RM-202-117**
APPROVE SALARY GUIDE PLACEMENT
- c) **RESOLUTION #25/26-RM-202-118**
AUTHORIZE RETROACTIVE PAYMENTS
- d) **RESOLUTION #25/26-RM-202-119**
APPROVE A LEAVE OF ABSENCE
- e) **RESOLUTION #25/26-RM-202-120**
APPOINTMENT OF AN ELEMENTARY EDUCATION TEACHER
- f) **RESOLUTION #25/26-RM-202-121**
APPROVE A CONTRACT WITH THE SCHOOL BUSINESS ADMINISTRATOR
- g) **RESOLUTION #25/26-RM-202-122**
APPROVE SUBSTITUTE EMPLOYEES FOR THE 2025-26 SCHOOL YEAR

	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	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

16. CURRICULUM & TECHNOLOGY

Craig Vaughn, Superintendent

a) RESOLUTION #25/26-RM-202-123

APPROVE ACCEPTANCE OF THE DANIELSON FRAMEWORK FOR TEACHING AS THE DISTRICT'S EVALUATION INSTRUMENT FOR FACULTY

	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		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. POLICIES & PROCEDURES

Craig Vaughn, Superintendent

18. FACILITIES, SECURITY, & TRANSPORTATION

Craig Vaughn, Superintendent

a) RESOLUTION #25/26-RM-202-124

APPROVE MONTHLY FIRE & SECURITY DRILLS

b) RESOLUTION #25/26-RM-202-125

APPROVE USE OF FACILITIES REQUESTS

	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	
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

19. BOARD FORUM

Jennifer Mancini, Board President

• UNFINISHED BUSINESS

• NEW BUSINESS

- District Goals for 2025-2026 (refer to Appendix A)

Mr. Vaughn and the Board discussed three focus goals for the 2025-26 school year; this included a focus on the implementation of artificial intelligence, a continued focus on school culture and climate, and a focus on professional development.

July 21, 2025

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

Jennifer Mancini, Board President

21. ADJOURNMENT

Jennifer Mancini, Board President

Motion: Mr.Hale

Second: Mrs.Drum

The meeting was adjourned at: 8:08PM

RESOLUTION #25/26-RM-202-101

**RESOLUTION AUTHORIZING THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
TO MEET IN CLOSED EXECUTIVE SESSION
PURSUANT TO THE NEW JERSEY OPEN PUBLIC MEETINGS ACT
PUBLIC LAW 1975, c.231**

WHEREAS, N.J.S.A. 10:4-6 et seq provides that a public body may hold a closed session under certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of the exceptions being as follows:

1. items forbidden by specific legal action
2. right to receive federal funds
3. invasion of individual privacy
4. collective bargaining negotiations
5. purchase/lease/acquisition of real property
6. items where immediate disclosure would impair public safety
7. investigation of violations of law
8. attorney-client privilege
9. terms and conditions of employment/personnel matters
10. penalty or loss of license to an individual
11. other

WHEREAS, the President of the Board of Education has determined that such a circumstance exists which warrants a closed executive session under items as above indicated and that the conducting of a closed executive session was duly authorized by the adoption of this Resolution.

The subject to be discussed is as follows:

#4 - Collective Bargaining Negotiations

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, pursuant to N.J.S.A. 10:4-6 et seq, that it meet in executive session closed to the public for the discussion of a matter which falls under a statutory exception to the New Jersey Open Public Meetings Act and that said closed session will be held on Wednesday, July 16, 2025; and

BE IT FURTHER RESOLVED the closed executive session discussions will pertain to the above mentioned items and that the minutes of the closed executive session will be disclosed after the Board of Education takes formal action or after the reason for the discussions in closed session no longer exists.

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SUPERINTENDENT'S REPORT

July 21, 2025

RESOLUTION #25/26-RM-202-102**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF JUNE 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 <u>June 30, 2025</u>	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	33	-6
11-120-100-101-101-405	Fifth Grade	38	38	N/C
11-130-100-101-101-406	Sixth Grade	37	36	-1
11-212-100-101-101-100	Multiple Disabled	13	8	-5
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	299	+6

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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	299	-3
April 2025	299	0
May 2025	299	0
June 2025	299	0

;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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July 21, 2025

RESOLUTION #25/26-RM-202-103

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE TIME PERIOD OF JUNE 12, 2025 TO JULY 16, 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 JUNE 12, 2025 TO JULY 16, 2025:

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

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CONTRACT ADMINISTRATION

FINANCE & BUDGET

July 21, 2025

RESOLUTION #25/26-RM-202-104

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

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

Brielle Neroda
Board Secretary

July 21, 2025

RESOLUTION #25/26-RM-202-105

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

RESOLUTION #25/26-RM-202-106

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

RESOLUTION #25/26-RM-202-107

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

RESOLUTION #25/26-RM-202-108

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF JUNE 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 JUNE 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.

