

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION

Wednesday, September 17, 2025

2025-2026 - 260

REGULAR MEETING AGENDA

TIME: 7:00 PM

LOCATION: CAFETERIA

1. CALL TO ORDER

Jennifer Mancini, Board President

The meeting was called to order at: 7:01pm

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

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

September 17, 2025

Ms. Jeronowitz provided an update on the discussion that was held between the Policy Committee and the Curriculum & Technology Committee regarding Policy 2422.

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.

8. CORRESPONDENCE

Craig Vaughn, Superintendent

- Retirement Letter
 - Mr. Vaughn shared that a retirement letter from Mrs. Sandra Secouler was provided; retirement remarks were provided by Mr. Vaughn prior to the vote on Personnel & Negotiations resolutions.

9. SUPERINTENDENT REPORT

Craig Vaughn, Superintendent

UPDATE

- Walking Trail
 - Mr. Vaughn provided an update on the status of the walking trail being funded by a grant from the Department of Recreation.

IMPORTANT DATES

- September 23 - H&S Association Meeting
- October 3 - Grade Six Camp Ockanickon Trip
- October 6 - 10 - Week of Respect
- October 8 - Fall Picture Day
- October 13 - Columbus Day / School Closed (Staff Professional Development)
- October 14 - H&S Association Meeting
- October 15 - BOE Meeting
- October 17 - H&S Trunk or Treat
- October 20 - 24 - School Violence Awareness Week
- October 29 - Red Ribbon Day
- October 31 - Halloween Parade & Class Parties
- November 4 - Election Day
- November 6 & 7 - School Closed / NJEA Convention
- November 10 - School Closed for Students / Staff Professional Development
- November 11 - Veterans Day / School Closed for Students / Staff Professional Development
- November 19 - Board of Education Meeting
- November 26 - Early Dismissal
- November 27 & 28 - School Closed / Thanksgiving Break

10. APPROVAL OF MINUTES

Brielle Neroda, Board Secretary

• REGULAR MEETING - Wednesday, August 20, 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

11. SUPERINTENDENT'S REPORT (ENROLLMENT & HIB)

Craig Vaughn, Superintendent

- a) **RESOLUTION #25/26-RM-260-101**
MONTHLY ENROLLMENT REPORT
- b) **RESOLUTION #25/26-RM-260-102**
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	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. CONTRACT ADMINISTRATION

Craig Vaughn, Superintendent

- a) **RESOLUTION #25/26-RM-260-103**
APPROVING FOOD SERVICE AGREEMENTS
- b) **RESOLUTION #25/26-RM-260-104**
APPROVING A NON-RESIDENT STUDENT TUITION AGREEMENT
- c) **RESOLUTION #25/26-RM-260-105**
APPROVING A JOINT TRANSPORTATION AGREEMENT

	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

13. FINANCE & BUDGET

Craig Vaughn, Superintendent

- a) **RESOLUTION #25/26-RM-260-106**
APPROVE ANTICIPATED REVENUE REPORT
- b) **RESOLUTION #25/26-RM-260-107**
CERTIFY REMITTANCE TO PURCHASE ORDERS
- c) **RESOLUTION #25/26-RM-260-108**
CERTIFY NO ADVERTISED APPROPRIATION ADJUSTMENT EXCEEDS 10%
- d) **RESOLUTION #25/26-RM-260-109**
CERTIFY EWEG REIMBURSEMENT REQUESTS
- e) **RESOLUTION #25/26-RM-260-110**
APPROVE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
- f) **RESOLUTION #25/26-RM-260-111**
MONTHLY CERTIFICATION LINE ITEM STATUS REPORT
- g) **RESOLUTION #25/26-RM-260-112**
RATIFY TRANSFER OF FUNDS
- h) **RESOLUTION #25/26-RM-260-113**
APPROVE MONTHLY BILL LIST
- i) **RESOLUTION #25/26-RM-260-114**
APPROVE BOARD SECRETARY'S REPORT
- j) **RESOLUTION #25/26-RM-260-115**
APPROVE TREASURER'S REPORT
- k) **RESOLUTION #25/26-RM-260-116**
APPROVE TRAVEL AND RELATED EXPENSE REIMBURSEMENT
- l) **RESOLUTION #25/26-RM-260-117**
ACCEPTING A BID RESULT FOR THE SALE OF A SCHOOL BUS

