

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Meeting Minutes**  
**Tuesday, March 18, 2014**

**Work Session:** 6:39 p.m.

- Committee Updates:
  1. Personnel/Negotiations – Mr. Specca informed the Board that the Personnel/Negotiations Committee met on March 10, 2014. Topics on the Agenda included: salary increases for non-union staff members, increase of one additional hour per day for one custodian for the 2014-15 school year, and negotiations.
  2. FFT – Mr. Specca informed the Board that an FFT Committee Meeting was held on March 10, 2014 to discuss the 2014-15 budget.
  3. Curriculum/Technology – Mr. Bucs updated the Board regarding the recent Curriculum/Technology Committee Meeting that took place on February 26, 2014. Topics on the Agenda included: Curriculum initiatives, technology initiatives, 2013-14 accomplishments, sound equipment for BOE Meetings, SharePoint, and the school website.
  4. Policy – Mr. Schmieder informed the Board that the Policy Committee met on Thursday, March 13, 2014. Topics discussed included: making Board packet documents available for the public, looking into recording BOE Meetings, and updating district policy to make it clear how items are included on the Agenda. Mr. Schmieder informed that Board that moving forward, Ms. Moskal will be providing a binder for the public to view the financial reports that are being approved at each BOE Meeting.
- Agenda Review
- Financial Report Lesson #4: Reports Overview – 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 Tuesday, March 18, 2014, at 7:30 p.m. in the school library.

**Roll Call of Members:**

David Reinisch, President-*arrived at 6:45 p.m.*  
Michael Ritterman, Vice President-*present*  
Joseph M. Bucs-*arrived at 6:45 p.m.*  
Christopher Corbo-*present*  
Andrew B. Eaton-*present*

Lisa Giovanelli-*arrived at 9:15 p.m.*  
Gregory Madia-*present*  
Dennis Schmieder-*present*  
James Specca-*present*

**Others present:**

Edith Conroy, Christina Moskal, Mary Ann Friedman

**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, March 18, 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.

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**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, February 18, 2014 Regular Meeting.

**Motion: Specca**

**Second: Bucs**

**Approval: 8-0 (Giovanelli-Absent)**

2. Request approval for the Minutes of the Tuesday, February 18, 2014 Executive Session.

**Motion: Bucs**

**Second: Schmieder**

**Approval: 8-0 (Giovanelli-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 chain of command and any comments could hold the resident and the Board of Education liable.*

**Public Comment #1:**

1. Mr. Pantano questioned the purpose of tonight's budget approval. Mr. Pantano wanted to know why the budget hearing does not take place first.

*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.*

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**Correspondence**

Letter of Resignation from Mrs. Christine S. Skinner dated March 18, 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 **January 2014**.

Approve the Business Administrator's monthly report of transfers for **January 2014** as itemized documenting transfers in accordance with N.J.S.A. 18A:22-9.1.

Approve the **January 2014** A-149 schedule delineating account activity and account reconciliation.

Approve the Food Service Bill List and Bank Reconciliation for the period **January 2014**.

Approve the Student Activity Bill List and Bank Reconciliation for the period **January 2014**.

Approve the Unemployment Trust Bill List and Bank Reconciliation for the period **January 2014**.

Approve the Agency Bill List and Bank Reconciliation for the period **January 2014**.

Approve the Payroll Bills list for **February 28, 2014 and March 15, 2014**.

Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for February 2014 in the amount of \$429,016.32.

**Motion: Specca**

**Second: Eaton**

**Roll Call Vote: All Yes**

**Approval: 8-0 (Giovanelli-Absent)**

**Presentation by Mary Ann Friedman, NJSBA – Strategic Planning**

**ADOPTION OF THE TENTATIVE BUDGET  
2014-2015**

**Travel and Related Expense Reimbursement  
2014-2015**

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WHEREAS, the Springfield Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$30,000 for all staff and board members.

**Adoption of Tentative Budget  
2014-2015**

BE IT RESOLVED, that the tentative budget be approved for the 2014-2015 School Year using the 2014-2015 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

|                                       | <b><u>GENERAL<br/>FUND</u></b> | <b><u>SPECIAL<br/>REVENUES</u></b> | <b><u>DEBT<br/>SERVICE</u></b> | <b><u>TOTAL</u></b> |
|---------------------------------------|--------------------------------|------------------------------------|--------------------------------|---------------------|
| <b>2014-15 Total<br/>Expenditures</b> | 4,912,485                      | 77,679                             | 0                              | 4,990,164           |
| <b>Less: Anticipated<br/>Revenues</b> | <u>1,462,236</u>               | <u>77,679</u>                      | <u>0</u>                       | <u>1,539,915</u>    |
| <b>Taxes to be Raised</b>             | <u>3,450,249</u>               | <u>0</u>                           | <u>0</u>                       | <u>3,450,249</u>    |

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And to advertise said tentative budget in the Burlington County Times in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Springfield Elementary School Library, Jobstown, New Jersey, on April 29, 2014, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2014-2015 School Year.