RESOLUTION #25/26-RM-202-109

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

**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 JUNE 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.

July 21, 2025

RESOLUTION #25/26-RM-202-110

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
RESOLUTION #25/26-RM-202-111

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

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of **JUNE 12, 2025 TO JULY 16, 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.

July 21, 2025

RESOLUTION #25/26-RM-202-112

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

RESOLUTION #25/26-RM-202-113

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

RESOLUTION #25/26-RM-202-114

RESOLUTION ACCEPTING FUNDS FROM THE FUNDING FOR OPTIMAL COMPREHENSIVE UNIVERSAL SCREENERS (FOCUS) GRANT APPLICATION

WHEREAS, the New Jersey Department of Education (NJDOE) has established the Funding for Optimal Comprehensive Universal Screeners (FOCUS) grant to support Local Education Agencies (LEAs) in selecting and implementing high-quality universal literacy screeners and building educator capacity to use screener data to inform instruction; and

WHEREAS, the Springfield Township Board of Education recognizes the importance of early identification of literacy strengths and challenges through universal screening as a critical step toward improving educational outcomes for all students; and

WHEREAS, the district seeks to ensure equitable access to evidence-based literacy practices aligned with the New Jersey Literacy Framework; and

WHEREAS, the grant period for the FOCUS grant extends from June 1, 2025 to June 30, 2026, and the funding would support the district's efforts to select a high-quality universal screener, provide professional development for staff, and develop protocols for data use and intervention; and

WHEREAS, the Superintendent and administrative team have developed a comprehensive project plan in alignment with the FOCUS grant goals, including clear objectives, activities, and measurable indicators of success.

NOW, THEREFORE, BE IT RESOLVED that the Springfield Township Board of Education formally accepts the FOCUS Grant in the amount of \$1,550 from the NJ Department of Education, and expresses its sincere appreciation for this generous support.

BE IT FURTHER RESOLVED that the Superintendent or his/her designee is authorized to oversee the implementation of grant-funded activities and ensure that all requirements and reporting obligations associated with the grant are met.

RESOLUTION #25/26-RM-202-115

RESOLUTION APPROVING MEMBERSHIP IN THE BURLINGTON COUNTY SCHOOL CRISIS RESPONSE TEAM (BCSCRT) FOR THE 2025-2026 SCHOOL YEAR

WHEREAS, the Township of Springfield Board of Education finds that participation in the Burlington County School Crisis Response Team (BCSCRT) constitutes a valuable resource to assist district personnel during any critical situation, such as a natural catastrophe, terrorist event, school shooting, death of a student or staff member, etc.; and

WHEREAS, certain personnel from the Township of Springfield School District, Rebecca Schweitzer, School Social Worker, serve as a member of the BCSCRT and the district agrees to release this staff member from her duties to assist another district when needed; and

WHEREAS, the cost of participation in the BCSCRT program is shared among participating districts and based upon the size of the district; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey hereby approves membership in the Burlington County School Crisis Team for the **2025-2026** School Year at a cost not to exceed six hundred fifty dollars and no cents (\$650.00).

PERSONNEL & NEGOTIATIONS

July 21, 2025

RESOLUTION #25/26-RM-202-116

**RESOLUTION MEMORIALIZING THE EXECUTION OF
A COLLECTIVE BARGAINING AGREEMENT
FOR THE SCHOOL YEARS 2025-26, 2026-27, AND 2027-28
BETWEEN THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND
THE SPRINGFIELD TOWNSHIP EDUCATION ASSOCIATION**

WHEREAS, the duly authorized representatives of the Springfield Township Board of Education and the Springfield Township Education Association ("hereinafter the STEA"), collectively "the parties", in good faith have negotiated and reached a three-year collective bargaining agreement ("hereinafter the Agreement") with, concerning wages, hours, terms, and other conditions of employment for the term of July 1, 2025 through June 30, 2028; and