	Board of Education Member	Mtn	Snd	Y	N	Abn	Abs	Nvt
1	Mr. Dieker	X		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	
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 #25/26-RM-260-118**
APPOINT MEMBERS OF THE I&RS COMMITTEE FOR THE 2025-2026 SCHOOL YEAR
- b) **RESOLUTION #25/26-RM-260-119**
APPROVE RECOMMENDATIONS FOR CERTAIN 2025-2026 HOURLY POSITIONS
- c) **RESOLUTION #25/26-RM-260-120**
APPOINT SUBSTITUTE POSITIONS FOR THE 2025-2026 SCHOOL YEAR
- d) **RESOLUTION #25/26-RM-260-121**
APPROVE THE RETIREMENT OF A TEACHER

e) RESOLUTION #25/26-RM-260-122
APPROVE TRANSFER OF ASSIGNMENT OF A TEACHER

	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

15. CURRICULUM & TECHNOLOGY

Craig Vaughn, Superintendent

16. POLICIES & PROCEDURES

Craig Vaughn, Superintendent

- a) **RESOLUTION #25/26-RM-260-123**
APPROVE AMENDMENTS UPON FIRST READING & INTRODUCTION
- b) **RESOLUTION #25/26-RM-260-124**
APPROVE AMENDMENTS UPON SECOND READING & ADOPTION
- c) **RESOLUTION #25/26-RM-260-125**
APPROVE THE 2025-2026 NURSING SERVICES PLAN

	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 #25/26-RM-260-126**
APPROVE MONTHLY FIRE & SECURITY DRILLS
- b) **RESOLUTION #25/26-RM-260-127**
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**
- **NEW BUSINESS**

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

Jennifer Mancini, Board President

20. EXECUTIVE SESSION

Jennifer Mancini, Board President

- a) **RESOLUTION #25/26-RM-260-128**
EXEMPTION #7 - INVESTIGATION OF VIOLATIONS OF LAW

A motion to enter into Executive Session was made at: 7:27pm

Motion: Ms.Jeronowitz

Second: Mrs.Donahue

A motion was made to leave Executive Session at: 7:53pm

Motion: Ms.Jeronowitz

Second: Mrs.Donahue

21. ADJOURNMENT

Jennifer Mancini, Board President

A motion to adjourn the meeting was made at: 7:54pm

Motion: Mr.Hale

Second: Ms.Jeronowitz

The meeting was adjourned at: 7:54pm

SUPERINTENDENT'S REPORT

September 17, 2025

RESOLUTION #25/26-RM-260-101**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF AUGUST 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, 2025	Count <u>August 29, 2025</u>	Difference
11-105-100-101-101-105	Pre-School Regular	21	20	-1
11-110-100-101-101-110	Kindergarten	44	28	-16
11-120-100-101-101-401	First Grade	30	42	+12
11-120-100-101-101-402	Second Grade	36	31	-5
11-120-100-101-101-403	Third Grade	47	34	-13
11-120-100-101-101-404	Fourth Grade	33	47	+14
11-120-100-101-101-405	Fifth Grade	38	31	-7
11-130-100-101-101-406	Sixth Grade	36	37	+1
11-212-100-101-101-100	Multiple Disabled	8	8	NC
11-215-100-101-101-100	Preschool Disabled PT	5	3	-2
11-000-100-56X-60X-XXX	Out-of-District Placement	1	1	NC
	TOTAL	299	283	-16

Month	Enrollment	Monthly Change
June 2025	299	
July 2025	287	-12
August 2025	283	-4
September 2025		
October 2025		
November 2025		
December 2025		
January 2026		
February 2026		
March 2026		
April 2026		
May 2026		
June 2026		

;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.

September 17, 2025

RESOLUTION #25/26-RM-260-102

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE TIME PERIOD OF AUGUST 21, 2025 TO SEPTEMBER 17, 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 **AUGUST 21, 2025 TO SEPTEMBER 17, 2025:**

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

CONTRACT ADMINISTRATION

September 17, 2025

RESOLUTION #25/26-RM-260-103

**AWARDING FOOD SERVICE CONTRACTS
FOR BREAD & ROLLS, ICE CREAM, FRESH PRODUCE, AND MILK PRODUCTS
FOR THE 2025–2026 SCHOOL YEAR**

WHEREAS, the Board of Education previously authorized the advertisement and solicitation of bids for the procurement of Bread & Rolls, Ice Cream, Fresh Produce, and Milk Products for the 2025–2026 school year; and

