

SPRINGFIELD BOARD OF EDUCATION

OCTOBER 4, 2021

REGULAR MEETING

VISION STATEMENT

Cultivating compassionate and extraordinary learners.

MISSION STATEMENT

Springfield Public Schools will challenge every student through meaningful, engaging experiences – empowering all students to flourish and contribute in an evolving world.

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Auditorium First Floor on Monday, October 4, 2021 at 7:05 P.M.

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 October 1, 2021. The public comment format for this meeting is as follows – attendees wishing to comment during the public sessions will state their name and address. The President of the Board of Education will recognize the attendee at the appropriate time. 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.

1. CALL TO ORDER

The meeting was called to order by Board Vice-President, Mr. Scott Silverstein.

Present: Mr. Anthony Delia, Mr. Marc Miller, Mr. Hector Munoz, Mrs. Meredith Murphy, Mrs. Kristy Rubin, Mrs. Paula Saha, Mr. Scott Silverstein

Absent: Mrs. Hilary Turnbull, Mrs. Laura Gamarekian

Also Present:

Mrs. Rachel Goldberg, Superintendent

Mr. Matthew Clarke, Business Administrator/Board Secretary

Mrs. Erica Scudero, Assistant Superintendent for Curriculum, Instruction & Assessment

Mrs. Dana Kelly, Director of Human Resources

Mrs. Daniela Riccardi, Director of Technology

2. CLOSED SESSION (7:05PM)

Moved by Mr. Miller, seconded by Mrs. Saha, “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 and Superintendent Evaluation 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
- 2. Personnel
- 3. RECOVENE TO REGULAR MEETING (7:48 PM)
Moved by Mrs. Saha, seconded by Mr. Miller, approval to reconvene to the Regular Meeting Agenda of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

- 4. PLEDGE OF ALLEGIANCE
- 5. COMMUNICATIONS
 - a. GSCS
 - i. News and Notes – September 27th.
 - ii. The Best of the Buzz –September 23rd and 30th.
 - b. NJSBA –
 - i. School Board Notes –September 22nd and 29th.
 - c. JDHS PTSO Hybrid Basket auction if October 8th.
- 6. MINUTES- REGULAR MEETING

Moved by Mrs. Saha, seconded by Mr. Munoz, to approve the following minutes:
Regular Meeting - September 10, 2021

Present: Mr. Anthony Delia, Mr. Marc Miller, Mr. Hector Munoz, Mrs. Meredith Murphy, Mrs. Kristy Rubin, Mrs. Paula Saha, Mr. Scott Silverstein

Absent: Mrs. Hilary Turnbull, Mrs. Laura Gamarekian

MOTION CARRIED

- 7. SUPERINTENDENT’S REPORT
Moved by Mrs. Saha, seconded by Mr. Munoz, to accept and approve the Superintendent’s Report as presented –

- 1. High School Graduation Data SY2021
- 2. Student/Staff Recognitions
 - i. Football:2-2 Record, Next game 10/7 vs. New Providence.
 - ii. Girls Varsity Soccer:5-1, Next game 10/5 @ Hillside.
 - iii. Boys Varsity Soccer:1-7-2, Next game 10/5 vs. Rahway.
 - iv. Gymnastics:0-3,Next Competition 10/12 @ Cranford.
 - v. Girls Tennis:6-2, Next meet 10/5 vs. Spotswood(NJSIAA Tournament).
 - vi. Girls Volleyball:8-2, Next game 10/5@ Hillside.