WHEREAS, the Agreement has been lawfully and properly ratified by the membership of STEA on July 8, 2025; and

NOW, THEREFORE, BE IT RESOLVED that the Springfield Township Board of Education, County of Burlington, State of New Jersey, approves execution of the above Agreement between the Springfield Board of Education and the Springfield Township Education Association for the term of July 1, 2025 through June 30, 2028; and,

BE IT FURTHER RESOLVED that the Agreement was ratified by the Springfield Township Board of Education on July 16, 2025 and that all required signatures required for the implementation of terms therein have been recorded.

RESOLUTION #25/26-RM-202-117**RESOLUTION RETROACTIVELY APPROVING GUIDE PLACEMENTS & SALARY SCHEDULES
FOR ALIGNED CERTIFICATED AND NON-CERTIFICATED PERSONNEL
FOR THE SCHOOL YEAR 2025-26**

WHEREAS, N.J.S.A. 18A:27-3 provides that certificated and non-certificated staff members may be employed and their salaries fixed and determined, under contracts, by a board of education for the period from July 1 of the year in which such board shall organize to the succeeding June 30, notwithstanding that the fiscal year of the district or of the municipality in which it is located is the calendar year; and

WHEREAS, the Board of Education and the Springfield Township Education Association have duly executed a collective bargaining agreement concerning wages, hours, terms, and other conditions of employment on July 16, 2025; and

WHEREAS, the Superintendent has recommended the following guide advancement and salary schedules, for employees under current employment with the District or having retired or resigned during the time period in which the collective bargaining agreement captures, in accordance with the collective bargaining agreement between the Springfield Township Board of Education and the Springfield Township Education Association:

TENURED CERTIFICATED INSTRUCTIONAL STAFF:

Name	Position	FT/PT	Step 25/26	Salary 25/26
Angelastro, Amy	Teacher	FT	MA Step 19	\$99,802
Bifulco, Bobbi Jo	Teacher	FT	BA +27 Step 14	\$76,452
Browning, Cathryn	LDTC	FT	MA Step 19	\$98,602
Carter, Patricia	Teacher	FT	MA Step 19	\$99,802
DeMinco, Jamie	Teacher	FT	MA Step 19	\$99,802
Donoghue, Haley	Teacher	FT	BA Step 6	\$62,502
Faulkes, Casey	Teacher	FT	BA Step 7	\$63,502
Grimm, Jacqueline	Teacher	FT	BA Step 7	\$63,502
Linton, Kelly	Teacher	FT	BA Step 19	\$95,602
Luyber, Jonathan	Teacher	FT	MA Step 19	\$99,802
McDonald, Amanda	Teacher	FT	BA Step 7	\$63,502
Pence, Heather	Teacher	FT	MA Step 17	\$88,802
Ricciani, JoAnn	Nurse	FT	BA Step 18A	\$91,202
Roats, Theresa	Teacher	FT	MA Step 12	\$73,702
Schweitzer, Rebecca	Social Worker	FT	MA Step 19	\$99,802

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Secouler, Sandra	Teacher	FT	BA Step 19	\$95,602
Shook, Dawn	Teacher	FT	BA +27 Step 10-11	\$70,952
Traino, Ashley	Teacher	FT	MA Step 18A	\$95,402
Warshany, Amber	Teacher	FT	BA Step 7	\$63,502

NON-TENURED CERTIFICATED INSTRUCTIONAL STAFF

Name	Position	FT/PT	Step 25/26	Salary 25/26
Agos, Matthew	Teacher	FT	MA Step 4	\$64,702
Alvarado, Monica	Teacher	FT	BA Step 3	\$59,802
Foreman, Deanna	Teacher	FT	MA Step 2	\$63,302
McCarthy, Mikayla	Teacher	FT	BA Step 3	\$59,802
Owens, Amanda	Teacher	FT	BA Step 2	\$59,102
Rinaldi, Christina	Teacher	FT	BA Step 5	\$61,502
Schreiber, Sara	Teacher	FT	BA Step 4	\$60,502
Smith, Riley	Teacher	FT	BA Step 4	\$60,502
Young, Emily	Speech Therapist	FT	MA Step 5	\$65,702

NON-CERTIFICATED INSTRUCTIONAL SUPPORT STAFF:

