

SPRINGFIELD BOARD OF EDUCATION

FEBRUARY 28, 2022

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 Instructional Media Center-Monday, February 28, 2022 at 6:34 P.M.

A. CALL TO ORDER

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

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 3, 2022. 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.

B. Present: Vice President Paula Saha, Mrs. Laura Gamarekian, Mr. Marc Miller, Mr. Hector Munoz, Mrs. Meredith Murphy, Mrs. Kristy Rubin, Mrs. Hilary Turnbull, President Scott Silverstein

Also Present:

Mrs. Rachel Goldberg, Superintendent

Mrs. Michelle Calas, School Business Administrator/Board Secretary

Mrs. Dana Kelly, Director of Human Resources

Mrs. Daniela Riccardi, Director of Technology

Mrs. Tiffany Boehm, Director of Student Services

C. CLOSED SESSION (6:35 PM)

Moved by Vice President Saha, seconded by Mr. Miller, “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
2. Personnel Matters
3. Student Matters
4. Safety

D. RECOVENE TO REGULAR MEETING (7:23 PM)

Moved by Vice President 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

E. PLEDGE OF ALLEGIANCE

F. COMMUNICATIONS

- a. NJSBA
  - i. 2<sup>nd</sup> Annual spring Symposium, virtual 2 day event April 26<sup>th</sup>-27<sup>th</sup> 9am-4pm.
  - ii. School Board Notes – February 9<sup>th</sup>, 16<sup>th</sup> & 24<sup>th</sup>.
- b. GSCS
  - i. News and Notes – February 23<sup>rd</sup> & March 2<sup>nd</sup> .
  - ii. The Best of the Buzz – February 23<sup>rd</sup>.

G. MINUTES-EXECUTIVE & REGULAR MEETING

Moved by Vice President Saha, seconded by Mr. Munoz, to approve the following minutes:

Regular Meeting - February 7, 2022

Voice Vote: AYE- 8 NAY- 0 Abstention- 1 (Silverstein) MOTION CARRIED

H. SUPERINTENDENT'S REPORT

Moved by Vice President Saha, seconded by Mr. Miller, to accept and approve the Superintendent's Report as presented –

1. 2020-2021 Comprehensive Annual Financial Report
2. Student/Staff Recognitions
3. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
4. Building Usage Request
5. Fund Raiser Request
6. Fieldtrip Request
7. Contracts PL2015, Chapter 47

- Dr. Goldberg discussed some of the happenings across the district. The District is celebrating Black History Month. JDHS went to Washington DC to participate in Model

UN. The PTAs showered the staff with love on Valentine's Day. The 8<sup>th</sup> grade visited JDHS. The peer leaders led the orientation.

- She provided athletic highlights. JDHS boys indoor track team won its first Central Jersey Group 1 sectional title in program history. The girls team placed 4<sup>th</sup>. She noted other track accomplishments. JDHS girls basketball team had a 14-5 record and champions of the UCC Valley Division. She provided other athletic highlights on boys basketball and wrestling. JDHS and FMG orchestra students performed together
- The high school theater program will be performing "Chicago" April 1<sup>st</sup> and 2<sup>nd</sup>, 2022.
- Ms. Gamarekian noted her content with the elementary schools winter concerts.
- Dr. Goldberg provided a current status of schools as it related to Covid. She updated the quarantine and masking update. She provided masking protocols effective March 7, 2022, contact tracing, and quarantine protocols.
- Dr. Goldberg indicated that the District has a zero tolerance perspective relating to all cases of Harassment, Intimidation, and Bullying. The District will work with parents for children to wear masks at the elementary level but they will not enforce parental choices relating to masking at the middle school and high school level.
- She indicated that there is a pediatric Covid Clinic at the Chisholm Center.
- She reviewed some of the calendar updates.

Voice Vote: AYE- 8, NAY- 0 , Absention- 1 (Ms. Turnbull)

MOTION

CARRIED

**I. PUBLIC SESSION(7:56PM – 8:00PM)**

The following members of the public had questions or comments regarding the Agenda or the Superintendent's report on

- David Mallow, requested additional G&T funding. He noted some of the changes in the G&T program.

**J. FINANCE**

**1. BILL'S LIST**

Approval of check numbers 049709 through 050024 and wire transfers 800207, 888724 through 888735 and 999593 for a grand total of \$4,903,213.27.

**2. BOARD SECRETARY'S REPORT**

To approve the Board Secretary's Reports dated January 31, 2022 and that it be received and placed on file.