3. Social Emotional Learning Update
 - i. Start with hello Week was September 20th – September 24th and recognition of International Day of Peace took place on September 21st.
 - ii. Week of Respect Kickoff will take place October 4th- October 8th.
 - iii. Counseling and Behavioral Services.
 - iv. Mindfulness Training with Mrs. Sista at JDHS.
 - v. Upcoming parent Support Programs.
4. Edward V. Walton Early Childhood Center Update
 - i. St. James School Parents
 - ii. Construction Updates.
5. 2021-2022 Safe Return to In-Person Instruction Status
 - i. Current Status of Schools.
 - ii. How to Handle Quarantines?
6. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
7. Building Usage Request
8. Fund Raiser Request
9. Fieldtrip Request
10. Contracts PL2015, Chapter 47

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. PUBLIC SESSION (8:17 PM - 8:22 PM)

The following member of the public had question(s) or comment(s) regarding the Superintendent's Report on Football Homecoming game/Snack Shack:

- Mr. Tony Apicella & Mrs. Kerri Solomine

9. TRANSFER

Moved by Mrs. Rubin, seconded by Mr. Miller, the approval of the transfer of funds from and to the following line item accounts as designated. (Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. BOARD SECRETARY'S REPORT

Moved by Mrs. Rubin, seconded by Mr. Miller, to approve the Board Secretary's Report dated August 31, 2021 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. TREASURER'S REPORT

Moved by Mrs. Rubin, seconded by Mr. Miller, to approve the Treasurer's Report dated August 31, 2021 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. LEGAL-AUGUST 2021

Moved by Mrs. Rubin, seconded by Mr. Miller, 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 August 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.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. PERSONNEL APPOINTMENTS

Moved by Mrs. Saha, seconded by Mr. Miller, at the recommendation of the Superintendent, 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)

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. PROFESSIONAL DEVELOPMENT-OFFSITE

Moved by Mrs. Saha, seconded by Mr. Miller, at the recommendation of the Superintendent, approval of the attached personnel to participate in offsite Professional Development. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. SPECIAL EDUCATION PLACEMENT

Moved by Mrs. Saha, seconded by Mr. Miller, at the recommendation of the Superintendent, that the Board of Education approve Special Education request for Related Services/Placements on the attachment. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. REVISED CURRICULUM

Moved by Mrs. Saha, seconded by Mr. Miller, at the recommendation of the Superintendent, to approve the following revised curriculum –

- Art Grade 3 - Elementary School
- Art Grade 4 - Elementary School
- Art Grade 5 - Elementary School.

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. HURRICANE IDA IMPACT

Moved by Mr. Delia, seconded by Mr. Miller, approval recognizing the following restoration projects due to Hurricane IDA impact, September 1, 2021, on district facilities –

- a. Walton
 - i. Tile/ mastic removal – Lesco - \$39,800.00 (3 quotes, lowest quote)
 - ii. Wall repair – Northeastern Interiors - \$48,790.50 (#HCESC-SER-20F)
 - iii. Movers – PALS - \$18,329.45 (Emergency, single quote)
 - iv. Remediation – I.R.S. - \$120,000.00 (3 companies contact 9/2, only response)
- b. JDHS (Field)

- i. Field repair - Landtek Group - \$43,800.00 (original installer for FieldTurf).

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. PUBLIC SESSION (8:28 PM - 8:56 PM)

The following members of the public had questions or comments regarding FMG: Restart of school, Length of periods, block scheduling, TPAC new operations, elimination of flexibility for students, communications, use of google meet, afterschool activities, activity periods, mutual respect.

- Staff Members - Julie Marx, Jill Freeman, Gillian Clark, Alex Mojka, Trish Collins, Mike Mirabella, Amy Herrington, and
- Ted Timpanic(NJEA uniserve representative)

19. NEW BUSINESS

- Bulldog Basket Auction- Friday, October 8th.
- Thanks to High School staff, the outdoor homecoming dance was a huge success.

1. NEW MOTION – JOB DESCRIPTION

Moved by Mr. Miller, seconded by Mrs. Saha, at the recommendation of the Superintendent, to approve the attached job description beginning October 4, 2021. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. OLD BUSINESS

None to report at this time.