WHEREAS, the School Business Administrator, in accordance with applicable public contracting laws and district policy, publicly advertised and received bids for the aforementioned food service items; and

WHEREAS, the bids were publicly opened and read aloud, and a review of the submissions determined the lowest responsible and responsive bidders for each product category; and

WHEREAS, the recommended contract awards reflect the pricing and terms submitted by the winning vendors and represent the best value to the district;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts the bids and awards one-year contracts for the period beginning July 1, 2025 and ending June 30, 2026 for the following food service categories, in accordance with the bid specifications and pricing submitted:

Food Service Category	Awarded Company
Bread & Rolls	DeLuxe Italian Bakery, Inc. 680 E. Clements Bridge Road Runnemede, NJ 08078
Ice Cream	Glacier Point Enterprises, Inc. 101 Commerce Drive Moorestown, NJ 08057
Fresh Produce	Seashore Fruit & Produce Company 1344 NW Boulevard Vineland, NJ 08360
Milk Products	Balford Farms 4 Manhattan Drive Burlington, NJ 08016

BE IT FURTHER RESOLVED, that the Board of Education authorizes the School Business Administrator to execute the necessary agreements with the approved vendors and take all other steps necessary to implement these contracts.

RESOLUTION #25/26-RM-260-104

RESOLUTION APPROVING A NON-RESIDENT TUITION CONTRACT IN ACCORDANCE WITH DISTRICT POLICY 5111.01

WHEREAS, Policy 5111.01 of the Springfield Township School District authorizes the enrollment of non-resident students upon the completion of an application process and the payment of applicable fees and tuition, and;

WHEREAS, the Parents of each non-resident applicant must complete, sign, and submit an application along with a non-refundable application fee of one hundred dollars (\$100.00), made payable to the Springfield Township School District, and;

WHEREAS, the application fee is non-refundable and shall not be applied to any tuition due or that may become due, and;

WHEREAS, tuition rates for non-resident students are established annually by the Board of Education each May, in alignment with the approved budget and as calculated by the Department of Education budget software, and for the current academic year are as follows:

- Kindergarten: Four thousand dollars (\$4,000.00) per school year
- Grades 1 through 6: Four thousand five hundred dollars (\$4,500.00) per school year

WHEREAS, upon acceptance of a non-resident student into the District, the Parents must submit a completed Student Tuition Contract along with a non-refundable acceptance fee of two hundred dollars (\$200.00) to the School Business Administrator/Board Secretary within ten (10) days of written notification of acceptance, and;

WHEREAS, the acceptance fee shall be applied toward the first tuition payment and will secure the student's place in the District, and;

WHEREAS, tuition payments shall be made in equal monthly installments over the course of the school year, due on the first day of each month, unless an advanced payment plan is requested and approved, and;

WHEREAS, the Parents of non-resident students shall be solely responsible for arranging transportation of their child(ren) to and from school, including designating an alternate adult for early dismissals, should the Parent be unavailable;

NOW, THEREFORE, BE IT RESOLVED, that the Springfield Township Board of Education hereby approves the Student Tuition Contract for the admission of student #20261444 for the 2025–2026 school year under the terms set forth above and in accordance with Policy 5111.01;

BE IT FURTHER RESOLVED, that the Board authorizes the Superintendent and the School Business Administrator to execute all necessary documents related to the enrollment, tuition, and administration of the non-resident student contract(s).

RESOLUTION #25/26-RM-260-105

RESOLUTION TO APPROVE A JOINT TRANSPORTATION AGREEMENT WITH THE BURLINGTON COUNTY EDUCATIONAL SERVICES UNIT

WHEREAS, the Springfield Township Board of Education (hereinafter the "Board") is responsible for providing safe and efficient transportation for eligible students in accordance with New Jersey Statutes and Department of Education regulations; and

WHEREAS, the Board has determined that it is in the best interest of the district to enter into a Joint Transportation Agreement with the Educational Services Unit of Burlington County (hereafter referred to as "BCESU") for the purpose of coordinating transportation services for students in a cost-effective and efficient manner; and

WHEREAS, the BCESU has offered to provide transportation coordination services to Springfield Township in accordance with the terms and conditions set forth in the Joint Transportation Agreement; and

WHEREAS, the Board has determined that participation in the BCESU Joint Transportation Program will result in financial savings and improve transportation logistics;

NOW, THEREFORE, BE IT RESOLVED by the Springfield Township Board of Education, County of Burlington, State of New Jersey, as follows:

1. The Board hereby approves the Joint Transportation Agreement between the Springfield Township Board of Education and the Burlington County Educational Services Unit for the 2025–2026 school year.
2. The Board President and/or Business Administrator is hereby authorized and directed to execute the agreement on behalf of the Board and to take all necessary steps to implement its terms.
3. A copy of this resolution and the executed agreement shall be placed on file in the office of the Business Administrator/Board Secretary.

