

**Springfield Township Board of Education  
Jobstown, New Jersey 08041  
Tuesday, October 16, 2012**

**Work Session:** 7:08 p.m.

Discussion: Board Goals; Action Plan – packet; Book Drive – Library; iPads – Goal 3 required for evaluation model – 2013-2014 budget.

**Call to Order:** A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Specca on Tuesday, October 16, 2012, at 7:17 p.m. in the school library.

**Roll Call of Members:**

|                                          |                            |
|------------------------------------------|----------------------------|
| James Specca, President - present        | John Megariotis - present  |
| David Reinisch, Vice President - present | Maggie Payne - present     |
| John Ainsworth - present                 | Michael Ritterman - absent |
| Lisa Giovanelli - present                | Dennis Schmieder - present |
| Wil Klentzeris - present                 |                            |

**Others present:**

Mrs. Edith Conroy, Ms. Christina Moskal, Mr. Robert Stewart

**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, October 16, 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.

**Minutes:**

1. Request approval for the Minutes of the Tuesday, September 18, 2012 Regular Meeting, as amended.

**Motion: Schmieder**

**Second: Giovanelli**

**Approval: 7-0-1 (Specca-Abstain)**

2. Request approval for the Minutes of the Tuesday, September 18, 2012 Executive Session.

**Motion: Payne**

**Second: Schmieder**

**Approval: 7-0-1 (Specca-Abstain)**

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**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:**

**None**

*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.*

**Correspondence**

Letter dated September 11, 2012 from Interim Executive County Superintendent approving employment contract for Christina Moskal as School Business Administrator/Board Secretary.

Letter dated October 11, 2012 from Interim Executive County Superintendent approving employment contract for Christina Moskal as Acting Business Administrator.

**FY2011-2012 Annual Audit – Corrective Action Plan**

Be it resolved, that upon the recommendation of the School Business Administrator/Board Secretary, that the Board accept the FY2011-2012 CAFR as detailed by the District's Auditor and direct the School Business Administrator/Board Secretary to prepare the required Corrective Action Plan for presentation at the next Board Meeting.

**Motion: Megariotis**

**Second: Giovanelli**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**SBA/BS'S REPORT**

**3. PAYMENT OF BILLS:**

**2012-2013**

**Lunchroom:**

09/20/2012 – Invoice #790091312 = \$3,001.34

09/27/2012 – Invoice #790092012 = \$2,608.96

10/04/2012 – Invoice #790092712 = \$2,235.46

10/11/2012 – Invoice #790100412 = \$3,043.14

**Total: \$10,888.90**

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**Payroll:**

**Spr. Twp., BOE, Payroll-09/30/12 = \$127,472.99 (\$7,724.85 FICA/\$1,806.62 MEDI)**  
**Spr. Twp., BOE, Payroll-10/15/12 = \$126,656.83 (\$7,674.25 FICA/\$1,794.79 MEDI)**

**Bills & Claims**

Bills & Claims -- \$1,319.00; \$46,845.47  
Insurance, etc. - \$61,874.82

**Motion to approve payment of bills: Giovanelli      Second: Schmieder**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**4. Approval – Authorization for Disposal of Obsolete Books**

Be it resolved that the Springfield Township Board of Education declare the Scott Foresman Math series as obsolete surplus books after being listed on the state website for disposal for the required 120 days and authorizes the School Business Administrator to dispose of same, effective November 7, 2012.

**Motion: Giovanelli**

**Second: Schmieder**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**SUPERINTENDENT'S REPORT**

**ENROLLMENT *(as of October 5, 2012)***

|                                         | <b><u>11/12</u></b> | <b><u>12/13</u></b> |
|-----------------------------------------|---------------------|---------------------|
| Kindergarten                            | 36                  | 27                  |
| Mrs. Carter                             | 4                   | 4                   |
| First Grade                             | 30                  | 34                  |
| Second Grade                            | 28                  | 31                  |
| Third Grade                             | 38                  | 31                  |
| Fourth Grade                            | 43                  | 37                  |
| Fifth Grade                             | 51                  | 46                  |
| Sixth Grade                             | 52                  | 54                  |
| <b><u>Out of District Placement</u></b> | <b><u>3</u></b>     | <b><u>3</u></b>     |
| <b>Total</b>                            | <b>285</b>          | <b>267</b>          |

