

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Meeting Minutes**  
**Thursday, January 23, 2014**

**Work Session:** 6:30 p.m.

- **Committee Updates:**

1. **Personnel:** Mr. Specca reported that the Personnel Committee has not met since the last Board of Education Meeting. It was recommended that Ms. Moskal electronically share the current Collective Bargaining Agreement with all Board Members.
  2. **FFT:** Mrs. Giovanelli shared with the Board of Education that the district is still waiting for its ROD Grant approval letter from the NJ Department of Education. Once the letter is received, the Architect will meet with FFT members to discuss the ROD Grant and the items that were cut and the items that were approved. Then the Architect will present the NJDOE approved projects to the full Board of Education. We are hopeful that we will receive the approval letter soon so that the Architect can attend the February Board of Education.
  3. **Curriculum/Technology:** Mr. Bucs mentioned that he is a newly-appointed Curriculum/Technology Committee Chair and, therefore, has nothing to report. Mr. Corbo added that the Curriculum/Technology Committee met in December and Mr. Klentzeris reported out at the December Board of Education Meeting. Mrs. Conroy offered to have our regional Technology Director meet with the Curriculum/Technology Committee at an upcoming meeting. He will be able to provide information and answer any questions that new BOE Members may have.
  4. **Policy:** Mr. Schmieder reported that the Policy Committee just had a meeting prior to the Board Meeting. A revision to Policy #0167 – Public Participation in Board Meetings was discussed. The Policy Committee wants to ensure that the District fosters an environment that encourages members of the public to participate in the two public comment portions of the Board Meetings. However, the Policy Committee wants the policy to reflect a District-wide commitment that, if a response is requested to a public comment, all questions will be timely answered by the Administration after the meeting. Additionally, a summary of the updated policy will be included in the Board Agendas under the public comment section.
- Agenda Review
  - Financial Report Lesson – #2: Revenues – Presentation by Ms. Moskal

**Call to Order:** A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Reinisch on Thursday, January 23, 2014, at 7:30 p.m. in the school library.

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**Roll Call of Members:**

|                                       |                             |
|---------------------------------------|-----------------------------|
| Joseph M. Bucs – present              | Christopher Corbo - present |
| Andrew B. Eaton – absent              | Lisa Giovanelli - present   |
| Gregory Madia – departed at 7:03 p.m. | David Reinisch - present    |
| Michael Ritterman - present           | Dennis Schmieder - 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 Thursday, January 23, 2014 at 7:30 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, December 17, 2013 Regular Meeting.

**Motion: Specca**

**Second: Ritterman**

**Approval: 6-0-1 (Eaton & Madia/Absent; Bucs/Abstain)**

2. Request approval for the Minutes of the Tuesday, January 7, 2014 Reorganization Meeting.

**Motion: Schmieder**

**Second: Corbo**

**Approval: 7-0 (Eaton & Madia/Absent)**

**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*

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*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.*

**Correspondence**

Letter of Retirement from Betsy Bergen, dated December 31, 2013

Letter from Tom Pantano, dated January 13, 2014

**FINANCE**

**3. 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 **November 2013**.

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

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

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

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

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

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

Approve the Payroll Bills list for **December 30, 2013 and January 15, 2014**.

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Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for January 2014 in the amount of \$420,860.29.

**Motion: Giovanelli**

**Second: Ritterman**

**Roll Call Vote: Yes: Corbo/Giovanelli/Ritterman/Schmieder/Specca/  
Reinisch**

**No: Bucs**

**Approval: 6-1-0 (Eaton & Madia/Absent)**

**SBA/BS's REPORT**

**Food Service – Profit/Loss**

- November 2013 Profit/(Loss): (\$ 304.23)
- Year-to-Date Profit/(Loss): (\$2,234.39)

**SUPERINTENDENT'S REPORT**

**ENROLLMENT *(as of January 9, 2014)***

|                           | <u>12/13</u> | <u>13/14</u> |
|---------------------------|--------------|--------------|
| Kindergarten              | 28           | 25           |
| Mrs. Carter               | 4            | 6            |
| First Grade               | 33           | 28           |
| Second Grade              | 32           | 33           |
| Third Grade               | 31           | 32           |
| Fourth Grade              | 36           | 33           |
| Fifth Grade               | 46           | 38           |
| Sixth Grade               | 52           | 48           |
| Out-of-District Placement | 3            | 5            |
| Total                     | 265          | 248          |

**Superintendent's Update**

- Update on 2013-2014 District Goals/Action Plan
- Presentation by Christine Skinner on our Science Work with Rider University
- Updated 2013-2014 District Calendar

**Information Enclosed**

- School Nurse's Monthly Report – December 2013
- HIB Report – January 2014
- Suspension Report – January 2014

**Important Dates**

January 20, 2014 – Martin Luther King Day – School Closed

January 24, 2014 – Early Dismissal-Staff Professional Development Day

February 11, 2014 – Home and School Meeting

February 14, 2014 – School in Session – Make-up Day

February 17, 2014 – Presidents' Day – School Closed

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February 18, 2014 – Board of Education Meeting

March 7, 2014 – Staff Development – No School for students

**CURRICULUM AND PROGRAM**

**4. Approval – Music Curriculum K-6**

It is recommended that the Board of Education approve the Music Curriculum, K-6, as aligned to the New Jersey Core Curriculum Content Standards.