Name	Position	FT/PT	Step 25/26	Salary 25/26
Adams, Deborah	Instructional Assistant	PT .7037 (4.75 hours)	Step 2	\$17,086
Ahmad, Saira	Instructional Assistant	PT .357 (2.5 hours)	Step 2	\$8,668
Capra, Annette	Instructional Assistant	PT .7037 (4.75 hours)	Step 8	\$19,476
Capra, Brielle	Instructional Assistant	PT .7037 (4.75 hours)	Step 8	\$19,476
Cassidy, Amy	Instructional Assistant	PT .7037 (4.75 hours)	Step 6	\$18,276
Fennessy, Evi	Instructional Assistant	PT .7037 (4.75 hours)	Step 5*	\$17,790
Gonzalez, Margaret	Instructional Assistant	PT .7037 (4.75 hours)	Step 6	\$18,276
Gripp, Carolyn	Instructional Assistant	PT .7037 (4.75 hours)	Step 2	\$17,086
Hill, Janice	Instructional Assistant	PT .7037 (4.75 hours)	Step 4	\$17,315
Pollack, Kristin	Instructional Assistant	FT	Step 8	\$27,676

**denotes \$1200 professional development (college credit) stipend*

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NON-CERTIFICATED CUSTODIAL AND MAINTENANCE STAFF:

Name	Position	FT/PT	Step 25/26	Salary 25/26
Fenesty, Patrick	Maintenance Worker	FT	Step 7	\$45,323
Swangler, Chelsea	Custodian	FT	Step 8	\$41,259

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 faculty and staff members above mentioned by July 22, 2025 and that contracts shall be offered and executed for each approved bargaining unit individual.

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RESOLUTION #25/26-RM-202-118

RESOLUTION AUTHORIZING RETROACTIVE PAYMENT FOR ALIGNED CERTIFICATED AND NON-CERTIFICATED PERSONNEL FOR THE SCHOOL YEARS 2025-26

WHEREAS, the duly authorized representatives of the Springfield Township Board of Education in good faith have negotiated a three-year collective bargaining agreement ("hereinafter the Agreement") with the Springfield Township Education Association ("hereinafter the STEA"), concerning wages, hours, terms, and other conditions of employment for the term of July 1, 2025 through June 30, 2026; and

WHEREAS, the Agreement was executed by the Springfield Township Board of Education on July 16, 2025 and that all required signatures required for the implementation of terms therein have been recorded and memorialized effective July 16, 2025; and,

WHEREAS, in accordance with the agreed upon recommendations of the fact finder's report:

1. Effective and retroactive to July 1, 2025, the base salaries of the Association shall be increased by 3%

WHEREAS, the following indicates the calculation of retroactive payments for certificated and non-certificated staff member in accordance with the agreed upon terms of the Agreement:

NON-CERTIFIED STAFF:

Name	Position	Salary Paid 25/26	Salary 25/26	Retro Payment
Fenesty, Patrick	Maintenance Worker	\$43,935	\$45,323	\$57.83
Swangler, Chelsea	Custodian	\$39,517	\$41,259	\$72.59

NOW, THEREFORE, BE IT RESOLVED that the Springfield Township Board of Education, County of Burlington, State of New Jersey, authorize the retroactive payment of all certificated and non-certificated staff members.

RESOLUTION #25/26-RM-202-119

RESOLUTION AUTHORIZING A LEAVE OF ABSENCE PURSUANT TO POLICY #3435 FOR THE 2025-2026 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 has notified the Superintendent in accordance with Policy #3435 of a request for a leave of absence:

Name	Position	Effective Dates (paid leave)	Effective Dates (unpaid leave)
Haley Donoghue	Kindergarten Teacher	11/4/2024 - 12/23/2025	1/5/2026 - 5/27/2026

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

RESOLUTION #25/26-RM-202-120

**RESOLUTION APPROVING THE APPOINTMENT OF A SPECIAL EDUCATION TEACHER
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2025-2026 FISCAL YEAR
WHICH TERM IS UNDERSTOOD TO RUN FROM JULY 1, 2025 to JUNE 30, 2026**

WHEREAS, a vacancy was created in the position pursuant to the resignation of the incumbent and said vacancy has been included in the FY 2025-2026 Board of Education approved budget; and

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

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

NAME:	Collette Janney
STEP ON SCALE:	Step 2
ANNUAL COMPENSATION	\$59,102
POSITION CONTROL NUMBER	V-ET5002
FULL TIME / PART TIME:	Full Time
EFFECTIVE DATE:	September 1, 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 July 17, 2025 and that contracts shall be offered and executed for each approved individual.

