

Springfield Township Board of Education
Jobstown, New Jersey 08041
Tuesday, June 18, 2013

Call to Order: A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Schmieder on Tuesday, June 18, 2013, at 7:15 p.m. in the school library.

Roll Call of Members:

David Reinisch, President-- <i>absent</i>	John Megariotis-- <i>present</i>
Dennis Schmieder, Vice President-- <i>present</i>	Laurie Middleton Frank-- <i>present</i>
Christopher Corbo-- <i>present</i>	Michael Ritterman-- <i>present</i>
Lisa Giovanelli-- <i>present</i>	James Specca-- <i>present</i>
Wil Klentzeris-- <i>present</i>	

Others present:

Edith Conroy, Christina Moskal

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 18, 2013 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, May 14, 2013 Regular Meeting.
Motion: Corbo **Second: Specca**
Approval: 7-0-1 (Reinish-Absent/Megariotis-Abstain)

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:

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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

None

SBA/BS'S REPORT

2. PAYMENT OF BILLS:

2012-2013

Lunchroom:

05/16/2013 – Invoice #790050913 = \$2,942.99

05/23/2013 -- Invoice #790051613 = \$3,097.06

05/30/2013 – Invoice #790052313 = \$2,646.64

06/06/2013 – Invoice #790053013 = \$2,041.32

06/13/2013 – Invoice #790060613 = \$2,202.55

Total: \$12,930.56

Bills List:

June 2013 - \$107,850.45; \$36,828.87

Payroll:

Spr. Twp., BOE, Payroll-05/14/2013 = \$129,502.50 (\$7,839.43 FICA/\$1,833.42 MEDI)

Spr. Twp., BOE, Payroll-05/30/2013 = \$130,371.60 (\$7,893.30 FICA/\$1,846.02 MEDI)

Motion to approve payment of bills: Specca Second: Corbo

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

3. Financial Reports:

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

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

Request Board approval of monthly transfer reports for August 2012. Documents provided to the Board by the Board Office showing budget line item reports for the period ending August 31, 2012 for certification.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

Request Board approval of monthly transfer reports for October 2012. Documents provided to the Board by the Board Office showing budget line item reports for the period ending October 31, 2012 for certification.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

Request Board approval of monthly transfer reports for December 2012. Documents provided to the Board by the Board Office showing budget line item reports for the period ending December 31, 2012 for certification.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

Request board approval of Board Secretary and Treasurer's Report – January 2013.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

Request Board approval of monthly transfer reports for January 2013. Documents provided to the Board by the Board Office showing budget line item reports for the period ending January 31, 2013 for certification.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

Request board approval of Board Secretary and Treasurer's Report – February 2013.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

Request Board approval of monthly transfer reports for February 2013. Documents provided to the Board by the Board Office showing budget line item reports for the period ending February 28, 2013 for certification.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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4. Approval – BCJIF Surplus Distribution

**Resolution Directing the Distribution of the
Springfield Township Board of Education
Net Returned Surplus Funds Held in Trust by the
BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND**

WHEREAS, the Springfield Township Board of Education, hereinafter referred to as BOARD, participated as a member district of the Burlington County Insurance Pool, Inc. (also known as the Burlington County Insurance Pool and Burlington County Insurance Pool Joint Insurance Fund), hereinafter referred to as FUND, for one or more of the FUND fiscal year beginning July 1, 1994, 1995, 1996, 1997, 1998, 2004, 2005, 2006, 2007 and /or 2008, and

WHEREAS, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq., and

WHEREAS, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any available statutory surplus will be released by the FUND, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND, and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for Incurred But Not Reported claims, subject to the surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq., and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein a return of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing a demand for an additional assessment from each participating member district of that FUND year, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier collection of an additional assessment due to the possibility that a FUND year wherein an additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year, and

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WHEREAS, the BOARD recognizes its Share of Available Statutory Surplus authorized to be released by the FUND is as shown below:

**Dollar amounts of Surplus by FUND Fiscal Year
Released by the FUND's Board of Trustees – Valued as of June 30, 2012
Financial Position**