**Superintendent's Update**

- School Violence Awareness Week: October 1-10, 2012/Report on Violence and Vandalism – Jared Fudurich
- Report on NJASK Test scores – Jared Fudurich
- Robert Stewart – Discussion of District's 2011-2012 CAFR
- October 5<sup>th</sup> In-Service: Teacher Evaluation – Thank you to all staff members
- K-6 Benchmark Assessment in Writing and Reading

**Information Enclosed**

- School Nurse's Monthly Report – September 2012
- NJSBA Memorandum – 2012 Board Retreat

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**SCHOOL BUS EMERGENCY EVACUATION DRILL**

| <b>Date</b> | <b>Time</b> | <b>School</b> | <b>Location</b> | <b>Route</b> | <b>Supervisor</b> |
|-------------|-------------|---------------|-----------------|--------------|-------------------|
| 09/20/2012  | 8:45 am     | STS           | Front Circle    | S1           | Jared Fudurich    |
| 09/20/2012  | 8:50 am     | STS           | Front Circle    | S2           | Jared Fudurich    |
| 09/20/2012  | 8:40 am     | STS           | Front Circle    | S3           | Jared Fudurich    |
| 09/20/2012  | 8:35 am     | STS           | Front Circle    | S4           | Jared Fudurich    |
| 09/20/2012  | 8:45 am     | STS           | Side Entrance   | S5           | Jared Fudurich    |
| 09/20/2012  | 8:37 am     | STS           | Front Circle    | S6           | Jared Fudurich    |

**Important Dates**

November 8 & 9, 2012 – NJEA Convention/School Closed

November 12, 2012 – Veterans' Day/School Closed

November 16, 2012 – First Marking Period Report Cards Issued

November 19-21, 2012 – Early Dismissal for Parent/Teacher Conferences

**CONTRACTS**

**5. Approval – School Psychologist Services – 2012-2013 School Year**

Resolved, that the Board of Education approve the contract with Dr. Alan Kotzen to provide school psychological services for the 2012-2013 school year at the rate of \$250 for full psychological evaluations and \$50.00 per hour for consultation services.

**Motion: Giovanelli**

**Second: Schmieder**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**6. Approval – Special Education Tuition Contract – Mansfield Township**

Resolved, that the Board of Education approve the sending district special education tuition contract agreement with Mansfield Township Board of Education for the 2012-2013 school year.

**Motion: Giovanelli**

**Second: Schmieder**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**7. Approval – BCESU Non-Public Technology Agreement – 2012-2013**

Resolved, that the Board of Education approve the Non-Public Technology Agreement for the 2012-2013 school year with the ESU Burlington County Special Services School District.

**Motion: Giovanelli**

**Second: Schmieder**

**Roll Call Vote: All Yes**

**Approval: 8-0**

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**PLANS**

**8. Approval – Revision of Safety and Security Plan – 2012-2013 School Year**

It is recommended that the Board of Education approve the revised Safety and Security Plan for the 2012-2013 school year.

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

**9. Approval – Comprehensive Maintenance Plan - 2012-2013 School Year**

It is recommended that the Board of Education approve the Comprehensive Maintenance Plan for the 2012-2013 school year.

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

**10. Approval and Adoption -- Standard Operating Procedures and Internal Control**

It is recommended that the Board of Education approve and adopt the Standard Operating Procedures and Internal Controls Guide for the Springfield Township Elementary School District.

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

**PERSONNEL**

**11. Approval – Appointment of Christina Moskal as Acting Business Administrator**

It is recommended that the Board of Education approve the appointment of Christina Moskal as Acting Business Administrator for the period October 12, 2012 through October 31, 2012 at a rate of \$47.00 an hour.

**Motion: Klentzeris**

**Second: Giovanelli**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**12. Approval – Job Description: Assistant Principal**

It is recommended that the Board of Education approve the Job Description for the position of Assistant Principal.

**Motion: Klentzeris**

**Second: Giovanelli**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**13. Approval - Appointment Substitute Teacher - 2012-2013 School Year**

It is recommended that the Board of Education approve the appointment of Ms. Melissa Tracy as a substitute teacher for the 2012-2013 school year. (Candidate has all necessary paperwork and criminal history fingerprint approval.)