July 21, 2025

RESOLUTION #25/26-RM-202-121

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

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.

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

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, for a period commencing July 1, 2025 and ending June 30, 2026 pending Executive County Superintendent approval.

RESOLUTION #25/26-RM-202-122

**RESOLUTION APPROVING THE SUPERINTENDENT OF SCHOOLS'
RECOMMENDATION FOR THE SUBSTITUTE POSITIONS
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT FOR THE 2025-2026 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, speech language specialists, and EDC staff are such personnel

Teachers	Aides	Nurses	EDC Staff
Shannon Capers	Shannon Capers		Gabriella Pollack

; and

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

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

CURRICULUM & TECHNOLOGY

July 21, 2025

RESOLUTION #25/26-RM-202-123

RESOLUTION ACCEPTING THE 2013 DANIELSON FRAMEWORK FOR TEACHING AS THE DISTRICT'S EVALUATION INSTRUMENT FOR TEACHERS

WHEREAS, NJ6A:10-2.1 "Evaluation of teaching staff members" provides that a district board of education annually shall adopt evaluation rubrics for all teaching staff members; and

WHEREAS, the evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective; and

WHEREAS, the board of education shall ensure that data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and

WHEREAS, the 2013 Danielson Framework for Teaching meets the criteria as required pursuant to NJ6A:10-2.1.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the 2013 Danielson Framework for Teaching is hereby approved as the district's evaluation instrument.

POLICIES & PROCEDURES

July 21, 2025

FACILITIES, SECURITY, & TRANSPORTATION

July 21, 2025

RESOLUTION #25/26-RM-202-124

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 **JUNE 2025**:

Date / Time	June 13, 2025 / 10:41AM	June 11, 2025 / 10:47 AM
Type of Drill	Fire Drill	Evacuation
Duration of Drill	3:30	5:06
Weather Conditions	Partly Sunny 78*	Sunny 78*
Participants	Staff/Students	Staff/Students
Drill Supervisor	Craig Vaughn	Craig Vaughn / Springfield PD

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.

July 21, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #25/26-RM-202-125

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 Instructional Athletic Association	7/7/25 - 8/7/25 (Monday - Thursday)	5:30 PM - 8:30 PM	Rec Basketball	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.

July 21, 2025

Appendix A: Focus Goal Areas for 2025-26

Focus Goal 1

Goal Statement:

By June 2026, the district will implement a comprehensive and developmentally appropriate Artificial Intelligence (AI) Integration Plan for grades Preschool through Six, which includes the development and Board approval of an AI Policy and Acceptable Use Plan (AUP), the delivery of professional development for 100% of instructional and support staff, and the identification and piloting of at least three AI tools to support teaching, learning, and operational efficiency.

- **Specific:**

The district will:

- Develop and adopt an AI Policy and Acceptable Use Plan tailored to elementary students, faculty, and staff.
- Provide professional development to increase staff awareness, understanding, and safe application of AI in instruction and workflow.
- Research, vet, and pilot developmentally appropriate AI tools that enhance instruction, streamline operations, or support personalized learning.

- **Measurable:**

- AI Policy and AUP drafted and approved by the Board of Education.
- 100% of certified staff participate in at least one PD session on AI by June 2026.
- At least three AI tools piloted in classrooms or departments, with feedback collected from staff and students (as age-appropriate).
- Establishment of a staff AI Integration Committee and monthly update reports shared with administration.

- **Achievable:**

The goal includes realistic deliverables aligned with existing structures such as PD days, curriculum committee meetings, and Board policy review timelines.

- **Relevant:**

With AI's growing presence in education, this goal supports digital citizenship, future-ready skills, and instructional innovation while protecting student data and ensuring responsible use aligned with early learning standards.

- **Time-Bound:**

All components including policy, PD, tool implementation, and feedback collection will be completed by the end of the 2025–2026 school year (June 2026).