Adopted this 17th day of September, 2025, by the Springfield Township Board of Education.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution adopted by the Springfield Township Board of Education at its duly convened meeting held on September 17, 2025.

Brielle Neroda
Board Secretary
Springfield Township Board of Education

September 17, 2025

FINANCE & BUDGET

September 17, 2025

RESOLUTION #25/26-RM-260-106

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF AUGUST 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 AUGUST 2025 changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

Brielle Neroda
Board Secretary

RESOLUTION #25/26-RM-260-107

**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 AUGUST 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 AUGUST 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-260-108

RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION
EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT
FOR THE MONTH OF AUGUST 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 AUGUST 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-260-109

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS FOR THE MONTH ENDING AUGUST 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 AUGUST 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-260-110

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF AUGUST 2025 FOR THE 2025-2026 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 AUGUST 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 2025-2026 Every Student Succeeds Act, IDEA Part B, IDEA Preschool, and REAP funds.

RESOLUTION #25/26-RM-260-111

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

FOR THE MONTH OF AUGUST 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 AUGUST 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.

September 17, 2025

RESOLUTION #25/26-RM-260-112

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR AUGUST 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 **AUGUST 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-260-113

**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 **AUGUST 21, 2025 TO SEPTEMBER 17, 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.

September 17, 2025

RESOLUTION #25/26-RM-260-114

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS
[BOARD SECRETARY'S REPORT]
FOR THE MONTH OF AUGUST 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 **2025-2026** 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-260-115

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

RESOLUTION #25/26-RM-260-116

**RESOLUTION APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT
& RETROACTIVELY APPROVING TRAVEL & RELATED EXPENSES
FOR SPRINGFIELD TOWNSHIP SCHOOL DISTRICT EMPLOYEES
PURSUANT TO P.L. 2007, C.53 AND BOARD OF EDUCATION POLICY #6471**

WHEREAS, Public Law 2007, c.53 provides for the regulation of travel expenditures which are those costs paid by the school district using local, State, or federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district board of education members, to the following four types of travel events:

[1] training and seminars which means all regularly scheduled, formal residential and non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;

[2] conventions and conferences which means general programs, sponsored by professional associations on a regular basis. Which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;

[3] regular school district business which means all regular official business travel, including attendance at meetings, conferences and any other gathering which are not covered by the definitions included in other section of P.L. 2007, c.53;

[4] retreats which means meetings with school district employees and school board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

; and

WHEREAS, a board of education implemented Policy #6471 which regulates travel expenditures for School District employees and school board members that are in accordance with P.L. 2007, c.53;

WHEREAS, each district board of education shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with P.L. 2007, c.53 and Board of Education Policy #6471, and shall provide auditable information;

WHEREAS, the below listing has been submitted for approval by the Board of Education:

Employee Name	Mahe Zaidi		
District Assignment	Supervisor of Curriculum		
Travel Date(s)	Sept. 24, 25, 26, 2025		
Travel Destination	Washington DC		
Travel Type	Car		
Sponsoring Entity	District Administration Leadership Institute		
Event Description	LeadHERship Conference		
Funding Source	REAP		
Account Series	20-999-500-500		
Registration Fee	NC		
M&IE Allowance	NA		
Mileage Estimate	\$233.80		
Tolls & Other Transportation	NA		
Hotel/Motel Rate	\$1040.07		
Miscellaneous Exp (Parking)	\$144		
TOTAL	\$1417.87		

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

September 17, 2025

RESOLUTION #25/26-RM-260-117

RESOLUTION ACCEPTING A BID OFFER FOR A VEHICLE SALE BETWEEN THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND SHEPPARD BUS

WHEREAS, the Springfield Township School District (hereinafter referred to as the "Board") is the owner of certain vehicles that it wishes to sell; and

WHEREAS, the Hunterdon County Educational Services Commission (HCESC) offers services to assist Boards of Education with the promotion and sale of transportation vehicles, including through public sealed bid; and

WHEREAS, HCESC solicited bids for the sale of school transportation vehicles and district equipment with a sealed bid opening on August 27, 2025; and

