

**Springfield Township Board of Education
Jobstown, New Jersey 08041
Tuesday, December 20, 2011**

Call to Order: A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Specca on Tuesday, December 20, 2011, at 7:15 p.m. in the school cafeteria.

Roll Call of Members:

James Specca, President -- present	John Megariotis -- present
David Reinisch, Vice President -- present	Maggie Payne – <i>arrived at 7:29 p.m.</i>
John Ainsworth -- present	Dennis Schmieder -- present
Lisa Giovanelli -- absent	Jennifer Steel -- absent
Wil Klentzeris -- present	

Others present:

Mr. Joseph Miller; Edward Kent; Robert Garrison, Jr., Garrison Architects

Public Notice:

As per the Open Public Meetings Act, NJSA 10:4-6, notice of this regular meeting of the Springfield Township Board of Education to be held on Tuesday, December 20, 2011, at 7:15 p.m., in the school cafeteria, in Jobstown, New Jersey, including the list of bills to be paid and any other business that may come before the Board of Education.

Sent to: Burlington County Times
Board of Education Members
Springfield Township Clerk

Posted: Springfield Township School
Board of Education Office
Springfield Twp Municipal Building, Jobstown, NJ

Pledge of Allegiance:

The President led the Board and the assemblage in the Pledge of Allegiance.

Minutes:

Request approval for the Minutes of the Tuesday, November 15, 2011 Regular Meeting.

Motion: Schmieder **Second: Ainsworth**

Approval: 5-0-2 (Payne/Klentzeris – Abstained)

Request approval for the Minutes of the Tuesday, November 15, 2011 Executive Session.

Motion: Schmieder **Second: Reinisch**

Approval: 5-0-2 (Payne/Klentzeris – Abstained)

Request approval for the Minutes of the Monday, November 28, 2011 Special Meeting.

Motion: Payne **Second: Schmieder**

Approval: 7-0

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Request approval for the Minutes of the Monday, November 28, 2011 Executive Session.

Motion: Payne

Second: Reinisch

Approval: 7-0

PUBLIC COMMENT

The public shall be reminded that they should attempt to resolve the problems and/or complaints through initial contact with the appropriate staff. Such matters should only be brought to the Board of Education after all avenues within the administrative chain of command have been exhausted. In addition, items regarding personnel should follow the chain of command and any comments could hold the resident and the Board of Education liable.

Public Comment #1:

At times, it may appear to members of our audience that the Board of Education takes action with very little, if any, comment and, in many cases, a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter and is satisfied that it is ready to be presented to the Board of Education. The matter may have been previously referred to a Board committee for further consideration. When all are satisfied that it is ready for Board action, the agenda is delivered to Board members five days prior to their meeting. Board members preview the agenda items and discuss questionable items with the Superintendent or Business Administrator so that when they attend the meeting, there is usually no further need to question the issue. Only then is it voted upon as an action item at a public meeting.

SBA/BS'S REPORT

PAYMENT OF BILLS:

Lunchroom:

11/17/2011 – Invoice #790111011 = \$2,522.67

11/24/2011 – Invoice #790111711 = \$2,219.68

12/01/2011 – Invoice #790112411 = \$1,174.27

12/08/2011 – Invoice #790120111 = \$2,313.39

12/15/2011 – Invoice #790120811 = \$2,728.66

Total: \$10,958.67

Payroll:

Spr. Twp. BOE, Payroll Account-11/30/11=\$120,764.23 (\$7,211.97 FICA/\$1,754.40 MEDI)

Spr. Twp. BOE, Payroll Account-12/15/11=\$121,463.41 (\$7,189.99 FICA/\$1,741.73 MEDI)

Bills & Claims

2011-2012

Bills & Claims –\$48,705.75; \$3,468.00

Employee Benefits - \$55,198.89

Motion to approve payment of bills: Ainsworth Second: Payne

Approval: 7-0

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Financial Reports:

Request board approval of Board Secretary and Treasurer's Report – September 2011.

Motion: Schmieder

Second: Ainsworth

Approval: 7-0

Request Board approval of monthly transfer reports for September 2011. Documents provided to the Board by the Board Office showing budget line item reports for the period ending September 30, 2011 for certification.