Fund Fiscal Year	Total FUND Release	BOARD'S Share
July 1, 1994 to June 30, 1995	\$100,000	\$515
July 1, 1995 to June 30, 1996	\$100,000	\$923
July 1, 1996 to June 30, 1997	\$100,000	\$917
July 1, 1997 to June 30, 1998	\$100,000	\$826
July 1, 1998 to June 30, 1999	\$100,000	\$672
July 1, 2004 to June 30, 2005	\$100,000	\$372
July 1, 2005 to June 30, 2006	\$100,000	\$361
July 1, 2006 to June 30, 2007	\$100,000	\$319
July 1, 2007 to June 30, 2008	\$100,000	\$304
July 1, 2008 to June 30, 2009	\$100,000	\$304
Subtotal Current Distribution	\$1,000,000	\$5,513
Aggregate Excess Loss Contingency Fund (Optional Distribution)	\$212,607	\$11,659
Total Distribution Available	\$1,212,607	\$17,172

and

WHEREAS, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

1. Direct the FUND to forward a check for the BOARD's full share to the BOARD,
2. Direct the FUND to apply the BOARD's share to the BOARD's 2013-2014 premium in the next FUND fiscal year (N.J.A.C. 11:15-4.21(e)) (current FUND members only),
3. Direct the FUND to apply the BOARD's share to the FUND's Aggregate Excess Loss Contingency Fund, which provides both current member districts and former member districts with an available individual contingency balance for use in satisfying any possible need for a supplemental assessment for any year they were a member and an annual capacity to use all or a portion of a member district's available balance in offsetting future premiums, or
4. Direct the FUND to apportion the BOARD's share as a stated dollar amount among options 1, 2, 3 & 4 above such that the sum total of allocated dollars equals the amount of the Total Distribution available to the BOARD as noted above.

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NOW THEREFORE, the BOARD directs the FUND to distribute the BOARD's share of its Net Distribution as follows (check the one box that applies):

- ☐ Forward a check in the full amount to the BOARD.
- ☒ Apply the full amount to the BOARD's next 2013-2014 premium (current FUND members only).
- ☐ Apply the full amount to the BOARD's share of the FUND's Aggregate Excess Loss Contingency Fund.
- ☐ Distribute the full amount among options 1, 2 & 3 as follows:
Option 1 - \$_____, Option 2 - \$_____, Option 3 - \$_____.

Motion: Giovanelli

Second: Middleton Frank

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

SUPERINTENDENT'S REPORT

ENROLLMENT *(as of June 11, 2013)*

	<u>11/12</u>	<u>12/13</u>
Kindergarten	36	28
Mrs. Carter	4	4
First Grade	30	33
Second Grade	28	32
Third Grade	38	31
Fourth Grade	43	36
Fifth Grade	51	47
Sixth Grade	52	52
<u>Out-of-District Placement</u>	<u>3</u>	<u>3</u>
Total	285	266

Superintendent's Update

- Literacy Pilot Program Panel Discussion

Information Enclosed

- School Nurse's Monthly Report – May 2013
- HIB Report – June 2013

Important Dates

June 17-20, 2013 -- Early Dismissal Days

June 19, 2013 -- 6th Grade Graduation

June 20, 2013 -- Last Day of School for Students/Staff

July 16, 2013 -- Board of Education Meeting; 7:15 p.m.

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CONTRACT

5. Approval – School Psychologist Services – 2013-2014 School Year

Resolved, that the Springfield Board of Education approve the contract with Dr. Alan Kotzen to provide school psychological services for the 2013-2014 school year at the rate of \$250.00 for full psychological evaluations and \$50.00 per hour for consultation services (no increase in fee).

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

6. Approval – Occupational Therapy Agreement – Heartland Rehabilitation Services

Resolved, that the Springfield Township Board of Education approve the Occupational Therapy Agreement between Springfield Township Schools and Heartland Rehabilitation Services, Inc., for the period July, 2013 through June 30, 2014 at a rate of \$85.76 per hour (no increase in fee).

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

7. Approval – Independent Consultant's Agreement – Physical Therapist

Resolved, that the Board of Education approve the agreement for independent consultant services for Physical Therapy provided by Lauren McWhirk for the 2013-2014 school year at the rate of \$65.00 per hour (no increase in fee).

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

8. Approval – BCSSSD Contract for CST Services

Resolved, that the Board of Education approve the contract with BCSSSD Education Services Unit (ESU) for the 2013-2014 school year to provide LDT/C and Case Manager services for three days a week. Susan Skinner is to be assigned to provide these services for Springfield.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

PERSONNEL

9. Approval – Appointment of School Business Administrator/Board Secretary

It is recommended that the Board of Education appoint Christina Moskal as School Business Administrator/Board Secretary of the Springfield Township Elementary School for the period July 1, 2013 through June 30, 2014 at an annual salary of \$86,700, with benefits as described in her contract, as approved by the Executive County Superintendent.