WHEREAS, the table below represents the results of the bid opening

Vehicle: 2019 Chevy/Thomas Small Bus			
# of Bids Received	Average Bid	Winning Bid	Winning Bid Company
4	\$39,119	\$43,888	Sheppard Bus

; and

WHEREAS, the Board finds that the execution of the sale of said vehicle to Sheppard Bus, 300 M Street, Millville, NJ 08332 in the amount of forty-three thousand eight hundred eighty-eight dollars and no cents (\$43,888.00) is in the best interest of the District;

NOW, THEREFORE, BE IT RESOLVED that the Springfield Township Board of Education hereby approves the vehicle sale with Sheppard Bus; and

BE IT FURTHER RESOLVED that the Board authorizes the Business Administrator, Danielle Tarvin, to execute the sale agreement on behalf of the Springfield Township School District and to take all necessary steps to effectuate the sale of the vehicle in accordance with the terms of the agreement.

PERSONNEL & NEGOTIATIONS

September 17, 2025

RESOLUTION #25/26-RM-260-118

**RESOLUTION APPOINTING THE INTERVENTION AND REFERRAL SERVICES (I&RS) MEMBERS
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT
FOR THE 2025-2026 SCHOOL YEAR PURSUANT TO N.J.A.C. 6A:16-8**

WHEREAS, District boards of education shall establish and implement a coordinated system in each school building in which general education students are served, for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior or health needs. District boards of education shall choose the appropriate multidisciplinary team approach for planning and delivering the services required under this subchapter; and

WHEREAS, the Superintendent of Schools makes the recommendation that the I&RS Committee Designees for the **2025-2026** school year shall be:

- Craig Vaughn, Superintendent/Principal
- Mahe Zaidi, Supervisor of Curriculum
- Rebecca Schweitzer, Social Worker
- Cathryn Browning, Learning Disabled Teacher Consultant
- Ashley Traino, Special Education Teacher

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, accepts the recommendation of the above appointed I&RS team members for the **2025-2026** school year.

RESOLUTION #25/26-RM-260-119

**RESOLUTION APPROVING THE SUPERINTENDENT'S RECOMMENDATIONS FOR
CERTAIN 2025-2026 HOURLY & STIPEND POSITIONS
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, certain stipend positions may be offered in accordance with the provisions of the Agreement between the Springfield Township Board of Education and the Springfield Township Education Association; and,

WHEREAS, the positions were 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 recommendations are being made by the Superintendent of Schools:

POSITION	EMPLOYEE	STIPEND AMOUNT
Student Council Advisor	Makayla McCarthy	\$500
Student Council Advisor	Amber Warshany	\$500
Winter Concert Coordinator	Monica Alvarado	\$300
Spring Concert Coordinator	Monica Alvarado	\$300
Talent Show Coordinator	Monica Alvarado	\$500
Yearbook Advisor	Dawn Shook	\$250
Yearbook Advisor	Jacqueline Grimm	\$250
Art Show Coordinator	Casey Faulkes	\$500
Drama Club Advisor	Monica Alvarado	\$500

RESOLUTION #25/26-RM-260-120

**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, and EDC staff are such personnel

Teachers	Aides	Custodians	Nurses	EDC Staff
Hannah Edwards	Hannah Edwards			Cara Cervino
Emily Saunders				

; 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.

RESOLUTION #25/26-RM-260-121

RESOLUTION ACCEPTING THE RETIREMENT NOTICE OF A TEACHER PCR #:V-RCT003 FOR THE SPRINGFIELD TOWNSHIP SCHOOL

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of retirement is hereby accepted effective December 31, 2025; and;

CERTIFICATION OF ACCUMULATED SICK LEAVE PAYMENT

YEARS OF SERVICE	ACCUMULATED SICK DAYS	TOTAL*	PER DIEM RATE	TOTAL PAYOUT
31	105	105	\$50.00	\$5,250.

*as of September 15, 2025; final total for calculation will be determined December 23, 2025

BE IT FURTHER RESOLVED that the Business Administrator / Board Secretary shall budget the sum of five thousand two hundred fifty dollars and zero cents (\$5,250.00) under line item 11-000-291-290-000 UNDIST TCH RETIRE COMP for the 2026-2027 fiscal year budget.