**Motion: Klentzeris**

**Second: Giovanelli**

**Roll Call Vote: All Yes**

**Approval: 8-0**

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**14. Approval - Appointment Substitute Teacher - 2012-2013 School Year**

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

**Motion: Giovanelli**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**15. Approval - Salary Differential for the 2012-2013 School Year**

It is recommended that the Board of Education approve the following salary differentials for Mrs. Karen Wassall for the 2012-2013 school year to accommodate Mansfield Township and Yale's school calendar:

| <b>Date</b> | <b>Reason</b>                             | <b># of Hours/Rate</b> | <b>Total</b> |
|-------------|-------------------------------------------|------------------------|--------------|
| 10/5/2012   | Drive Student #2014455 to and from school | 3 hrs./\$18.17/hr.     | \$54.51      |
| 3/8/2013    | Mansfield Staff In-Service                | 6.75 hrs./\$18.17/hr.  | \$122.65     |
| 6/20/2013   | Student #2014383 - last day of school     | 6.75 hrs./\$16.08/hr.  | \$108.54     |
| 6/21/2013   | Student #2014455 - last day of school     | 3 hrs./\$18.17/hr.     | \$54.51      |

**Motion: Giovanelli**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**16. Approval - Appointment Substitute Aides - 2012-2013 School Year**

It is recommended that the Board of Education approve the appointment of the following substitute aides for the 2012-2013 school year:

Mrs. Margaret Gonzalez

Mrs. Sherry Preisig

Mrs. Annette Capra

Mrs. Janet Lockwood

Mrs. Denise Buffa

Mrs. Virginia Grupp

**Motion: Giovanelli**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

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**17. Approval - Curriculum Writing - 2012-2013 School Year**

It is recommended that the Board of Education approve the appointment of the following staff members to write curriculum at a rate of \$36.33 an hour, not to exceed 30 hours each:

Mrs. Clarene Spennato-Art  
Ms. Rachel Smith-Music  
Mrs. Marisela Millerline-Spanish  
Ms. Marcia Eisner-Technology & Library

**Motion: Giovanelli**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**18. Approval - Bus/Van Transportation Extra Duties - 2012-2013 School Year**

It is recommended that the Board of Education approve Mrs. Denise Buffa and Mrs. Karen Wassall time for pre-trip inspections, bus inspections and transportation to bus depot for maintenance for the Springfield bus and van not to exceed 20 hours during the 2012-2013 school year (during school day paid at differential rate; before or after school rate is \$18.17 an hour).

**Motion: Giovanelli**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**19. Approval - Salary Adjustment – Ms. Marcia Eisner - 2012-2013 School Year**

It is recommended that the Board of Education approve payment to Ms. Marcia Eisner to supervise the Book Fair held on Tuesday, September 25, 2012 at a rate of \$36.33 an hour, for six hours and 40 minutes. (Ms. Eisner is not scheduled to work on Tuesdays.)

**Motion: Giovanelli**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**20. Approval - District Homeless Liaison - 2012-2013 School Year**

It is recommended that the Board of Education approve the appointment of Mrs. Rebecca Schweitzer as Springfield's Homeless Liaison for the 2012-2013 school year.

**Motion: Giovanelli**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**21. Approval - Substitute School Nurse and Substitute Teacher**

It is recommended that the Board of Education approve the appointment of Mrs. Fatma Flynn as a substitute school nurse and substitute teacher for the 2012-2013 school year, pending candidate's successful completion of all substitute certificate paperwork and a criminal background check.

**Motion: Giovanelli**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

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**FIELD TRIPS**

**22. Approval - Field Trips - 2012-2013 School Year**

It is recommended that the Board of Education approve the following field trips for the 2012-2013 school year:

October 2012 – Kindergarten - **Russo's Orchard Lane Farm**, Allentown, NJ;  
(Mrs. Seitz, Mrs. Pine, Student Teacher, Nurse)

March 2013 - Grade 6 - **Penn Museum**, Philadelphia, PA; (Mr. Luyber, Mrs. Palazzi, Mrs. Sepessy, Nurse)

June 2013 - Grade 3 - **Springfield Township Tour**; (Mrs. Bucko, Mrs. Browning, Nurse)

**Motion: Giovanelli**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**USE OF FACILITY**

**23. Approval - Use of Facility**

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

***Home and School Meetings*** – September 11<sup>th</sup>, October 9<sup>th</sup>, November 13<sup>th</sup>, 2012; January 8<sup>th</sup>, February 12<sup>th</sup>, March 12<sup>th</sup>, May 14<sup>th</sup>, June 11<sup>th</sup>, 2013; 6:30 to 8:30 p.m.; Library; Person-in-Charge: Christiana Bucs

***Fall Harvest Dance*** (5<sup>th</sup> & 6<sup>th</sup> Grade) – October 19, 2012; 6:30 to 9:30 p.m.; Cafeteria; Person-in-Charge: Christine Stout Baum (Home & School)

