

**Springfield Township School
Jobstown, NJ 08041
Meeting Minutes
Tuesday, November 19, 2013**

Work Session: 7:00 p.m.

Committee Updates:

1. **Personnel:** Mr. Specca reported that he recently met with STEA representatives for a preliminary negotiations meeting. He also noted that Mrs. Conroy, Ms. Moskal and three Board Members – Mr. Specca, Mr. Schmieder, and Mr. Ritterman – attended the NJSBA Convention in October.
2. **FFT:** Mrs. Giovanelli reported that a committee meeting was held prior to the BOE Meeting. The Agenda included the following items: first 2014-15 Budget Meeting, Business Office Software, Unemployment Trust Account Update, Cafeteria profit/(loss) items on monthly Agendas, Financial Report Lessons on monthly Agendas, Affordable Care Act Update, Broker of Record for Property, Casualty, and Worker's Compensation Insurance, ROD Grant Update, and Discussion Items from FY11 Audit and FY12 Audit Update. Finally, the FY13 Audit Exit Conference took place at the end of the FFT committee meeting, with Mr. Rodney Haines presenting. She noted that the ROD Grant application was returned for clarification on the multiple scopes of work that were included. The application has since been re-submitted.
3. **Curriculum/Technology:** Nothing to report.
4. **Policy:** Nothing to report.

Call to Order: A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Reinisch on Tuesday, November 19, 2013, at 7:15 p.m. in the school library.

Roll Call of Members:

David Reinisch, President - present
Dennis Schmieder, Vice President - present
Jennifer Baran - present
Christopher Corbo – *arrived at 7:19 p.m.*
Lisa Giovanelli - present

Wil Klentzeris - present
John Megariotis - present
Michael Ritterman – present
James Specca - present

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, November 19, 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

**Springfield Township School
Jobstown, NJ 08041
Meeting Minutes
Tuesday, November 19, 2013**

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, October 15, 2013 Regular Meeting.

Motion: Klentzeris

Second: Ritterman

Approval: 8-0-1 (Klentzeris/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:

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.

Presentation

Mr. Rodney Haines - Holman, Frenia, Allison, P.C. – FY13 Audit Presentation

Correspondence

Thank You card from Home and School Association

FY2012-2013 Annual Audit

Be it resolved, that upon the recommendation of the School Business Administrator/Board Secretary, that the Board of Education accept the FY2012-2013 Comprehensive Annual Financial Report (CAFR) as detailed by the District's Auditor.

**Springfield Township School
Jobstown, NJ 08041
Meeting Minutes
Tuesday, November 19, 2013**

**Motion: Giovanelli
Roll Call Vote: All Yes
Approval: 9-0**

Second: Specca

FINANCE

2. Payment of Bills and Financial Reports:

Approve the report of the Board Secretary and the monthly certification that no budgetary line item has been over-expended in violation of N.J.A.C. 6A:23-1-22 for **September 2013**.

Approve the Business Administrator's monthly report of transfers for **September 2013** as itemized documenting transfers in accordance with N.J.S.A. 18A:22-9.1.

Approve the **September 2013** A-149 schedule delineating account activity and account reconciliation.

Approve the Food Service Bill List and Bank Reconciliation for the period **September 2013**.

Approve the Student Activity Bill List and Bank Reconciliation for the period **September 2013**.

Approve the Unemployment Trust Bill List and Bank Reconciliation for the period **September 2013**.

Approve the Agency Bill List and Bank Reconciliation for the period **September 2013**.

Approve the Payroll Bills list for **October 15, 2013** and **October 30, 2013**.

Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for **November 2013** in the amount of \$485,025.45.

**Motion: Giovanelli
Roll Call Vote: All Yes
Approval: 9-0**

Second: Ritterman

SBA/BS's REPORT

Food Service – Profit/Loss

- | | |
|--------------------------------|--------------|
| • September 2013 Profit/(Loss) | (\$2,046.45) |
| • Year-to-Date Profit/(Loss) | (\$2,046.45) |

Financial Report Lesson – Ms. Moskal

**Springfield Township School
Jobstown, NJ 08041
Meeting Minutes
Tuesday, November 19, 2013**

SUPERINTENDENT'S REPORT

- Mrs. Conroy informed that Board that the QSAC Six- Month Interim Review will take place on January 27th, 2014.
- Mrs. Conroy reported that Mrs. Skinner and several of our teachers are involved with Rider University. They are working with the Next Generation Science Standards. Rider staff is coming to our school to observe lessons and meet with staff on November 25th.