Motion: Payne

Second: Reinisch

Approval: 7-0

SUPERINTENDENT'S REPORT

ENROLLMENT *(as of December 2, 2011)*

	<u>10/11</u>	<u>11/12</u>
Kindergarten	28	35
Mrs. Carter	4	3
First Grade	29	32
Second Grade	41	29
Third Grade	43	40
Fourth Grade	51	45
Fifth Grade	53	52
Sixth Grade	42	52
<u>Out of District Placement</u>	<u>2</u>	<u>2</u>
Total	293	290

Public Presentation:

- Garrison Architects on School Improvement Project
- Garrison follow up report on Board of Education question regarding water storage tank for sprinkler system.

Presentations-Superintendent:

- Implementation of employee contribution to health insurance premium costs
- FY2012-2013 Budget Construction Update
- STEA Grievance – Level I Settlement
- M. Millerline maternity leave initiated on December 15, 2011; earlier than expected – approve date change to her disability leave.

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Information Enclosed

Nurse's Monthly Report – November 2011
Harassment, Intimidation, and Bullying Report – December 2011
Nutri-Serve Food Service Update – October 2011
Nutri-Serve Food Service Update – November 2011

Important Dates

Monday, January 16, 2011 – Schools Closed/Martin Luther King Day
Tuesday, January 17, 2011 – Board of Education Meeting; 7:15 p.m.

RESOLUTION – SOA

1. Resolved, that the Board of Education authorize the submission of an annual Statement of Assurance (SOA) , stating that the district is in compliance with a variety of mandated programs. The SOA submission is due by January 9, 2012.

Motion: Schmieder

Second: Reinisch

Approval: 7-0

PERSONNEL

1. **Approval -- Substitute Teacher – 2011-2012 School Year**

It is recommended that the Board of Education approve the appointment of Mrs. Janene Decker as a substitute teacher for the 2011-2012 school year. (Candidate has successfully completed the required substitute teacher certification and a criminal background check.)

Motion: Schmieder

Second: Reinisch

Approval: 7-0

2. **Approval -- Substitute Educational Assistant, Cafeteria, Playground Aide – 2011-2012 School Year**

It is recommended that the Board of Education approve the appointment of Mrs. April Larkin as a substitute educational assistant, cafeteria, playground aide for the 2011-2012 school year (pending completion of a criminal background check.).

Motion: Megariotis

Second: Reinisch

Approval: 7-0

3. **Approval – Amend Request for Disability Leave**

It is recommended that the Board of Education approve the request to amend the previously approved disability leave for Marisela Millerline to reflect her leave from school to begin as of December 15, 2011

Motion: Payne

Second: Klentzeris

**Roll Call Vote: Ainsworth/Klentzeris/Payne/Reinisch/Schmieder/Specca – Yes;
Megariotis - No**

Approval: 6-1-0

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CONTRACT

1. Approval – Referendum – ERI Engineer Contract

It is recommended that the Board of Education approve a contract with ERI for referendum related engineering services, not to exceed \$9,500.

Motion: Ainsworth

Second: Payne

Approval: 7-0

**2. Approval – Renewal of Membership/Burlington County Insurance Pool
Joint Insurance Fund**

WHEREAS, the Springfield Township Board of Education, hereinafter referred to as “Board,” is a member of the Burlington County Insurance Pool Joint Insurance Fund, hereinafter referred to as “Fund,” and has reviewed the Bylaws and Plan of Risk Management of the Fund; and

WHEREAS, the Board believes in the safety of its employees and the public who participate in the life of the Board; and

WHEREAS, the Board agrees with the risk management disciplines inherent to membership in said Fund which are explicit in the Fund’s Bylaws and Risk Management Program; and

WHEREAS, the Board agrees that the statement below is consistent with its own philosophy:

“It is the goal of the Burlington County Insurance Pool Joint Insurance Fund (Fund) and its member Boards of Education to achieve the best and most practical degree of freedom from accidents and/or injuries. The Fund and its members also endeavor to insure that all employees are provided with a safe and healthy environment, free from any recognized hazard as defined by applicable local, state, and federal regulations. Loss prevention, which is the responsibility of the Board, should succeed in providing a safe, healthful and pleasant working environment;” and,