Motion: Specca

Second: Ritterman

Roll Call Vote: All Yes

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Approval: 8-0 (Reinisch-Absent)

10. Approval – Sidebar Letter of Agreement between the Springfield Education Association and the Springfield Board of Education

It is recommended that the Board of Education approve the Sidebar Letter of Agreement to the Collective Negotiations Agreement 2011-2014 to be effective only for the period from July 1 through August 9, 2013 (custodial/maintenance staff).

Motion: Klentzeris

Second: Middleton Frank

**Roll Call Vote: Corbo, Giovanelli, Klentzeris, Middleton Frank, Ritterman
Schmieder, Specca-All Yes; Megariotis-No**

Approval: 7-1-0 (Reinisch-Absent)

11. Approval – Sidebar Letter of Agreement between the Springfield Education Association and the Springfield Board of Education

It is recommended that the Board of Education approve the Sidebar Letter of Agreement to the Collective Negotiations Agreement 2011-2014 (Supervisor of Curriculum and Instruction).

Motion: Klentzeris

Second: Middleton Frank

**Roll Call Vote: Corbo, Giovanelli, Klentzeris, Middleton Frank, Ritterman
Schmieder, Specca-All Yes; Megariotis-No**

Approval: 7-1-0 (Reinisch-Absent)

12. Approval – Rescind Teacher Appointment -Summer Extended Year Program

It is recommended that the Board of Education rescind the appointment of the following staff member for the 2013 Summer Extended Year Program: Alisa Palazzi.

Motion: Giovanelli

Second: Klentzeris

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

13. Approval – Summer Extended Year Program - 2013

It is recommended that the Board of Education approve the appointment of the following staff members for the 2013 Summer Extended Year Program for the period July 8th through August 1, 2013 (16 days total); four hours a day (8:00 a.m. through 12:00 p.m.):

Staff Member	Position	No. of Hours	Rate of Pay	Total Amount	Location
Chelsea Ernst	Teacher	72	\$36.33	\$2,615.76	Springfield
Denise Buffa	Bus Driver	40	\$18.17	\$726.80	Springfield
Sherry Preisig	Instructional Aide: 7/22-8/1/2013	32	\$18.17	\$581.44	Springfield
Janet Lockwood	Instructional Aide: 7/22-8/1/2013	32	\$18.17	\$581.44	Springfield

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Ginny Grupp	Instructional Aide: 7/8-7/18/2013	32	\$18.17	\$581.44	Springfield
Annette Capra	Instructional Aide: 7/8-18/2013	32	\$18.17	\$581.44	Springfield
Karen Wassall	Bus Driver: 7/8-8/08/2013	20	\$18.17	\$363.40	Mansfield Elementary School*
Karen Wassall	Instructional Aide: 7/8-8/08/2013	80	\$18.17	\$1,453.60	Mansfield Elementary School*

**Mansfield Elementary School's Program runs through on August 8, 2013*

Motion: Giovanelli

Second: Corbo

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

14. Approval – Appointment of Before School/Student Monitoring Aide – 2013-2014

It is recommended that the Board of Education approve the appointment of Shirlee Bauma as Before School/Student Monitoring Aide for the 2013-2014 school year, from 8:15 to 8:45 a.m. each day that school is in session, thirty minutes a day at the negotiated contract rate of \$18.17 per hour.

Motion: Specca

Second: Giovanelli

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

15. Approval – Appointment of Student Teacher – Fall 2013

It is recommended that the Board of Education approve the appointment of Morgan Carling, The College of New Jersey, as a student teacher for the fall of 2013 in kindergarten.

Motion: Giovanelli

Second: Specca

Approval: 8-0 (Reinisch-Absent)

16. Approval – Long-Term Substitute Teacher for Disability Leave

It is recommended that the Board of Education approve the appointment of Chelsea Flake as a long-term substitute teacher for grade two (Disability Leave: Ashley Traino) beginning September 1, 2013 through January 2, 2014 at BA, Step 1, \$51,280, prorated. (Candidate has successfully completed all certification paperwork and a criminal background check.)

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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17. Approval – Substitute Teacher – 2013-2014 School Year

It is recommended that the Board of Education approve the appointment of Megan Arbuthnot as a substitute teacher for the 2013-2014 school year. (Candidate has successfully completed all certification paperwork and a criminal background check.)