**3. TREASURER'S REPORT**

To approve the Treasurer's Reports dated January 31, 2022 and that it be received and placed on file.

**4. LEGAL'S JANUARY 2022**

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, the Board certify that to the best of its knowledge as of January 31, 2022 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.

**5. TRANSFER REPORT**

Approval of the transfer of funds from and to the following line item accounts as designated. (Attachment A)

**Approval of Finance Items J 1 through 5**

Motion to Approve: Mrs. Gamarekian

Seconded: Mr. Miller

***Roll Call***

Vice President Saha	Yes	Kristy Rubin	Yes
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Yes	President Silverstein	Yes
Meredith Murphy	Yes		

**6. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

Acceptance and approval of the Comprehensive Annual Financial Report (CAFR) completed by Cannone and Company, P.A. for the fiscal year ended June 30, 2021.

**7. AUDITOR’S MANAGEMENT REPORT**

Acceptance and approval of the accompanying Auditor’s Management Report on Administrative Findings completed by Cannone and Company, P.A., and the attached CAP for fiscal year ended June 30, 2021. (Attachment D)

- Mrs. Calas provided an overview on the Audit. She noted that there was one audit finding and explained the reasoning for the find.
- Board thanked the Business office staff.
- President Silverstein remarked on the audit.

**Approval of Finance Items J 6 and 7**

Motion to Approve: Mrs. Rubin

Seconded: Mr. Munoz

***Roll Call***

Vice President Saha	Yes	Kristy Rubin	Yes
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Yes	President Silverstein	Yes
Meredith Murphy	Yes		

**K. SCHOOL GOVERNMENT**

**1. PERSONNEL APPOINTMENTS**

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)

2. PROFESSIONAL DEVELOPMENT - OFFSITE

At the recommendation of the Superintendent, approval of the attached personnel to participate in offsite Professional Development. (Attachment C)

3. 2021-2022 SEMI

At the recommendation of the Superintendent, approval of the 2021-2022 SEMI action plan for remediation of the revenue projections. (Attachment E)

4. REVISED CURRICULUM

At the recommendation of the Superintendent, to approve the following revised curriculum –

- Accounting I
- Business Law
- Business Management
- Entrepreneurship
- Personal Finance
- Sports & Entertainment Marketing
- American Regional Cuisine
- Bake Shop I & II
- Classic French & Italian
- Foundations of Restaurant Management and Culinary Arts I – IV
- International Cuisine

5. BOARD OF EDUCATION MEETING DATE CHANGES

At the recommendation of the Superintendent, approval of the following changes for Board of Education regular meeting schedule to:

FROM (Cancel)	TO (Add)
March 14, 2022	March 21, 2022
March 28, 2022	April 4, 2022

- Dr. Goldberg and President Silverstein thanked Ms. Kelly for her time as the Director of Human Resources. Dr. Goldberg thanked the Mrs. Salmon and congratulated her on her retirement.
- Vice President Saha explained the change of dates for the Board of Education meetings as it relates to Governor's Budget address.

**Approval of School Government Items K 1 through 5**

Motion to Approve: Vice President Saha

Seconded: Mrs. Gamarekian

***Roll Call***

Vice President Saha	Yes	Kristy Rubin	Yes
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Yes	President Silverstein	Yes
Meredith Murphy	Yes		

**L. BUILDINGS & GROUNDS****1. HURRICANE IDA IMPACT**

Approval recognizing the following restoration projects due to Hurricane IDA impact, September 1, 2021, on district facilities –

- a. Walton
  - i. Engineering Services – Design Ideas Group- \$17,327.25
- b. Walton
  - i. Library Carpet Removal – Lesco Services. - \$1,000.00
- c. JDHS
  - i. Room G6 – All Risk Inc. - (ESCNJ#17/18-34) - \$669.02.

- Ms. Calas provided an update on Walton school, post -Ida.

**Approval of Buildings and Ground Item L 1**

Motion to Approve: Mr. Munoz

Seconded: Mrs. Gamarekian

***Roll Call***

Vice President Saha	Yes	Kristy Rubin	Yes
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Yes	President Silverstein	Yes
Meredith Murphy	Yes		

**M. PUBLIC SESSION**

The public did not have any questions or comments at this time.

**N. NEW BUSINESS****1. NEW MOTION – BOARD OF EDUCATION MEETING TIME CHANGE**

Moved by Vice President Saha, seconded by Mr. Miller, to authorize the Superintendent to hire a teaching position prior to the next board of education meeting, if needed.