21. ADJOURNMENT

Moved by Mr. Miller, seconded by Mr. Munoz, to adjourn the regular meeting at 9:00 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – October 18, 2021 at 7:30 PM in the JDHS IMC
2. Regular Meeting – November 1, 2021 at 7:30 PM in the JDHS IMC

Matthew A. Clarke
Business Administrator/Board Secretary

**Transfer
August 2021**

Attachment (A)

Account Code	Description	To	From
11-000-218-104-00-10	SAL.GUIDANCE COUNSELORS		20,131.00
11-000-218-104-02-10	GUIDANCE SUMMER	20,131.00	
11-000-230-339-97-02	SUPERINTENDENT BOARD COACHING	4,500.00	
11-000-230-340-93-03	RENTAL POSTAGE METER	2,700.00	
11-000-230-530-93-03	COMMUNICATIONS POSTAGE		2,700.00
11-000-230-530-95-05	UTILITIES TELEPHONE		1,500.00
11-000-230-590-97-03	INSURANCE		3,000.00
11-000-230-895-02-01	MISC EXP DUES NJSBA		3,000.00
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES	100,000.00	
11-000-262-621-95-05	NATURAL GAS		50,000.00
11-000-262-622-95-05	ELECTRICITY		50,000.00
11-000-262-520-97-03	INSURANCE PROPERTY,LIABILITY	58,500.00	
11-000-291-270-97-03	HEALTH INSURANCE		55,000.00
13-422-100-101-40-12	SALARIES OF TEACHERS SUMMER SC		10,750.00
13-422-100-106-40-10	SUMMER SCHOOL AIDES	10,750.00	

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Certificated Staff								
Rooney-Kuhn	Elizabeth	English Teacher	JDHS	---	---	---	Retirement	12/1/2021
Clarke	Matthew	Assistant Superintendent for Business Operations/Board Secretary	District	---	---	---	Retirement	1/1/2022
Jones	Marissa	Teacher	EVW	---	---	---	Leave Extension	11/23/2021 - 4/22/2022
Reich	Linda	Leave Replacement Elementary Teacher	EVW	Step 1-MA	\$63,430.00	---	Leave Extension MJ	11/23/2021 - 4/22/2022
Rebimbas	Jacqueline	Teacher	EVW	---	---	---	Leave Extension	11/24/2021 - 4/1/2022
Sinclair	Jolene	Leave Replacement Elementary Teacher	EVW	Step 1-BA	\$58,697.00	---	Leave Extension JR	11/24/2021 - 4/1/2022
Hollingsworth	Jessica	LDTC	TLS	---	---	---	Leave Extension	11/24/2021 - 12/23/2021
Cughari	Mark	Independent Study	JDHS	---	\$1,500.00	---	5 days/full year, LEA Funds	9/1/2021 - 6/30/2022
Diez	Sandra	Independent Study	JDHS	---	\$1,500.00	---	5 days/full year, LEA Funds	9/1/2021 - 6/30/2022
Maged	Jillian	6th Period	JDHS	---	\$13,091.40	---	5 days/full year, LEA Funds	9/1/2021 - 6/30/2022
Lico	Adelma	6th Period	JDHS	---	\$12,786.20	---	5 days/full year, LEA Funds	9/1/2021 - 6/30/2022
Van Deursen	Matthew	Head Boys Spring Track Coach	JDHS	---	\$9,141.00	---	Schedule E, LEA Funds	9/1/2021 - 6/30/2022
Mattoon	Jacqueline	Head Girls Spring Track Coach	JDHS	---	\$9,141.00	---	Schedule E, LEA Funds	9/1/2021 - 6/30/2022
Van Deursen	Matthew	Head Winter Track Coach	JDHS	---	\$7,183.00	---	Schedule E, LEA Funds	9/1/2021 - 6/30/2022
Mattoon	Jacqueline	Assistant Winter Track Coach	JDHS	---	\$5,526.00	---	Schedule E, LEA Funds	9/1/2021 - 6/30/2022
Reich	Linda	Extended Day Tutorials	EVW	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/11/2021 - 12/22/2021
Fretz	Dana	Extended Day Tutorials	EVW	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/11/2021 - 12/22/2021
Grobarz	Alyssa	Extended Day Tutorials	JCS	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/15/2021 - 12/22/2021
Elia	Danielle	Rutgers Reading Club	JCS	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/15/2021 - 12/22/2021
Heron	Chris	Rutgers Reading Club	JCS	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/15/2021 - 12/22/2021
Frankhouser	Kathy	Rutgers Reading Club	JCS	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/15/2021 - 12/22/2021
Frankhouser	Kathy	Extended Day Math Club	JCS	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/15/2021 - 12/22/2021
VanBrunt	Michael	Extended Day Tutorials	FMG	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/15/2021 - 12/22/2021
Powers	Mary Ellen	Extended Day Tutorials	JDHS	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/11/2021 - 12/22/2021
Balletto	Bryan	Extended Day Tutorials	JDHS	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/11/2021 - 12/22/2021
Malino	Judith	Extended Day Tutorials	JDHS	---	\$52,24/hr	---	Max 20 Hours, ARP Funds	10/11/2021 - 12/22/2021
Grobarz	Alyssa	Pride Club	JCS	---	\$52,24/hr	---	LEA Funds	10/5/2021 - 6/30/2022
Zavock	Cristin	Pride Club	JCS	---	\$52,24/hr	---	LEA Funds	10/5/2021 - 6/30/2022
Graham	Roxanne	School Nurse	JDHS	---	\$69.31/hr	---	Contract Tracing Outside Contractual Hours, Max 30 Hours, LEA Funds	9/1/2021 - 6/30/2022
Mowzan	Renee	School Nurse	FMG	---	\$41.80/hr	---	Contract Tracing Outside Contractual Hours, Max 30 Hours, LEA Funds	9/1/2021 - 6/30/2022
Mader-Karan	Patricia	School Nurse	TLS	---	\$43.47/hr	---	Contract Tracing Outside Contractual Hours, Max 30 Hours, LEA Funds	9/1/2021 - 6/30/2022
Blanchard-Salmon	Karen	School Nurse	JCS	---	\$69.31/hr	---	Contract Tracing Outside Contractual Hours, Max 30 Hours, LEA Funds	9/1/2021 - 6/30/2022