**Motion: Giovanelli**

**Second: Specca**

**Approval: 7-0 (Eaton & Madia/Absent)**

**5. Approval – Spanish Curriculum K-6**

It is recommended that the Board of Education approve the Spanish Curriculum, K-6, as aligned to the New Jersey Core Curriculum Content Standards.

**Motion: Giovanelli**

**Second: Specca**

**Approval: 7-0 (Eaton & Madia/Absent)**

**PERSONNEL**

**6. Acceptance – Retirement of Teaching Staff Member**

Resolved, that the Board of Education regretfully accepts the retirement of Mrs. Betsy Bergen, effective July 1, 2014, after many years of service to our school community.

**Motion: Giovanelli**

**Second: Corbo**

**Roll Call Vote: Yes: Corbo/Giovanelli/Ritterman/Schmieder/Bucs/Reinisch**

**No: Specca**

**Approval: 6-1-0 (Eaton & Madia/Absent; Specca/No)**

**POLICY**

**7. Approval – Second Reading and Adoption of Policy Alert #201**

It is recommended that the Springfield Board of Education approve for second reading and adoption the following policies and regulations prepared by Strauss Esmay/Policy Alert #201:

Policy #1240 -- Evaluation of Superintendent (Mandated) Revised

Policy #3142 -- Non-Renewal of Non-Tenured Teaching Staff Member (Revised)

Policy #3144 -- Certification of Tenure Charges (Revised)

Policy #4146 -- Non-Renewal of Non-Tenured Support Staff Member (Revised)

Policy #3221 -- Evaluation of Teachers (Mandated) (New)

Policy #3222 -- Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (Mandated) (New)

Policy #3223 -- Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (Mandated) (New)

Policy #3224 -- Evaluation of Principals, Vice Principals, and Assistant Principals (Mandated) (New)

Regulation #1240 -- Evaluation of Superintendent (Mandated) (Revised)

Regulation #3142 -- Non-Renewal of Non-Tenured Teaching Staff Member (Revised)

Regulation #3144 -- Certification of Tenure Charges (Revised)

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- Regulation #4146 -- Non-Renewal of Non-Tenured Support Staff Member (Revised)
- Regulation #3221 -- Evaluation of Teachers (Mandated) (New w/Revision)
- Regulation #3222 -- Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (Mandated) (New)
- Regulation #3223 -- Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (Mandated) (New)
- Regulation #3224 -- Evaluation of Principals, Vice Principals, and Assistant Principals (Mandated) (New)

**Motion: Giovanelli**

**Second: Ritterman**

**Approval: 7-0 (Eaton & Madia/Absent)**

**FIELD TRIPS**

**8. Approval – Field Trips – 2013-2014 School Year**

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

**Adventure Aquarium – First Grade – March 2014**

**Fernbrook Farms Education Center – Second Grade – April 2014**

**Grounds for Sculpture – Fifth Grade – May 2014**

**Motion: Giovanelli**

**Second: Bucs**

**Approval: 7-0 (Eaton & Madia/Absent)**

**USE OF FACILITY**

**9. Approval - Use of Facility**

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

***Northern Burlington Soccer Club*** – Gymnasium; Dates and times will be coordinated with Springfield Recreation Rep.

Greg Bogle; Person-in-Charge: Anthony Vigorito

**Motion: Giovanelli**

**Second: Specca**

**Approval: 7-0 (Eaton & Madia/Absent)**

**OTHER**

**10. 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: 7-0 (Eaton & Madia/Absent)**

**UNFINISHED BUSINESS**

1. Mr. Bucs asked if there was anything under New Business from last month's meeting that should be discussed under Unfinished Business today.

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**NEW BUSINESS**

1. Mr. Bucs asked if the Board Goals could be posted on the district website.

**Public Comment #2:**

1. Mr. Pantano requested that Mrs. Skinner's presentation be posted on the District website. He also mentioned that goals should be activity driven, not outcome driven.

**Motion to Enter Executive Session: Time: 8:43 p.m.**

**Purpose:** Legal

**Motion:** Giovanelli

**Second:** Corbo

**Approval:** 7-0 (Eaton & Madia/Absent)

**Motion to return to Regular Session: Time: 8:56 p.m.**

**Motion:** Giovanelli

**Second:** Corbo

**Approval:** 7-0 (Eaton & Madia/Absent)

**Motion to adjourn: Time: 8:57 p.m.**

**Motion:** Giovanelli

**Second:** Specca

**Approval:** 7-0 (Eaton & Madia/Absent)

Respectfully submitted,

Christina Moskal  
School Business Administrator/Board Secretary