

**Springfield Township Board of Education
Jobstown, New Jersey 08041
Tuesday, June 19, 2012**

Call to Order: A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Specca on Tuesday, June 19, 2012, at 7:15 p.m. in the school library.

Roll Call of Members:

James Specca, President -- present
David Reinisch, Vice President -- present
John Ainsworth -- present
Lisa Giovanelli -- present
Wil Klentzeris -- present

John Megariotis -- present
Maggie Payne – *departed 9:48 p.m.*
Michael Ritterman -- present
Dennis Schmieder -- absent

Others present:

Mr. Joseph Miller, Mr. Edward Kent

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, June 19, 2012, at 7:15 p.m., in the library, 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.

A moment of silence was observed for district resident and two staff members' children.

Minutes:

Request approval for the Minutes of the Tuesday, May 15, 2012 Regular Meeting.

Motion: Giovanelli

Second: Ainsworth

Approval: 6-0-1 (Payne-Abstain)

Request approval for the Minutes of the Tuesday, May 15, 2012 Executive Session.

Motion: Giovanelli

Second: Ainsworth

Approval: 6-0-1 (Payne-Abstain)

PUBLIC COMMENT

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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:

05/10/2012 – Invoice #790050312 = \$2,618.76
05/17/2012 – Invoice #790051012 = \$2,531.89
05/24/2012 – Invoice #790051712 = \$2,842.52
05/31/2012 – Invoice #790052412 = \$3,077.16
06/07/2012 – Invoice #790053112 = \$2,863.72
06/14/2012 – Invoice #790060712 = \$3,527.80
Total: \$17,461.85

Payroll:

Spr. Twp., BOE, Payroll Account-05/30/12 = \$127,120.51 (\$7,798.89 FICA/\$1,823.94 MEDI)
Spr. Twp., BOE, Payroll Account-06/14/12 = \$103,220.30 (\$4,281.43 FICA/\$1,478.12 MEDI)
Spr. Twp., BOE, Payroll Account-06/15/12 = \$128,817.07 (\$9,671.54 FICA/\$1,819.53 MEDI)

Bills & Claims
2011-2012

Bills & Claims –\$5.00; \$6,402.02; \$83,351.95
Employee Benefits - \$58,272.39

Motion to approve payment of bills: Ainsworth Second: Giovanelli
Approval: 8-0

Financial Reports:

Request Board approval of Board Secretary and Treasurer's Report – April 2012

Motion: Ainsworth Second: Giovanelli
Approval: 8-0

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Request Board approval of monthly transfer reports for April 2012. Documents provided to the Board by the Board Office showing budget line item reports for the period ending April 30, 2012 for certification.

Motion: Giovanelli
Approval: 8-0

Second: Ainsworth

Approval – Capital Reserve Resolution

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures under the authority of the Commissioner of Education, where permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Springfield Township Board of Education wishes to transfer excess current year revenue of unexpended appropriations from the General Fund into the Capital Reserve account at year end, and

WHEREAS, the Springfield Township Board of Education estimates that up to \$200,000 may be available for such purposes of transfer:

NOW, THEREFORE BE IT RESOLVED by the Springfield Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Motion: Giovanelli
Approval: 8-0

Second: Ainsworth

SUPERINTENDENT'S REPORT

ENROLLMENT *(as of June 7, 2012)*

	<u>10/11</u>	<u>11/12</u>
Kindergarten	22	36
Mrs. Carter	5	4
First Grade	37	30
Second Grade	43	29
Third Grade	48	39
Fourth Grade	49	45
Fifth Grade	43	52
Sixth Grade	52	52
Out of District Placement	5	3
Total	304	290

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Presentations-Superintendent:

- Update on conversion to Strauss Esmay District *Online*. Review of procedure for accessing policies.
- Distribute copies of 2010-2011 School Report Card
- Update report on establishment of Flexible Spending Accounts, to be implemented on September 1, 2012.
- Information item: A tuition student attending the autism program at Mansfield School is in need of a one-on-one shadow aide for next year. It appears that we will have a surplus of aides at Springfield for the 2012-2013 school year. As a result, we will be sending Karen Wassall to Mansfield to serve as the shadow aide while remaining our employee.

Information Enclosed

- Nurse's Monthly Report – May 2012
- Harassment, Intimidation, and Bullying Report – June 2012

Important Dates

Tuesday, July 17, 2012 – Board of Education Meeting; 7:15 p.m.