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Substitute/Home instructor/Volunteer								
Francis	Heather	Substitute Teacher	---	---	\$96.00/day	---	LEA Funds	9/29/2021 - 6/30/2022
Valencia	Indira	Substitute Bus Aide	---	---	\$14.75/hr	New	Pending Criminal History Clearance, LEA Funds	10/5/2021 - 6/30/2022
O'Brien	Mary Rose	Substitute School Nurse	---	---	---	New	Pending Criminal History Clearance, LEA Funds	10/5/2021 - 6/30/2022

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Non-Certificated								
Beck	Jennie	Bus Driver	District	---	---	---	LEAVE	9/15/2021 - 10/31/2021
Orgerena	Sandra	Transportation Coordinator (Bus Driver)	District	---	\$23.00/hr	---	Additional time for route coverage	9/1/2021 - 6/30/2022
Kerr	Alice	Secretary	EVW	---	\$18.99/hr	---	Max 5 hours (Class Movement, Pending Timesheets) - ARP Funding	9/17/2021 - 10/1/2021
DeBeau	Marie	Secretary	EVW	---	\$21.74/hr	---	Max 5 hours (Class Movement, Pending Timesheets) - ARP Funding	9/17/2021 - 10/1/2021
Vaccarella	Lucy	Secretary	EVW	---	\$24.85/hr	---	Max 5 hours (Class Movement, Pending Timesheets) - ARP Funding	9/17/2021 - 10/1/2021
Carvaia	Lucelly	Bus Aide	District	---	\$20.01/hr	New	Pending Criminal History Clearance, LEA Funds	10/5/2021 - 6/30/2022
Valencia	Indira	Lunch Aide	District	---	\$20.01/hr	New	Pending Criminal History Clearance, LEA Funds	10/5/2021 - 6/30/2022
Ferreira	Tana	Lunch Aide	JDHS	---	\$20.01/hr	---	Additional hours, max 20 hours a week, ARP Funds	9/1/2021 - 6/30/2022
Bibbo	Filomena	Lunch Aide	JDHS	---	\$20.01/hr	---	Additional hours, max 20 hours a week, ARP Funds	9/1/2021 - 6/30/2022
Agliata	Maria	Instructional Aide	District	---	\$20.01/hr	---	Additional hours, LEA Funds	8/31/2021
Silance	Kathleen	Instructional Aide	District	---	\$20.41/hr	---	Additional hours, LEA Funds	8/31/2021
Tomatore	Julie	Instructional Aide	District	---	\$20.81/hr	---	Additional hours, LEA Funds	8/31/2021
Dzikowski	Carrie	Instructional Aide	District	---	\$20.81/hr	---	Additional hours, LEA Funds	8/31/2021
Ferrara	Margaret	Aide	EVW	---	\$20.01/hr	---	Revised Rate- Max 5 hours (Class Movement, Pending Timesheets) IDEA Funds	9/17/2021 - 10/1/2021
Castona	Lesh	Instructional Aide	JC	---	---	---	Resignation	***
Soifer	Robin	Instructional Aide	EVW	---	---	---	Resignation	***
Fernandes	Cintia	Lunch Aide	JDHS	---	---	---	Resignation	***

