

SPRINGFIELD BOARD OF EDUCATION  
Springfield, New Jersey

MISSION STATEMENT

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.

The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

Regular Meeting March 1, 2021

A. Call to Order and Statement by Board President Mrs. Laura Gamarekian

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 4, 2021 and revised on February 26, 2021. The public comment format for this meeting is as follows – attendees wishing to comment during the public sessions will enter their name and address in the Q&A. The President of the Board of Education will recognize the attendee at the appropriate time by allowing the attendee to use audio or audio and video function to ask a question or make a comment.

B. Roll Call: Mr. Anthony Delia, Mr. Marc Miller, Mr. Hector Munoz, Mrs. Meredith Murphy, Mrs. Kristy Rubin, Mrs. Paula Saha, Mr. Scott Silverstein, Mrs. Hilary Turnbull, Mrs. Laura Gamarekian

C. Pledge of Allegiance

D. Emergency Rules

1. SUGGESTED MOTION: "I move the approval of the resolution regarding emergency regulations:

**WHEREAS**, the New Jersey Department of Community Affairs enacted emergency regulations that require public bodies (e.g., municipalities, boards of education, etc.) to meet certain criteria if the public body is holding a remote public meeting during a state of emergency; and

**WHEREAS**, the Springfield Board of Education ("Board") is required by the aforementioned regulations to adopt procedures for public comment made during remote meetings during a state of emergency.

**NOW THEREFORE**, be it resolved that:

1. The Board Secretary shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that either: (1) both

adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided; or (2) only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to the matters included in *N.J.A.C. 5:39-1.5(g)*;

2. In the event the Board conducts a remote meeting during a state of emergency, the Board shall allow members of the public to make comments via audio or audio and video. Individuals will be prompted to enter their name and address in the Q&A function, and the Board shall hear the comments in the order received. All of the Board's Policies and Regulations related to public participation in board meetings shall remain in effect, including, but not limited to, the presiding officer's ability to limit each statement made by a participant to a 3 minute duration;
3. If a member of the public becomes disruptive during any portion of the remote public meeting, the Board President shall mute, or direct appropriate staff to mute, the disruptive member of the public. The disruptive individual shall receive a warning that continued disruption may result in the individual being removed from the remote meeting or muted at future remote meetings. Disruptive conduct includes, but is not limited to, shouting, interruption, or use of profanity. If time permits, the Board may allow the disruptive individual to make a public comment at the conclusion of the public comment portion, but reserves the right to continue muting or remove the disruptive individual if the disruptive behavior persists.
4. These procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced by the Board President at the beginning of each remote public meeting during a state of emergency.”

E. Communications

F. SUGGESTED MOTION: “I move to approve the following minutes:  
Regular Meeting - February 22, 2021

G. Superintendent Report – Rachel Goldberg

1. Student/Staff Recognitions
  - a. Girls 2020 Cross Country – North 2, Group 1 Sectional Champions
  - b. Boys 2020 Cross Country – Valley Conference Champions
2. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
3. Building Usage Request
4. Fund Raiser Request
5. Fieldtrip Request
6. Contracts PL2015, Chapter 47

1. SUGGESTED MOTION: “I move to accept and approve the Superintendent’s Report as presented.”

H. Public Input of Items of the Agenda of the Regular Meeting

1. It is the policy of this Board that inappropriate comments regarding specific individuals should not be made during the public portion of this meeting. Members of the public should be advised that to the extent they defame any employee of this district or member of this community, the Board disclaims any liability if you are involved in a civil suit for defamation.

I. Finance Committee – Mrs. Rubin

1. SUGGESTED MOTION: “I move the approval of the transfer of funds from and to the following line item accounts as designated.” (Attachment A)
2. SUGGESTED MOTION: “I move to approve the Board Secretary’s Report dated January 31, 2021 and that it be received and placed on file.”
2. SUGGESTED MOTION: “I move to approve the Treasurer’s Report dated January 31, 2021 and that it be received and placed on file.”
3. SUGGESTED MOTION: “Pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary’s and Treasurer’s monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of January 31, 2021 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.”

J. School Government Committee – Mrs. Saha

1. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move approval of the appointment of personnel on the attachment all such contracts being subject to future action on account of substantial reductions in State School Aid by virtue of the state of emergency and resulting Statewide Financial dislocation.” (Attachment B)

ROLL CALL VOTE

I so recommend R.G.

2. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move approval of the attached personnel to participate in offsite Professional Development.” (Attachment C)

ROLL CALL VOTE

I so recommend R.G.

3. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide.” (Attachment D)

ROLL CALL VOTE

I so recommend R.G.

4. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move that the Board of Education approve the 2020-21 Nursing Plan.”
5. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move approval of the 2020-21 SEMI action plan for remediation of the parental consent and revenue projections.” (Attachment E)

ROLL CALL VOTE

I so recommend R.G.

K. Open Public Session

1. It is the policy of this Board that inappropriate comments regarding specific individuals should not be made during the public portion of this meeting. Members of the public should be advised that to the extent they defame any employee of this district or member of this community, the Board disclaims any liability if you are involved in a civil suit for defamation.

L. New Business

M. Old Business

N. Closed Session

1. SUGGESTED MOTION: “I move to suspend the rules of the order of business of the Regular Meeting and adjourn to closed conference session for the reasons contained in the following resolution:”

RESOLUTION

“WHEREAS the Board of Education must discuss subjects concerning matters protected by Attorney/Client privilege which are not appropriate subjects to be discussed in a public meeting and which are within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

RESOLVED that the aforesaid subjects shall be discussed in private session by this Board and the administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist.”

Closed Conference Items

1. Matters protected by Attorney/Client privilege

O. Reconvene from Closed Conference

1. SUGGESTED MOTION: “I move approval to reconvene to the Regular Meeting Agenda of the Board of Education.”

P. Adjournment

Upcoming Meetings:

1. Regular Meeting – March 15, 2021 at 7:30 PM in the JDHS IMC
2. Regular Meeting – April 12, 2021 at 7:30 PM in the JDHS IMC

DRAFT

**Transfer  
January 2021**

Attachment ( A )

<b>Account Code</b>	<b>Description</b>	<b>To</b>	<b>From</b>
11-000-100-562-98-11	TUITION SPECIAL ED OTHER DISTR	175,000.00	
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC	131,000.00	
11-000-213-300-70-11	SPEC ED PROF THERAPY		100,000.00
11-000-218-600-71-06	SUPPLIES-GUIDANCE/FMG		1,206.00
11-000-222-600-01-06	LIBRARY BOOKS FMG	1,206.00	
11-000-230-334-01-01	CONSTRUCTION PROF FEES	3,900.00	
11-000-240-105-00-10	SAL PRINCIPAL OFF CLERKS	1,100.00	
11-000-240-600-82-07	OTHER EXP OFFICE SUPP TLS	3,600.00	
11-000-240-600-82-08	OTHER EXP OFF SUPLS JC	7,000.00	
11-000-252-600-93-15	DATA SUPPLIES - INFO TECH	21,250.00	
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES	20,000.00	
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES	10,700.00	
11-000-262-420-93-03	REPAIR/SERVICE/MAINT EQUIP		10,000.00
11-000-262-420-94-05	CONTRACTED SERVICES GROUNDS		700.00
11-000-262-610-94-05	CUSTODIAL&GROUNDS SUPPLIES		20,000.00
11-000-291-270-97-03	HEALTH INSURANCE		250,000.00
11-120-100-101-00-10	SALARIES TEACHERS 1-5		40,000.00
11-120-100-101-01-10	SUBSTITUTES 1-5	40,000.00	
11-140-100-101-00-10	SALARIES TEACHER 9-12		10,000.00
11-140-100-101-01-10	SUBSTITUTES 9-12	10,000.00	
11-190-100-500-22-07	SCIENCE TRIP TLS		3,600.00
11-190-100-500-22-08	SCIENCE TRIP JC		5,000.00
11-190-100-610-14-08	TEACHER SUPPLIES ENGLISH JC		1,000.00
11-190-100-610-19-08	TEACHER SUPPLIES MATH JC		1,000.00
11-190-100-610-22-03	DISTRICT SCIENCE SSEP	1,000.00	
11-190-100-610-82-14	TEACHER SUPPLIES OFFICE JDHS		1,227.00
11-190-100-610-95-03	PPE SUPPLIES INSTRUCTIONAL		28,250.00
11-190-100-640-14-14	TEXTBOOKS COMMUNICATION ARTS J	1,227.00	

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Certificated Staff</b>								
Beal	Jennifer	Chemistry Teacher	JDHS	---	---	---	Extended Leave	3/11/2021 - 5/3/2021
McNally	Stephen	Leave Replacement Chemistry Teacher	JDHS	Step 3/MA	\$62,931.00	---	Extended Leave JB	10/15/2020 - 5/3/2021

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Substitute/Home instructor/Volunteer</b>								

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Non-Certificated</b>								

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Before and After School Program/Childcare</b>								

“ A school district or charter school .....may employ....for a period not to exceed 90 days pending review by the school district providing all the following are satisfied:  
**Applicant complied with providing list**  
**School district has no knowledge or information that the applicant would be required to disclose under the law**  
**School district determines special or emergent circumstances exist that justify the temporary employment of this applicant"**  
*Springfield Board of Education Regular Meeting 3/1/2021*  
**\*\*\*Resignation subject to the requirements provided by law**