CONTRACT

1. Approval – Nutri-Serve Ala Carte Prices List – 2012-2013

Be it resolved that the Springfield Township Board of Education approve the Nutri-Serve Price List for the 2012-2013 school year as follows:

Student Lunch	\$2.85 <i>(increase of \$.20)</i>
Reduced Student Lunch	\$0.40
Adult Lunch	\$3.50
Milk/Juice	\$0.55 <i>(increase of \$.05)</i>
Spring Water	\$1.00/\$.60
Hot Soft Pretzel	\$0.75
Assorted Chips	\$0.75
Fruit or Veggie Side	\$0.50
Nachos	\$1.00
Fresh Baked Cookie	\$0.50
Ice Cream	\$1.00
Teddy Grahams/Goldfish	\$0.40
Mini Rice Krispies	\$0.25
Pretzel Rods	\$0.10 or 3/\$0.25

All snacks meet government requirements.

Motion: Reinisch

Second: Megariotis

Roll Call Vote: (Klentzeris, Reinisch, Specca – Yes; Ainsworth, Giovanelli, Megariotis, Payne – No; Ritterman – Abstain

Approval: 3-4-1

Motion Failed

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2. Approval – Revised -- Nutri-Serve Ala Carte Prices List – 2012-2013

Be it resolved that the Springfield Township Board of Education approve the Nutri-Serve Price List for the 2012-2013 school year as follows:

Student Lunch	\$2.80 <i>(increase of \$.15)</i>
Reduced Student Lunch	\$0.40
Adult Lunch	\$3.50
Milk/Juice	\$0.55 <i>(increase of \$.05)</i>
Spring Water	\$1.00/\$.60
Hot Soft Pretzel	\$0.75
Assorted Chips	\$0.75
Fruit or Veggie Side	\$0.50
Nachos	\$1.00
Fresh Baked Cookie	\$0.50
Ice Cream	\$1.00
Teddy Grahams/Goldfish	\$0.40
Mini Rice Krispies	\$0.25
Pretzel Rods	\$0.10 or 3/\$0.25

All snacks meet government requirements.

Motion: Megariotis

Second: Klentzeris

Roll Call Vote: (Klentzeris, Megariotis, Reinisch, Specca – Yes;

Ainsworth, Giovanelli, Payne – No; Ritterman – Abstain

Approval: 4-3-1

Motion Passed

3. Approval – Systems Sales Renewal Agreement – 2012-2013

Be it resolved that the Springfield Township Board of Education approve the fire alarm/security system service agreement renewal with Systems Sales for the 2012-2013 school year at an annual fee of \$2,446.00 (no increase from last year).

Motion: Payne

Second: Giovanelli

Approval: 8-0

4. Approval - Service Agreement – Bergen/Passaic AVA Commission

Be it resolved that the Board of Education approve the service agreement with the Bergen/Passaic AVA Commission to authorize enrollment in Learn360, a streaming video service for the 2012-2013 school year. The cost of said service will be \$1.00 per student (no increase from last year). Additionally, Springfield will be eligible to rent the Star Lab portable planetarium for a cost of \$250.00 per week.

Motion: Giovanelli

Second: Payne

Approval: 8-0

5. Approval – Maintenance Agreement – Compliance Educational Systems

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Be it resolved that the Board of Education approve the maintenance service agreement with Compliance Educational Systems (Plescia & Company) to cover maintenance on CST/IEP software for the period June 6, 2012 through June 5, 2013 at an annual cost of \$1,000.00.

Motion: Reinisch

Second: Giovanelli

Approval: 7-1 (Megariotis-No)

6. Approval – Strauss Esmay PASS Subscription/DISTRICT*Online* Services - 2012-2013 School Year

Be it resolved that the Board of Education subscribe to Strauss Esmay's Policy Alert and Support Service (PASS) for the 2012-2013 school year for an annual fee of \$2,395.00 (no increase from last year). In addition, it is recommended that the Board approve the renewal of Strauss Esmay's electronic update service, District*Online*, for an annual fee of \$1,595.00 for the 2012-2013 school year

Motion: Giovanelli

Second: Payne

Approval: 8-0

7. Approval – Professional Services Contract – Grantwriting Plus

Be it resolved that the Board of Education approve the professional services contract with Grantwriting Plus to provide part time services on an "as needed" basis of a certified NJ School Business Administrator. Mr. Edward Kent, will serve as the consulting Business Administrator for the period July 1, 2012 through the completion of the annual audit (CAFR), the presentation to the Board of Education and until the transition of the new Business Administrator is satisfactorily completed. The hourly fee is \$75.00 per hour for all time performed for the Board of Education; not to exceed \$4000 or 53 hours.

Motion: Megariotis

Second: Reinisch

Approval: 7-0-1 (Ritterman-Abstain)

PERSONNEL

1. Acceptance – Retirement/Resignation – Part Time Night Custodian

The Board of Education accepts, with regret, the retirement/resignation of Harold Walker as part time night custodian, effective June 30, 2012 (see letter).