WHEREAS, the Fund is a legally authorized and constituted joint insurance fund as permitted by Chapter 108, Laws of 1983 (NJS 18A:18B-1 et.seq.), and has operated successfully on behalf of area school districts since its formation on July 1, 1984; and

WHEREAS, the statutes regulating the conduct of the Fund contain elaborate safeguards concerning the safe and efficient administration of the public interest entrusted to said Fund; and

WHEREAS, the Board has determined that continued participation as a member of the Fund is in the Board’s best interest;

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NOW THEREFORE, BE IT RESOLVED, that the Board hereby agrees to renew its membership in the Fund for a three-year membership term which shall commence on July 1, 2012, at 12:01 a.m.; and

BE IT FURTHER RESOLVED, that the Board will participate in all lines of coverage the Fund provides as defined by the Fund's Risk Management Program, which are generally described herein as follows:

1. Workers' Compensation and Employers' Liability
2. General Liability and Automobile Liability
3. Educator's Legal Liability
4. Property Damage, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance
6. Boiler and Machinery
7. Pollution Legal Liability (wastewater treatment facility)

BE IT FURTHER RESOLVED, that the Board appoints Edward Kent as its Delegate to the Fund and empowers said Delegate to: exercise the voting rights provided in the Fund's Bylaws to Delegates in a manner which best protects the Board and Fund, to implement and strengthen the Board's safety and risk management efforts, to participate fully and with efficiency in the Fund to comply with all conditions of membership as defined in the Fund Bylaws and Risk Management Program, and to execute all agreements, including but not limited to an Indemnity and Trust Agreement in order to implement membership by the Board in the Fund.

Motion: Megariotis

Second: Ainsworth

Roll Call Vote: All Yes

Approval: 7-0

POLICY

1. Approval – Strauss Esmay Associates Policy – First Reading/Approval

It is recommended that the Board of Education approve on first reading recommended policy changes for the Springfield Township School District as prepared by Strauss Esmay Associates.

Motion: Klentzeris

Second: Payne

Roll Call Vote: All Yes

Approval: 7-0

FIELD TRIPS

1. Approval – Field Trip 2011-2012 School Year

It is recommended that the Board of Education approve the following field trip for the 2011-2012 school year:

March, 2012 -- Grade 5 & 6 Chorus - **Burlington Center Mall** (BCEA Mall Expo), Burlington, NJ; 9:15 a.m.-12:00 p.m.; (Mrs. Zacharkow, Mrs. Weir, School Nurse)

Motion: Payne

Second: Schmieder

Approval: 7-0

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USE OF FACILITY

1. Approval - Use of Facility

It is recommended that the Board of Education approve use of the facility as listed below:

Springfield Township Recreation Committee – Adult Basketball;
Sundays, January 22 – March 25, 2012; 8:00 p.m. to 10:00 p.m.;
Gymnasium; Person-in-Charge: Dana Eglinton

District residents/Board of Education Meetings; During Board of Education Executive Sessions; Room #6 to be used during Executive Sessions for Board Meetings taking place in the cafeteria/Room #15 to be used during Executive Sessions taking place in the library.

**Motion: Schmieder
Approval: 7-0**

Second: Megariotis

OTHER

1. Travel Approval

Schedule #1 – list of staff travel with costs relating to workshop fees, lodging, meals and mileage reimbursement.

Upon the recommendation of the Superintendent, the Board pre-approves any staff travel represented on current lists.

**Motion: Payne
Approval: 7-0**

Second: Schmieder

OLD BUSINESS:

NEW BUSINESS:

Public Comment #2:

Motion to Enter Executive Session: Time: 8:44 p.m.

Purpose: Student Residency Hearing/Citizen Appeal – Bus Stop Determination

Motion: Megariotis

Second: Reinisch

Approval: 7-0

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Motion to return to Regular Session: Time: 9:52 p.m.

Motion: Megariotis

Second: Schmieder

Approval: 7-0

Motion to Adjourn: _____

Time: 9:53 p.m.

Motion: Ainsworth

Second: Reinisch

Approval: 7-0

Respectfully submitted,

Edward D. Kent
School Business Administrator/Board Secretary