***Roll Call***

Vice President Saha	Yes	Kristy Rubin	Yes
Laura Gamarekian	Yes	Hilary Turnbull	Yes
Marc Miller	Yes	Yelena Zolotarsky	Yes
Hector Munoz	Yes	President Silverstein	Yes
Meredith Murphy	Yes		

- Mrs. Zolotarsky suggested if the board would be willing to have educational sessions for parents.
- Mrs. Zolotarsky motioned to add educational sessions for the public during the board meeting.
- President Silverstein expressed his concerns.
- Mrs. Rubin, Mrs. Gamarekian, Mrs. Saha and Mr. Munoz noted the measures of transparency and the available resources about boards of educations.
- Mrs. Turnbull suggested that a concrete plan needs to be proposed before a vote.
- Mrs. Gamarekian noted that the plan should be presented to the Board President.
- Mrs. Zolotarsky suggested tabling her original motion.
- Dr. Goldberg provided an update on the process of changing Board By-Laws and agenda structure.

O. OLD BUSINESS

- President Silverstein commended Vice President Saha for stepping up in his absence.

P. ADJOURNMENT

Moved by Mr. Miller, seconded by Mrs. Gamarekian, to adjourn the regular meeting at 8:47 PM.

Voice Vote: AYE- 9 NAY- 0

## Upcoming Meetings:

1. Regular Meeting – March 21, 2022 at 7:00 PM in the JDHS IMC
2. Regular Meeting – April 4, 2022 at 7:00 PM in the JDHS IMC

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Michelle Calas  
School Business Administrator/Board Secretary

**Transfer  
January 2022**

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	\$ 47,595.50	
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC		\$ 47,595.50
11-000-213-300-70-11	SPEC ED PROF THERAPY		\$ 8,029.00
11-000-219-600-70-11	OTHER EXP OFFICE/PROF/TEST BKS	\$ 688.00	
11-000-221-500-07-04	OTHER EXP DUES COMPUTER/CUR+ST	\$ 15.00	
11-000-221-580-70-11	TRAVEL CST		\$ 31.00
11-000-222-600-01-06	LIBRARY BOOKS FMG		\$ 1,000.00
11-000-222-600-04-11	SOFTWARE CAI BS/CST	\$ 12,292.00	
11-000-230-331-01-01	PROFESSIONAL SERVICES LEGAL	\$ 30,000.00	
11-000-230-530-93-03	COMMUNICATIONS POSTAGE		\$ 2,000.00
11-000-230-590-05-01	ELECTION EXPENSES		\$ 1,000.00
11-000-230-590-07-02	SUPT OFFICE DUES	\$ 2,900.00	
11-000-230-590-09-12	ADVERTISING		\$ 1,000.00
11-000-230-610-05-02	SUPERINTENDENT SUPPLIES		\$ 19,000.00
11-000-230-610-93-15	SUPP TECHNOLOGY		\$ 5,000.00
11-000-240-600-80-04	OTHER EXP OFFICE SUP CUR+STAFF		\$ 1,000.00
11-000-240-600-82-11	SPECIAL SERVICES SUPPLIES OFFI		\$ 2,000.00
11-000-240-600-82-11	SPECIAL SERVICES SUPPLIES OFFI	\$ 5,031.00	
11-000-251-100-00-10	SALARIES BOARD ADM		\$ 15,000.00
11-000-251-199-00-10	Unused Vacation Payout	\$ 15,000.00	
11-000-251-600-05-03	SUPPLIES CENTRAL SERV	\$ 3,000.00	
11-000-261-420-94-05	CONTRACTED SERVICES/FACILITIES	\$ 41,000.00	
11-000-262-420-82-06	REPAIR EQUIP OFFICE FMG		\$ 2,000.00
11-000-262-420-82-09	REPAIR EQUIP OFFICE EVW		\$ 10,000.00
11-000-262-420-93-03	REPAIR/SERVICE/MAINT EQUIP		\$ 25,000.00
11-000-262-610-94-05	CUSTODIAL&GROUNDS SUPPLIES		\$ 5,000.00
11-000-262-621-95-05	NATURAL GAS		\$ 6,000.00
11-000-270-162-96-10	SALARIES OTHER THAN TO/FRO		\$ 1,000.00
11-000-270-512-96-03	CONT SERVICES OTHER TO/FROM	\$ 1,000.00	
11-110-100-101-01-10	SUBSTITUTES K		\$ 18,334.00
11-120-100-101-01-09	SUBSTITUTES EVW	\$ 18,334.00	
11-190-100-610-12-06	TEACHER SUPPLIES COMPUTER F		\$ 2,659.00
11-190-100-610-12-06	TEACHER SUPPLIES COMPUTER F	\$ 2,000.00	
11-190-100-610-22-09	SCI SUPPLIES WAL		\$ 3,000.00
11-190-100-610-82-09	TEACHER SUPPLIES OFFICE EVW		\$ 5,000.00
11-190-100-640-80-04	TEXTBOOKS CURR STAFF DEV		\$ 15.00
11-204-100-610-50-11	SUPPLIES N.I.		\$ 48.73
11-213-100-610-53-11	SUPPLIES RESOURCE ROOM	\$ 48.73	
11-215-100-320-40-11	PROF SERVICES PSH		\$ 15,292.00
12-000-251-730-93-03	EQUIPMENT	\$ 5,800.00	
12-000-262-730-91-06	EQUIPMENT FMG		\$ 2,854.00
12-000-270-733-96-03	PUPIL TRANS REPLACE VEH		\$ 2,946.00
20-223-200-300-67-11	PROF SERV. ARP ESSERIII IDEAPK		\$ 8,236.00
20-224-200-300-67-11	ARP IDEA PK PROF SERV	\$ 8,236.00	



Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Certificated Staff</b>								
Blanchard-Salmon	Karen	School Nurse	JCS	---	---	---	Retirement	7/1/22
Scimone	Agatina	Italian Teacher	JDHS	---	---	---	Released	2/28/22
Kelly	Dana	Director of Personnel and Staff Development	District	---	---	---	Resignation	***
Rennie	Dave	Assistant Softball Coach	JDHS	---	---	---	Resignation	***
Summers	Taylor	Elementary Teacher	EVW	---	---	New	Leave	5/20/2022 - 11/25/2022
Mastrella	Lorraine	Pre-Kindergarten Leave Replacement Teacher	EVW	Step 1-BA	\$58,697.00	New	T.M.	On or about 3/10/2022 - 6/30/2022
Ceci	Christopher	Elementary Teacher	JCS	Step 1-MA	\$63,430.00	New	Revised Position Name	1/3/2022 - 6/30/2022
Daubert	Kelsey	Lunch Coverage	JCS	---	\$28.41/lunch period	New	ARP Funds	1/31/2022 - 6/30/2022
Moore	Erica	Independent Study- Half Year	JDHS	---	\$750.00	New	Schedule E	2/1/2022 - 6/30/2022
Mowczan	Renee	Nurse	FMG	---	\$41,80/hr	---	Additional Contract Tracing Hours - 60	2/1/2022 - 6/30/2022
Cusick	Colleen	Home Instructor	District	---	\$43.25/hr	New	LEA Funds	2/1/2022 - 6/30/2022
Martin	Maria	Home Instructor	District	---	\$43.25/hr	New	LEA Funds	2/1/2022 - 6/30/2022
Maged	Jillian	Home Instructor	District	---	\$43.25/hr	New	LEA Funds	2/1/2022 - 6/30/2022
Cusick	Colleen	Independent Study- Half Year	JDHS	---	\$750.00	---	Rescind	10/18/2021 - 12/20/2021
Cusick	Colleen	Independent Study - Full Year	JDHS	---	\$1,500.00	New	Schedule E	9/1/2021 - 6/30/2022
Leonardis	Dennda	Before/After school Tutorials	EVW	---	\$52.24/hr	New	Max 20 hours, ESEA 21-22 Title I Salaries	2/1/2022 - 6/30/2022
Perone	Rebecca	Before/After school Tutorials	EVW	---	\$52.24/hr	New	Max 20 hours, ESEA 21-22 Title I Salaries	2/1/2022 - 6/30/2022
Reich	Linda	Before/After school Tutorials	EVW	---	\$52.24/hr	New	Max 20 hours, ESEA 21-22 Title I Salaries	2/1/2022 - 6/30/2022
Ricardo	Debra	Before/After school Tutorials	EVW	---	\$52.24/hr	New	Max 20 hours, ESEA 21-22 Title I Salaries	2/1/2022 - 6/30/2022
Sinclair	Jolene	Before/After school Tutorials	EVW	---	\$52.24/hr	New	Max 20 hours, ESEA 21-22 Title I Salaries	2/1/2022 - 6/30/2022
Berger	Debra	Before/After school Tutorials	EVW	---	\$52.24/hr	New	Max 20 hours, ESEA 21-22 Title I Salaries	2/1/2022 - 6/30/2022
Ging	Jessica	Mentor Teacher	JCS	---	\$1,000*	New	JL-JG	3/1/2022 - 6/30/2022
Jean-Gilles	Jenny-Ley	Provisional Teacher	JCS	---	---	New	Provisional Teacher/CE	3/1/2022 - 6/30/2022