Timeline	Milestone
Fall 2025	Form AI Integration Committee; begin policy drafting and tool research.
Winter 2025	Present draft AI Policy/AUP to Board committee; begin staff PD sessions.
Spring 2026	Finalize and adopt policy; pilot selected tools in classrooms.
June 2026	Evaluate pilot outcomes; report to the Board and recommend next steps.

Focus Goal 2

Goal Statement:

By June 2026, the district will deepen its commitment to school culture and climate by formalizing a character education framework aligned with Character.org's 11 Principles of Effective Character Education, with the long-term goal of achieving National School of Character recognition. This will include the creation of a district Character Education Committee, a comprehensive audit and alignment of current practices, development of an action plan for full implementation, and the submission of a School of Character application by Spring 2027.

- **Specific:**

The district will:

- Establish a Character Education Committee (inclusive of staff, students, and families).
- Conduct a self-assessment using the 11 Principles Framework from Character.org.
- Align and strengthen initiatives that promote belonging, prosocial behavior, staff-student relationships, and positive school climate.
- Integrate character development into academic content, behavioral expectations, and staff collaboration efforts.
- Create and begin implementing a multi-year action plan with benchmarks toward national recognition.

- **Measurable:**

- Character Education Committee formed by Fall 2025.
- Self-assessment completed and findings documented by Winter 2025.
- Action plan developed with identified goals under each of the 11 Principles by Spring 2026.
- At least three new or revised initiatives (e.g., SEL integration, student leadership programs, staff recognition systems) implemented by June 2026.
- Timeline for formal application to Character.org established, targeting Spring 2027.

- **Achievable:**

Building on the 2024–2025 goal, this work continues and elevates existing programs and momentum, while introducing structured reflection and improvement based on a nationally recognized framework.

- **Relevant:**

This work directly supports district values around equity, student well-being, staff morale, and positive behavior, while aligning with national best practices in character education.

- **Time-Bound:**

The foundational work (committee, audit, plan development, and early implementation) will be completed by June 2026, with a target submission date for National School of Character recognition by Spring 2027.

Timeline	Milestone
Fall 2025	Form Character Education Committee; begin self-assessment process.
Winter 2025	Complete Character.org self-assessment and identify priority areas.
Spring 2026	Develop a multi-year action plan; launch the first set of aligned initiatives.
June 2026	Present plan to Board/community; monitor initial outcomes.
Fall 2026–Spring 2027	Continue implementation; prepare and submit Character.org application.

Focus Goal 3

Goal Statement:

By June 2026, the district will design and adopt a comprehensive, multi-year Professional Development Plan that aligns with district priorities and staff needs. This plan will be informed by a needs assessment, include recommendations for regional collaboration (e.g., best practices sharing, consortium-based training for specialized staff), and establish an infrastructure for ongoing evaluation and revision of professional learning experiences.

- **Specific:**

The district will:

- Conduct a staff-wide needs assessment to identify strengths, gaps, and PD priorities.
- Develop a three-year PD plan with clear focus areas (instructional strategies, SEL, technology, inclusive practices, etc.).
- Identify and formalize partnerships with at least two regional entities (e.g., neighboring districts, county offices, or professional associations) for shared PD opportunities.
- Establish differentiated PD pathways for general education teachers, special area staff, support personnel, and specialized roles (e.g., CST, counselors, nurses).

- **Measurable:**

- Completion and presentation of a multi-year PD plan by June 2026.
- Needs assessment completed with at least 80% participation rate.
- Two or more regional collaboration opportunities identified and included in the plan.
- At least four stakeholder feedback sessions (e.g., surveys, focus groups, PD committee meetings) held during the process.

- **Achievable:**

The goal builds on existing PD structures and committees, leverages input from faculty and regional partners, and allows time for collaborative development and phased implementation.

- **Relevant:**

A cohesive PD strategy supports teacher growth, staff morale, instructional quality, and retention. It ensures alignment with student needs, district initiatives (e.g., AI integration), and state/federal mandates.

- **Time-Bound:**

All components including a needs assessment, draft development, regional collaboration exploration, and final plan approval will be completed by June 2026, ready for phased rollout starting in the 2026–2027 school year.

Timeline	Milestone
Fall 2025	Launch PD Committee; conduct needs assessment; begin regional outreach.
Winter 2025	Analyze data; identify focus areas and differentiation needs.
Spring 2026	Draft and review the PD plan; present to stakeholders for feedback.
June 2026	Finalize plan; present to the Board for adoption.