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Before and After School Program/Childcare								
Lopez	Jorge	Group Aide	EVW	---	---	---	Resignation	***

* A school district or charter schoolmay 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 10/4/2021
 ***Resignation subject to the requirements provided by law

CONFERENCES/CONVENTIONS/WORKSHOPS								
LAST NAME	FIRST NAME	SCHOOL	DESCRIPTION	LOCATION	Funding	DATE	AMOUNT	BOE APPROVED
Media	Sarah	JDHS	Applied Digital Skills Launch Edition	Virtual	---	10/12/21	Free	10/4/21
Media	Sarah	JDHS	Student Choice Boards-Applied Digital Skills	Virtual	---	11/16/21	Free	10/4/21
Media	Sarah	JDHS	sing Applied Dogital Sills with Google Classroom	Virtual	---	12/14/21	Free	10/4/21
Goldberg	Rachel	District	Fifth Annual Women in Leadership Conference	Somerset Park, 333 Davidson Avenue, Somerset, NJ 08873	F10	9/30 & 10/1	\$ 389.00	10/4/21

**Special Education Request
Related Services/OOD Placements**

Attachment (D)

RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/week</u>	<u>Term</u>	<u>Student</u>
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OF DISTRICT PLACEMENT REQUEST

	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
Barnstable Academy Oakland, NJ	1413, 2326	\$131,700.00	21-22SY	

Springfield Public Schools

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JOB DESCRIPTION

TITLE: School Business Administrator/Board Secretary

QUALIFICATIONS:

1. A valid New Jersey School Business Administrator certificate or certificate of eligibility
2. A bachelor's degree or higher
3. At least five years working in public or private sectors with experience in supervision and administration
4. At least three years accounting, budgeting, business administration, fiscal, public school administration, or purchasing experience
5. Knowledge of the principles and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements
6. Knowledge of accepted business practices in public school districts relative to budget preparation and administration, insurance, and purchasing
7. Management and communication skills
8. Required criminal history background check and proof of U.S. citizenship or legal registered alien status

REPORTS TO: Superintendent/Board of Education

SUPERVISES: Technology Staff
Custodians
Maintenance
Food Services Personnel
Transportation Personnel
Business Operations Staff
Other staff members as the Superintendent may designate.

PERFORMANCE RESPONSIBILITIES:

1. Supervises, manages, and coordinates the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.
2. Assists the superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
3. Serves as general accountant for the board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
4. Assumes responsibility for the audit of all claims, invoices and demands against the board, presents them for board approval and submits them to the treasurer of school moneys for payment.

Approved:

(continued)

5. Collects tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys and transmits such funds to the treasurer.
6. Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies.
7. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
8. Oversees the district technology team, inclusive of technology infrastructure management, hardware inventory, and data ecosystem management.
9. Assists the superintendent in the development and implementation of a multi- year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.
10. Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
11. Administers the district's insurance/risk management program.
12. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
13. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.
14. Acts as the agent of the board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
15. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.
16. Is responsible for investment of board funds in accordance with statute and board policy.