ENROLLMENT *(as of November 5, 2013)*

	<u>12/13</u>	<u>13/14</u>
Kindergarten	28	26
Mrs. Carter	4	6
First Grade	33	28
Second Grade	32	32
Third Grade	31	32
Fourth Grade	36	33
Fifth Grade	46	37
Sixth Grade	52	48
Out-of-District Placement	3	4
Total	265	246

Information Enclosed

- School Nurse's Monthly Report – October 2013
- HIB Report – November 2013

Important Dates

November 20, 2013	Early Dismissal-Evening Parent/Teacher Conferences
November 21, 2013	Early Dismissal-Afternoon Parent/Teacher Conferences
November 22, 2013	Home & School Bingo
November 25, 2013	Entertainment Day – K-4
November 26, 2013	Thanksgiving Feast-During all lunches
November 27, 2013	Early Dismissal-Thanksgiving Holiday Break Begins
November 28 & 29	No School-Thanksgiving Holiday Break
December 17, 2013	Board of Education Meeting; 7:15 p.m.

CONTRACT

3. Approval – Special Education Tuition Contract Agreement – BCSSSD

Resolved, that the Board of Education approve the Special Education Tuition Contract Agreement for one student with the Burlington County Special Services School District for the 2013-2014 school year (September 4, 2013 through June 18, 2014) at a tentative tuition rate of \$36,613.00.

Motion: Ritterman

Second: Corbo

Roll Call Vote: All Yes

Approval: 8-0-0 (Megariotis/Abstain)

**Springfield Township School
Jobstown, NJ 08041
Meeting Minutes
Tuesday, November 19, 2013**

4. Approval – Special Education Tuition Contract Agreement – Mansfield

Resolved, that the Board of Education approve the Special Education Tuition Contract Agreement for one student with the Mansfield Township Board of Education for the 2013-2014 school year (September 5, 2013 through June 30, 2014) at a tentative tuition rate of \$33,117.00.

Motion: Ritterman

Second: Corbo

Roll Call Vote: All Yes

Approval: 8-0-0 (Megariotis/Abstain)

5. Approval – Special Education Tuition Contract Agreement – Mansfield

Resolved, that the Board of Education approve the Special Education Tuition Contract Agreement for one student with the Mansfield Township Board of Education for the 2013-2014 school year (September 5, 2013 through June 30, 2014) at a tentative tuition rate of \$33,836.00 plus related services twice a week at a per session rate of \$29.39 per session.

Motion: Ritterman

Second: Corbo

Roll Call Vote: All Yes

Approval: 8-0-0 (Megariotis/Abstain)

6. Approval – Special Education Tuition Contract Agreement – Mansfield

Resolved, that the Board of Education approve the Special Education Tuition Contract Agreement for one student with the Mansfield Township Board of Education for the 2013-2014 school year (November 12, 2013 through June 30, 2014) at a tentative tuition rate of \$33,836.00 plus related services twice a week at a per session rate of \$29.39 per session.

Motion: Ritterman

Second: Corbo

Roll Call Vote: All Yes

Approval: 8-0-0 (Megariotis/Abstain)

PLANS

7. Approval – QSAC Statement of Assurance

A motion is requested to approve and submit the QSAC Statement of Assurance for the 2013-2014 school year.

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

PERSONNEL

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

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

Motion: Klentzeris

Second: Corbo

**Springfield Township School
Jobstown, NJ 08041
Meeting Minutes
Tuesday, November 19, 2013**

**Roll Call Vote: All Yes
Approval: 9-0**

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

It is recommended that the Board of Education approve the appointment of Chelsie Flake as a long-term substitute teacher for grade one (Disability Leave: Jamie DeMinco) beginning January 2, 2014 through June 19, 2014 at \$51,280 prorated; not eligible for benefits. (Candidate has successfully completed all certification paperwork and a criminal background check.)