\*prorated

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Substitute/Home instructor/Volunteer</b>								
Zagorski	Diane	Substitute Teacher/Aide	District	---	---	---	Resignation	***
Steele	Benjamin	Volunteer Assistant Baseball Coach	JDHS	---	---	New	---	3/1/2022 - 6/30/2022
Dercole	Peter	Volunteer Assistant Baseball Coach	JDHS	---	---	New	---	3/1/2022 - 6/30/2022
Monaghan	James	Volunteer Assistant Baseball Coach	JDHS	---	---	New	Pending Criminal History Background Clearance	3/1/2022 - 6/30/2022
DeNicolò	Anthony	Spring Musical Co-Producer	JDHS	---	\$1,375.00	New	---	9/1/2021 - 6/30/2022
DiGangi	Steven	Spring Musical Co-Producer	JDHS	---	\$1,375.00	---	---	9/1/2021 - 6/30/2022

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Non-Certificated</b>								
Hanschmann	Gina	Athletics Secretary -10.5 months	JDHS	---	---	---	Resignation	***
Lucarello	Taylor	Lunch Aide	TLS	---	---	---	Resignation	***
Ruschmann	Krista	Instructional Aide	FMG	---	---	---	Released	3/1/22
Wetzel	Jennifer	Secretary	FMG	---	\$18.01/hr	---	Contract Tracing - Max 10 Hours	9/1/2021 - 6/30/2022
Epp	Paloma	Chaperone	JDHS	---	\$30.03/hr	New	---	2/1/2022 - 6/30/2022

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Before and After School Program/Childcare</b>								
Lucarello	Taylor	Group Aide	District	---	---	---	Resignation	***
Glowacki	Sattie	Substitute Associate Child Care Provider	District	\$24.29	---	---	2/28/2022-6/30/2022	---

\* 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 2/28/2022

\*\*\*Resignation subject to the requirements provided by law

CONFERENCES/CONVENTIONS/WORKSHOPS									
LAST NAME	FIRST NAME	SCHOOL	DESCRIPTION	LOCATION	Funding	DATE	AMOUNT	BOE APPROVED	Input in PGM
Ging	Jessica	Caldwell	Executive Funtion Mastery Course	Online		2/11/22; 2/25/22;3/11/22	\$ 199.99	2/28/22	D17815-AO-L105311787

**SPRINGFIELD PUBLIC SCHOOLS  
CORRECTIVE ACTION PLAN  
REVISED**

Attachment ( D )

Name of School: Springfield  
 Type of Audit: Annual  
 Date of Board Meeting: February 28, 2022  
 Contact Person: Michelle Calas  
 Telephone Number: (973) 376-1025 Ext. 1210

County: Union

Recommendation Number	Corrective Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
<i>Food Service Funds</i>				

2021-1	Net cash resources exceeding 3 months average expenditures at June 30th will be evaluated prior, and reinvested into the program upgrades.	District and vendor shall reconcile each month, and review future investment back into the food service program.	Asistant to Business Administrator Business Administrator B&G Supervisor Vendor (Pomptonian)	June 2022
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\_\_\_\_\_  
Chief School Administrator

\_\_\_\_\_  
School Business Administrator/Board Secretary

February 28, 2022  
Date

February 28, 2022  
Date

C: County Executive Superintendent  
 County Executive Business Administrator  
 CAFR Depository - Homeroom

**Sample Special Education Medicaid Initiative (SEMI) Action Plan FY22**

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: 2/28/21

**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>COVID-19: The failure to achieve the revenue benchmark directly related to the State-wide declaration of a public health emergency, which resulted in school closures, thus reducing the number of Medicaid eligible services provided.</b> Statement that district will strive to deliver all required health-related direct and evaluation services in a safe manner and will submit for billing in a timely manner.</p>	<p>1 Increase the delivery of the required health-related services during the current school year. 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>	<p>Director/SEMI Coordinator</p>	<p>Monthly</p>	<p>1. Documentation of related services in the IEP 2. Increased number of parental consent forms</p>	<p>Ongoing</p>