Motion: Giovanelli

Second: Corbo

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

18. Approval – 2013 Summer Curriculum Writing/Program Development

It is recommended that the Board of Education approve Christine Skinner for summer curriculum writing/program development/mandated Achieve NJ Trainings (teacher/administrator evaluations, SGOs) for the period July 1, 2013 through August 31, 2013, at a rate of pay \$43.13 per hour (rate as per individual employment contract); and

It is recommended that the Board of Education approve the following staff members for summer curriculum/program development for the period of July 1, 2013 through August 31, 2013, at a rate of pay of \$36.33 per hour (rate as per CBA), total not to exceed \$35,000:

Andrea Batchler	Nancy O'Leary
Cathryn Browning	Alisa Palazzi
Cheryl Bucko	Heather Pence
Patricia Carter	Barbara Pine
Jamie DeMinco	Justin Schleider
Marcia Eisner	Sandra Secouler
Wendy Kolev	Tracy Seitz
Kelly Linton	Patricia Sepessy
Amy Lueckel	Rachel Smith
John Luyber	Clarene Spennato
Erica McIntyre	

Motion: Giovanelli

Second: Klentzeris

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

19. Approval – Child Study Team Case Management/Summer 2013 – Rebecca Schweitzer

It is recommended that the Board of Education approve Rebecca Schweitzer for Child Study Team Case Management, during the summer of 2013, not to exceed 40 hours at the rate of \$36.33 per hour.

Motion: Giovanelli

Second: Middleton Frank

Roll Call Vote: All Yes

Approval: 8-0 (Reinisch-Absent)

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FIELD TRIPS

20. Approval - Field Trip for 2013 Extended School Year Program

It is recommended that the Board of Education approve the following field trip for the 2013 Extended School Year Program:

July 2013, **NJ State Museum Theater**; ESY Program

Motion: Giovanelli

Second: Specca

Approval: 8-0 (Reinisch-Absent)

OTHER

21. 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: Giovanelli

Second: Ritterman

Approval: 8-0 (Reinisch-Absent)

OLD BUSINESS:

- Mrs. Giovanelli mentioned that Mrs. Middleton Frank was incorrect in stating that the report card is a non-voting item.

NEW BUSINESS:

- QSAC Scores – CAP to be approved at July meeting.
- Nutri-Serve Presentation
- Committee updates: (1) Finance/Facilities/Transportation: Mrs. Giovanelli reported that the Board needs to meet regarding the SDA Grant and Referendum.
(2) Curriculum/Technology: Mr. Klentzeris reported the following: Wi-Fi project is projected to be completed by August 15th; district website will be transitioned to School Wires over the summer; discussed the letter that went out over the summer for trimester parent survey for reports cards, evaluating new approach for grading.
(3) Policy/Personnel: no update

Public Comment #2:

- Mr. Bucs: (1) Regarding Agenda Item #16 – does background check and certification apply to student teacher?
(2) Not sure of the status of the Strategic Action Plan.
(3) Literacy Program – great program; is it funded? Is it voted on by the Board of Education?
(4) Home and School – money was donated for mulch last year; the district should have budgeted for that; can we give this money back to Home and School?

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- Mr. Patano: (1) Regarding Agenda Item #12 – this item should have failed;
(2) Regarding Agenda Item #18 – 21 staff members on a committee; the \$35,000 should be applied to everyone.
(3) Budget: funding of capital account; legal reserve interest; can't afford to do what we set out to do.
(4) ROD Grant – should we bundle roof?
- Mr. Lippincott: stated he was excited about learning in the classroom; it was good to see a significant number of community people present; glad he was present tonight for the Literacy Panel presentation.
- Mr. Bucs: stated that he was excited about the Literacy Panel – was this panel presentation communicated?
Mrs. Conroy stated that it was in the newsletter and a letter was sent home to each parent.
- Mrs. Trilling: stated that the cafeteria budget is losing money due to increased lunch prices over the last few years.

Motion to Enter Executive Session: Time: 9:28 p.m.

Purpose: Legal Purposes

Motion: Megariotis

Second: Klentzeris

Approval: 8-0 (Reinisch-Absent)

Motion to return to Regular Session: Time: 9:51 p.m.

Motion: Giovanelli

Second: Specca

Approval: 8-0 (Reinisch-Absent)

Motion to Adjourn: _____

Time: 9:52 p.m.

Motion: Giovanelli

Second: Corbo

Approval: 8-0 (Reinisch-Absent)

Respectfully submitted,

Christina Moskal
School Business Administrator/Board Secretary