RESOLUTION #25/26-RM-260-122

**RESOLUTION APPROVING VOLUNTARY TRANSFERS OF CERTAIN PERSONNEL OF THE
SPRINGFIELD TOWNSHIP SCHOOL DISTRICT UNDER PROVISIONS OF THE AGREEMENT BETWEEN
THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND THE SPRINGFIELD TOWNSHIP
EDUCATION ASSOCIATION FOR THE SCHOOL YEAR 2025-2026**

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

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

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

EMPLOYEE	TRANSFER FROM PCN	TRANSFER FROM ASSIGNMENT	TRANSFER TO PCR	TRANSFER TO ASSIGNMENT
Matthew Agos	V-MDT002	Multiple Disabled Teacher	V-RCT003	Resource Center Teacher

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above transfer(s) is/are hereby approved with the transfer date effective January 1, 2025.

CURRICULUM & TECHNOLOGY

September 17, 2025

POLICIES & PROCEDURES

September 17, 2025

RESOLUTION #25/26-RM-260-123

**RESOLUTION APPROVING BOARD OF EDUCATION 2025/2026
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 6111	Special Education Medicaid Initiative	235
P 6220	Budget Preparation	235
R 1570	Internal Controls	235
R 6111	Special Education Medicaid Initiative	235
R 6220	Budget Preparation	235

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**.

RESOLUTION #25/26-RM-260-124

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

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

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

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

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

File Code	Name	Alert #
P 0143	Board Member Election and Appointment	235
P 0173	Duties of Public School Accountant	235
P 0174	Legal Services	235
P 0177	Professional Services	235
P 1570	Internal Controls	235
P 1620	Administrative Employment Contracts	235
P 1636.01	Notification of Promotion, New Job, and Transfer Opportunities	235
P 2422	Statutory Curricular Requirements	235
P 5339.01	Student Sun Protection	235

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**.

RESOLUTION #25/26-RM-260-125

RESOLUTION APPROVING THE 2025-26 NURSING SERVICES PLAN

WHEREAS, in accordance with District Policy 5307 the Board of Education shall annually adopt the school district's Nursing Services Plan at a regular meeting and submit it to the County Superintendent of Education for review and approval; and,

WHEREAS, the Superintendent, or designee, shall develop the Nursing Services Plan in consultation with the school physician and certified school nurse; and,

WHEREAS, the Nursing Services Plan shall include a description of the basic nursing services to be provided to all pupils and a summary of the specific medical needs of individual pupils, if any, and the nursing services required to address those needs; and,

WHEREAS, the Nursing Services Plan shall also include a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to pupils in the school building as outlined in N.J.A.C. 6A:16-2.3(b) through (d), and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5; and,

WHEREAS, the Board, in its determination of the number of certified school nurses and non-certified nurses needed to perform all of the required services as outlined in N.J.A.C. 6A:16 et seq. shall consider: the geographic size including the number and location of the school building; the general and special education enrollment; the number of children with medical involvement and extent of nursing services required; the requirement that non-certified nurses be assigned to the same school building or school complex as the supervising certified school nurse to ensure that the certified school nurse can provide required supervision pursuant to N.J.A.C. 6A:16-2.3(b) and (d) and N.J.S.A. 18A:40-3.3; and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

NOW, THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the **2025-2026** Nursing Services Plan be approved and the Superintendent of Schools is hereby authorized to submit the plan to Burlington County Office of Education.

FACILITIES, SECURITY, & TRANSPORTATION

September 17, 2025

RESOLUTION #25/26-RM-260-126

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 **AUGUST 2025**:

Date / Time	No drills conducted (no students present in the building during the month of August 2025)
Type of Drill	
Duration of Drill	
Weather Conditions	
Participants	
Drill Supervisor	

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.

September 17, 2025

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #25/26-RM-260-127

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
Girl Scout Troop 28510	9/12/25 10/10/25 11/14/25 12/12/25 1/9/26 3/13/26 5/8/25 6/12/26	4:15 PM - 5:30 PM	Monthly Meetings	Cafeteria / Gymnasium / Media Center (location determined by availability)
Springfield Rec	Nov. 2025 - March 2026	3:30 PM - 9:00 PM (M-F) 8:00 AM - 5:00 PM (Sat. & Sun.)	Rec Basketball	Gymnasium
H&S Association	10/17/25	4:00 PM - 8:00 PM	Trunk or Treat	Parking Lot & Gymnasium

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the above list of "Facilities Use Applications" is hereby approved.

September 17, 2025

RESOLUTION #25/26-RM-260-128

**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:

#7 - Investigation of Violations of Law

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, September 17, 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.