CONFERENCES/CONVENTIONS/WORKSHOPS								
LAST NAME	FIRST NAME	SCHOOL	DESCRIPTION	LOCATION	Funding	DATE	AMOUNT	BOE APPROVED
Kelly	Dana	District	Legal One: Attendance, Residency, homelessness	Virtual	F11	3/10/21	\$ 125.00	3/1/21
Kelly	Dana	District	NJASA-Contract Negotiations	Virtual	F11	3/11/21	\$ 149.00	3/1/21
Kelly	Dana	District	Legal One: The ABC's of Employee Leave	Virtual	F11	3/18/21	\$ 75.00	3/1/21
Kelly	Dana	District	Legal One: HR New Reqs Best Practices & the Law	Virtual	F11	4/13/21	\$ 40.00	3/1/21
Kelly	Dana	District	Legal One: Getting to the Truth: Student Investigations ONLINE	Virtual	F11	Recording Webinar	\$ 100.00	3/1/21

**Tuition Grants  
Fall 2021**

Allison Zale  
Allison Zale

Math 580 Combination Mathematics  
Math 579 Applied Mathematics for the Middle Schools

Graduate  
Graduate

*For approval at the March 1, 2021 BOE Meeting  
\*Credit Only not for Reimbursement*

**Sample Special Education Medicaid Initiative (SEMI) Action Plan FY20**

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

County: Union

District: Springfield

Date: February 16 2021

**Sample Corrective Action Plan Table**

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
<p><b>Parental Consent Forms:</b> Procedures for obtaining parental consent forms, such as those delineated in the Parental Consent Best Practices document available on the EdPlan™ website. This includes procedures to document how annual notification for parental consent is disseminated to parents in order to maintain consent.</p>	<ol style="list-style-type: none"> <li>1. Train all case managers on the SEMI program to ensure they are able can accurately explain the form to parents/guardians</li> <li>2. Include SEMI consent form in referral/I&amp;RS process paperwork</li> <li>3. Bring consent form to all IEP meetings and obtain consent for all students regardless of current Medicaid eligibility</li> </ol>	SEMI Coordinator/Director/CST	Monthly	<ol style="list-style-type: none"> <li>1. Sign-in sheets for all SEMI-related professional development.</li> <li>2. Sign-off on process inclusion from case manager</li> <li>3. Automatic attachment of consent form to IEP</li> </ol>	Ongoing

**Sample Special Education Medicaid Initiative (SEMI) Action Plan FY20**

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

County: Union

District: Springfield

Date: February 16 2021

**Sample Corrective Action Plan Table**

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
<p><b>Establishing Benchmarks for Maximum SEMI Participation:</b> Establish a benchmark of x percent for the current school year or for the first year that the district does not have an approved waiver pursuant to the provisions of N.J.A.C. 6A:23A-5.3(b), whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year.</p> <p>The benchmarks for the current school year or for the first year that the district does not have an approved waiver pursuant to (b) above, whichever is applicable, for achieving maximum participation shall close, at a minimum, the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year; and</p> <p>The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form or one document noting parental refusal for each eligible student.</p>	<p>1 Increase participation to 80% for the current school year.</p> <p>2. Re-review all IEP meetings to ensure that we are billing for the appropriate services to assist in obtaining maximum participation and in turn, meeting the revenue projection</p>	Director/SEMICoordinator	Monthly	<p>1. Documentation of related services in the IEP</p> <p>2. Increased number of parental consent forms</p>	Ongoing
<p><b>Documenting IEP Meetings:</b> Procedures to ensure that all SEMI eligible IEP meetings are documented in the third-party administrator's system. Evaluation Services/IEP meetings are only claimable if a Medicaid qualified practitioner is present and it is documented that a health-related service is discussed.</p>					
<p><b>Documenting SEMI Eligible Health-Related Services:</b> Procedures to ensure that all SEMI eligible health-related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator's system.</p>					

**Sample Special Education Medicaid Initiative (SEMI) Action Plan FY20**

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

County: Union

District: Springfield

Date: February 16 2021

**Sample Corrective Action Plan Table**

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
<b>Validation of IEP on File:</b> Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator's system for each SEMI eligible student for whom parental consent has been obtained.					
<b>Validation of Service Provider Qualifications:</b> Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator's system.					
<b>Participation in SEMI Training Opportunities:</b> Procedures to ensure that staff participate in relevant training opportunities provided by the third-party administrator, including, but not limited to, regional meetings and online training.					
<b>Timely Certification of Quarterly Staff Pool List:</b> Procedures to ensure that the quarterly staff pool list is certified under the time frames required in the implementation of cost settlement via the third-party administrator's system.					