Motion: Klentzeris

Second: Corbo

Roll Call Vote:

Approval:

Motion to Table: Ritterman

Second: Specca

Roll Call Vote: 7-2 (Baran, Giovanelli, Megariotis, Ritterman, Reinisch,

Motion Tabled: 7-2

POLICY

10. Approval – Second Reading and Adoption of Policy #3144.12, #3144.3, #3372, #3373, #4124, #5440, #5512 and Regulation #5512

It is recommended that the Springfield Board of Education approve for second reading and adoption the following policies prepared by Strauss Esmay:

Policy #3144.12 – Certification of Tenure Charges-Inefficiency (Mandated) (New)

Policy #3144.3 -- Suspension upon Certification of Tenure Charges (New)

Policy #3372 -- Teaching Staff Member Tenure Acquisition (New)

Policy #3373 -- Tenure upon Transfer or Promotion (New)

Policy #4124 -- Employment Contract (Revised)

Policy #5440 -- Honoring Pupil Achievement (Revised)

Policy #5512 -- Harassment, Intimidation and Bullying (Mandated) (Revised)

Regulation #5512 -- Harassment, Intimidation and Bullying (Mandated) (Revised)

Motion: Klentzeris

Second: Schmieder

Approval: 9-0

FIELD TRIP

11. Approval – Field Trip – 2013-2014 School Year

It is recommended that the Board of Education approve the following field trip for the 2013-2014 school year:

March 2014, Penn Museum, Grade 6

Motion: Klentzeris

Second: Giovanelli

Approval: 9-0

USE OF FACILITY

12. Approval - Use of Facility

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

Girl Scouts – Mondays during the 2013-2014 school year;

**Springfield Township School
Jobstown, NJ 08041
Meeting Minutes
Tuesday, November 19, 2013**

6:30–8:30 p.m.; MPR/Cafeteria; Person-in-Charge: Christiana Drum

Motion: Klentzeris

Second: Giovanelli

Approval: 9-0

OTHER

13. Approval – Board of Education Goals for 2013-2014 School Year

Resolved, that the Board of Education adopt the Board of Education Goals for the 2013-2014 school year.

Motion: Giovanelli

Second: Corbo

Approval: 9-0

14. Approval – School District Goals for 2013-2014 School Year

Resolved, that the Board of Education adopt the School District Goals and accept the District Goal Action Plan for the 2013-2014 school year.

Motion: Giovanelli

Second: Corbo

Approval: 9-0

15. 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: 9-0

UNFINISHED BUSINESS

Mr. Reinisch informed the Board that as part of the action plan to obtain the Board Goals for the 2013-14 school year, committees chairs should provide a detailed report during the committee updates. He noted that more meetings should be conducted and thorough notes should be taken. Items should be shared during the reports as part of the learning process for the Board members who do not serve on that particular committee.

NEW BUSINESS

Mr. Schmieder informed the Board of upcoming training opportunities. During the month of December, there will be trainings on PARCC and STEM.

Public Comment #2:

Joe Bucs asked if the Board and District Goals will be posted online. Mr. Bucs also inquired as to the number of meals that make up the Cafeteria loss for the month of September.

**Springfield Township School
Jobstown, NJ 08041
Meeting Minutes
Tuesday, November 19, 2013**

Motion to Enter Executive Session: Time: 8:05 p.m.

Purpose: Legal

Motion: Klentzeris

Second: Ritterman

Approval: 9-0

Motion to return to Regular Session: Time: 8:35 p.m.

Motion: Ritterman

Second: Specca

Approval: 9-0

PERSONNEL

9. Untable and Approve – Long-Term Substitute Teacher for Disability Leave

It is recommended that the Board of Education approve the appointment of Chelsie Flake as a long-term substitute teacher for grade one (Disability Leave: Jamie DeMinco) beginning January 2, 2014 through June 19, 2014 at \$51,280 prorated; not eligible for benefits. (Candidate has successfully completed all certification paperwork and a criminal background check.)

Motion: Klentzeris

Second: Corbo

Roll Call Vote: All Yes

Approval: 9-0

Motion to adjourn: Time: 8:38 p.m.

Motion: Klentzeris

Second: Giovanelli

Approval: 9-0

Respectfully submitted,

Christina Moskal
School Business Administrator/Board Secretary