***Fall Fest Fundraiser*** – October 27, 2012; 10:00 a.m. to 2:00 p.m.; Gymnasium, Cafeteria, Parking Lot; Person-in-Charge: Cheryl Bohonyi (Home & School)

***Spring Dance*** – (5<sup>th</sup> & 6<sup>th</sup> Grade) – March 15, 2013; 6:30 to 8:30 p.m.; Cafeteria; Person-in-Charge: Christine Stout-Baum (Home & School)

***Mayfair*** – May 18, 2013; 10:00 a.m. to 3:00 p.m.; Gymnasium, Cafeteria, Athletic Field, Playground, Parking Lot; Persons-in-Charge: Cheryl Bohonyi & Brandy Greiner (Home & School)

***Family Movie Night*** – May 31, 2013; Athletic Field (Rain location: Gym) Persons-in-Charge: Christine Stout-Baum & Kathy Stizza (Home & School)

***Sixth Grade Graduation Event*** – June 7, 2013 – Details TBD; (Home & School)

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***Sixth Grade Graduation*** – June 18, 2013; Details TBD

***Brownie Girl Scouts*** – Monday nights: November 5, 2012 through June 10, 2013; 6:00 to 8:00 p.m.; Cafeteria & Stage; Person-in-Charge: Christina Drum

***Springfield Township Recreation Basketball*** – November 13, 2012 through March 16, 2013; 3:30 to 8:00 p.m. (Monday-Friday) and 9:00 a.m. to 3:00 p.m. (Saturday & Sunday); Gymnasium; Person-in-Charge: Greg Boyle

***Springfield Parent Meeting*** – October 23, 2012; 6:30 -8:00 p.m.; Library; Person-in-Charge: Rebecca Schweitzer

***Kids Clubs*** – October 17 through November 15, 2012; 3:30 to 4:30 p.m.; Music Room; Person-in-Charge: Kathy Stizza

***Brownie Girl Scouts, Bridging Ceremony*** – Wednesday, October 17, 2012; 7:00 to 8:00 p.m.; Cafeteria & Stage; Person-in-Charge: Christina Drum

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

**Second: Payne**

**OTHER**

**24. Travel Approval**

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

**Schedule #2** - list of staff travel with cost of mileage reimbursement only

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

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

**Second: Payne**

**25. Approval – NJSBA Convention Attendance/Expenses**

It is recommended that the Board of Education approve the registration of Edith Conroy, Maggie Payne, Michael Ritterman and James Specca to attend the NJSBA Convention to be held October 23 through 25, 2012. Expenses not to exceed \$1500.00 for registration and lodging.

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

**Second: Payne**

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**26. Approval – Springfield Township School District’s Violence and Vandalism Report for the 2011-2012 School Year**

It is recommended that the Board of Education approve the Springfield Township School District’s Violence and Vandalism Report for the 2011-2012 school year as per New Jersey Department of Education Regulations.

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

**27. Approval – Board of Education Goals for 2012-2013 School Year**

Resolved, that the Board of Education adopt the Board of Education Goals for the 2012-2013 school year.

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

**28. Approval – School District Goals for 2012-2013 School Year**

Resolved, that the Board of Education adopt the School District Goals for the 2012-2013 school year.

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

**OLD BUSINESS:**

Review Grants

**NEW BUSINESS:**

Book Drive – hold another book drive in an attempt to get a more favorable response.

**Public Comment #2:**

1. John Flynn – Are there fines for audit findings? Is SBA full time or part time? Will previous BA be made accountable? Will we lose grant money?
2. Fred Burns – How did the interim B.A. get here? Was he recommended by the state? Could happen again with Business Administrator – letter should be sent to Superintendent.
3. Lori Middleton – What is chain of command in relation to the Business Administrator?
4. Christina Drum – Are there specific plans for a capital project?

**Motion to Enter Executive Session: Time: 8:45 p.m.**

**Purpose:** Personnel

**Motion: Megariotis**

**Second: Giovanelli**

**Approval: 8-0**

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**Motion to return to Regular Session: Time: 9:33 p.m.**

**Motion: Giovanelli**

**Second: Ainsworth**

**Approval: 8-0**

**Motion to Adjourn: Time: 9:34 p.m.**

**Motion: Giovanelli**

**Second: Ainsworth**

**Approval: 8-0**

Respectfully submitted,

Christina Moskal  
School Business Administrator/Board Secretary