Motion: Giovanelli

Second: Payne

**Roll Call Vote: Ainsworth, Giovanelli, Klentzeris, Megariotis, Payne, Ritterman
Specca – Yes; Reinisch - No**

Approval: 7-1

2. Approval – Change of Hours of Part Time Night Custodian

It is recommended that the Board of Education approve the change in hours of part time custodian Luis Lopez from four (4) hours per night to five (5) hours per night, effective July 1, 2012 through June 30, 2013.

Motion: Megariotis

Second: Giovanelli

Roll Call Vote: All Yes

Approval: 8-0

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3. Approval - Substitute Teacher - 2012-2013 School Year

It is recommended that the Board of Education approve the appointment of Judith Dieker as a substitute teacher for the 2012-2013 school year, pending successful completion of substitute teacher certificate paperwork and a criminal background check.

Motion: Megariotis

Second: Giovanelli

Roll Call Vote: All Yes

Approval: 8-0

4. Approval – Long-Term Substitute Teacher

It is recommended that the Board of Education approve the appointment of Robert Sinclair as a long-term substitute teacher for Cheryl Bucko for the last three weeks of school of the 2011-2012 school year at a rate of \$100.00 per day.

Motion: Giovanelli

Second: Ainsworth

Roll Call Vote: All Yes

Approval: 8-0

5. Approval – Appointment of Board of Education Unexpired Term

It is recommended that the Board of Education approve the appointment of Michael Ritterman to fill the unexpired term of Jennifer Steel on the Springfield Board of Education, effective June 19, 2012 through the date of the annual reorganization meeting in January, 2013.

Motion: Megariotis

Second: Ainsworth

Roll Call Vote: All Yes

Approval: 8-0

6. Oath of Office

The Board Secretary will administer the Oath of Office to the newly appointed Board Member.

7. Approval – Additional Summer Workdays – Jared Fudurich

It is recommended that the Board of Education approve five (5) additional workdays (at his per diem rate) during the summer of 2012 only for Jared Fudurich to transition with Mrs. Edith Conroy.

Motion: Megariotis

Second: Giovanelli

Roll Call Vote: All Yes

Approval: 8-0

8. Approval – Registration Fee for Mentoring Program – Jared Fudurich

It is recommended that the Board of Education approve the mentoring program registration fee of \$800 for Jared Fudurich, Assistant Principal, which will occur over the next two years.

Motion: Megariotis

Second: Giovanelli

Roll Call Vote: All Yes

Approval: 8-0

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- 9. Approval – Tuition Reimbursement – Certificated Staff – 2011-2012 School Year**
It is recommended that the Board of Education approve tuition reimbursement for the following certificated staff members for graduate course work taken during the 2011-2012 school year:

Jonathan Luyber	\$3,815.00
Christine Skinner	\$2,011.00
Madeline Zacharkow	\$1,774.00

Motion: Megariotis **Second: Giovanelli**
Roll Call Vote: All Yes
Approval: 8-0

10. Approval – Payroll Error/Correction

Three (3) aides who receive a stipend for either morning cafeteria duty or AM/PM bus monitoring, had a mistake in their payroll calculations. It is recommended that the Board of Education authorize a lump sum correction on the June 30th payroll as follows:

Shirlee Bauma	\$45.90
Denise Buffa	\$68.40
Karen Wassall	\$68.40

Motion: Giovanelli **Second: Payne**
Roll Call Vote: All Yes
Approval: 8-0

FIELD TRIP

1. Approval - Field Trip - Extended School Year Program 2012

It is recommended that the Board of Education approve a field trip for the Extended School Year Program scheduled for Tuesday, July 2012 to Woodford Cedar Run Wildlife Refuge, 8:30 a.m.-11:30 a.m. with Mrs. Zacharkow and Ms. Pence.

Motion: Giovanelli **Second: Payne**
Approval: 8-0

OLD BUSINESS:

NEW BUSINESS:

Year-End Bill List

Request Board authorization for the School Business Administrator/Board Secretary to prepare June 30th Fiscal Year-End Bill List to be approved by the Board of Education at its July Board of Education Meeting.

Motion: Megariotis **Second: Giovanelli**
Approval: 8-0

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Approval – Pre-Emergent Hiring Authority

Resolved, that the Board of Education grants the Superintendent pre-emergent hiring authority to hire a school custodian for the 2012-2013 school year. The Board of Education will ratify approval at its July 17, 2012 Board Meeting.

Motion: Megariotis

Second: Giovanelli

Approval: 8-0

Public Comment #2:

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

Purpose: Personnel Issue/Building Referendum/Parent Complaint

Motion: Megariotis

Second: Giovanelli

Approval: 8-0

Motion to return to Regular Session: Time: 10:03 p.m.

Motion: Klentzeris

Second: Megariotis

Approval: 8-0

Motion to Adjourn: _____

Time: 10:05

Motion: Giovanelli

Second: Megariotis

Approval: 8-0

Respectfully submitted,

Edward Kent
Interim School Business Administrator/Board Secretary