(continued)

17. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation.
18. Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
19. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the district's records management officer.
20. Notifies all board members of regular and special meetings. Calls special meetings whenever requested by the board president or by a petition signed by a majority of the board. Attends all board meetings.
21. Records all proceedings of board meetings, prepares the official meeting minutes and handles all correspondence of the board.
22. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections.
23. Presides at the annual reorganization meeting of the board until such time as a president is elected.
24. Administers the oath of office to newly elected board members.
25. Files with the county superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.
26. Annually develops and transmits to the county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
27. Notifies the county superintendent of the names of newly elected or appointed board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the county superintendent of new administrators or supervisors appointed after the April 30 filing date.
28. Prior to the annual submission to the county superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.

(continued)

29. Provides to the county superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
30. Notifies the New Jersey School Boards Association of the names of newly- elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
31. Performs such other duties as may be prescribed by law or assigned by the superintendent or the board.

TERMS OF EMPLOYMENT:

1. Twelve (12) months.
2. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Springfield Board of Education.
3. Tenurable.

EVALUATION: Evaluated by the Superintendent of Schools.

Springfield Public Schools

Search. Learn. Serve

JOB DESCRIPTION

TITLE: Assistant Superintendent for Business Operations/Board Secretary

QUALIFICATIONS:

1. A valid New Jersey School Business Administrator certificate or certificate of eligibility
2. A valid New Jersey School Administrator certificate or certificate of eligibility
3. A bachelor's degree or higher
4. At least five years working in public or private sectors with experience in supervision and administration
5. At least three years accounting, budgeting, business administration, fiscal, public school administration, or purchasing experience
6. Knowledge of the principles and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements
7. Knowledge of accepted business practices in public school districts relative to budget preparation and administration, insurance, and purchasing
8. Management and communication skills
9. Required criminal history background check and proof of U.S. citizenship or legal registered alien status

REPORTS TO: Superintendent/Board of Education

SUPERVISES: Technology Staff
Custodians
Maintenance
Food Services Personnel
Transportation Personnel
Business Operations Staff
Other staff members as the Superintendent may designate.

PERFORMANCE RESPONSIBILITIES:

1. Supervises, manages, and coordinates the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.
2. Assists the superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
3. Serves as general accountant for the board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.

Approved:

(continued)

4. Assumes responsibility for the audit of all claims, invoices and demands against the board, presents them for board approval and submits them to the treasurer of school moneys for payment.
5. Collects tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys and transmits such funds to the treasurer.
6. Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies.
7. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
8. Oversees the district technology team, inclusive of technology infrastructure management, hardware inventory, and data ecosystem management.
9. Assists the superintendent in the development and implementation of a multi- year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.
10. Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
11. Administers the district's insurance/risk management program.
12. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
13. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.
14. Acts as the agent of the board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
15. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee

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benefit plans.

16. Is responsible for investment of board funds in accordance with statute and board policy.
17. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation.
18. Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
19. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the district's records management officer.
20. Notifies all board members of regular and special meetings. Calls special meetings whenever requested by the board president or by a petition signed by a majority of the board. Attends all board meetings.
21. Records all proceedings of board meetings, prepares the official meeting minutes and handles all correspondence of the board.
22. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections.
23. Presides at the annual reorganization meeting of the board until such time as a president is elected.
24. Administers the oath of office to newly elected board members.
25. Files with the county superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.
26. Annually develops and transmits to the county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
27. Notifies the county superintendent of the names of newly elected or appointed board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the county superintendent of new administrators or supervisors appointed after the April 30 filing date.

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28. Prior to the annual submission to the county superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
29. Provides to the county superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
30. Notifies the New Jersey School Boards Association of the names of newly- elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
31. Performs such other duties as may be prescribed by law or assigned by the superintendent or the board.

TERMS OF EMPLOYMENT:

1. Twelve (12) months.
2. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Springfield Board of Education.
3. Tenurable.

EVALUATION: Evaluated by the Superintendent of Schools.