**Motion: Madia**

**Second: Corbo**

**Discussion: A Point of Order was raised by Mr. Bucs regarding Policy 6220. A Ruling was made by Mr. Reinisch that we are not in violation of Policy 6220.**

**Roll Call Vote: Yes: Corbo, Eaton, Giovanelli, Madia, Reinisch, Ritterman, Schmieder, Specca;**

**Abstain: Bucs**

**Approval: 8-0-1**

**SBA/BS's REPORT**

**Food Service – Profit/Loss**

- January 2014 Profit/(Loss): \$ 36.06
- Year-to-Date Profit/(Loss): (\$2,664.28)

**SUPERINTENDENT'S REPORT**

**ENROLLMENT *(as of March 10, 2014)***

|                                  | <b><u>12/13</u></b> | <b><u>13/14</u></b> |
|----------------------------------|---------------------|---------------------|
| 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                  | 39                  |
| Sixth Grade                      | 52                  | 48                  |
| <b>Out-of-District Placement</b> | <b>3</b>            | <b>5</b>            |
| <b>Total</b>                     | <b>265</b>          | <b>249</b>          |

**Superintendent's Update**

- HIB Summary Report – Mr. Jared Fudurich
- New Jersey School Performance Report Overview
- Security Update

**Information Enclosed**

- School Nurse's Monthly Report – February 2014
- HIB Report – March 2014
- Suspension Report – March 2014

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**Important Dates**

March 21, 2014 – Fifth and Sixth Grade Dance – 7:00 p.m.  
March 26, 2014 – Internet Safety Assembly – hosted by Home and School  
– Sixth Grade Parent Orientation—N.B. Middle School – 6:30 p.m.  
March 28, 2014 – Report Cards Sent Home  
March 31 through April 4, 2014 – Burlington Center Mall Expo  
-- Book Fair  
April 3, 2014 -- Concert Band to Perform at Mall Expo  
April 4, 2014 – Academic Achievement/Principal's List Awards Ceremony – 9:15 a.m.  
April 15, 2014 – Board of Education Meeting – 7:30 p.m.  
April 29, 2014 – Budget Hearing – 7:30 p.m.

**CONTRACT**

**4. Approval – Strategic Planning Contract Agreement**

It is recommended that the Board of Education approve the Strategic Planning 3D Model Agreement with the New Jersey School Boards Association for a fee not to exceed \$3,500.

**Motion: Bucs**

**Second: Corbo**

**Roll Call Vote: Yes: Bucs, Corbo, Eaton, Madia, Reinisch, Ritterman,  
Schmieder, Specca**

**No: Giovanelli**

**Approval: 8-1 (Giovanelli-No)**

**PERSONNEL**

**5. Acceptance – Resignation of Supervisor of Curriculum and Instruction Position**

Resolved, that the Board of Education regrettably accepts the resignation of Mrs. Christine S. Skinner, Supervisor of Curriculum and Instruction, effective June 30, 2014.

**Motion: Specca**

**Second: Ritterman**

**Roll Call Vote: Yes: Bucs, Corbo, Eaton, Giovanelli, Madia, Ritterman,  
Schmieder, Specca**

**No: Reinisch**

**Approval: 8-1 (Reinisch-No)**

**POLICY**

**6. Approval – Second Reading and Adoption – Policy #0167 – Public Participation in Board Meetings**

It is recommended that the Springfield Board of Education approve for second reading and adoption the following revised policy:

Policy #0167 – Public Participation in Board Meetings

**Motion: Schmieder**

**Second: Corbo**

**Roll Call Vote: All Yes**

**Approval: 9-0**

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**FIELD TRIPS**

**7. 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:

March 2014 – **Northern Burlington Middle School Visitation Day** – Grade 6

April 2014 – **Stony Brook Watershed** – Grade 5

April 2014 – **Cultural Trip/Park Performing Arts Center** – Grade 6

May 2014 – **Northern Burlington Field Day** – Grade 6

May 2014 – **Philadelphia Zoo** – Grade 6/Enrichment

**Motion: Giovanelli**

**Second: Corbo**

**Approval: 9-0**

**USE OF FACILITY**

**8. Approval - Use of Facility**

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

***Springfield Recreation Spring Basketball***; Gymnasium; March 17 through May 31, 2014; 6 to 8:00 p.m. Monday through Friday and 9 a.m. to 12:00 noon Saturday and Sunday; Person-in-Charge: Greg Bogle

***Memorial Day Remembrance***; Gymnasium (needed only if there is inclement weather); Monday, May 26, 2014; 8:00 a.m. to 12:00 noon; Person-in-Charge: Peter Sobotka

**Motion: Giovanelli**

**Second: Ritterman**

**Approval: 9-0**

**OTHER**

**9. 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**

1. Mrs. Conroy informed that Board that on February 19<sup>th</sup> she and Ms. Moskal followed up with Mr. Pantano regarding his inquiries at our Board Meeting on February 18<sup>th</sup> during Public Comment #2. Mrs. Conroy informed Mr. Pantano that we are required by law to provide an educational program to all special education students ages 3-21. Regarding his second question, Mrs. Conroy explained to Mr. Pantano that 21 teachers were approved at our June 2013

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Board Meeting to write curriculum during the summer for an amount not to exceed \$35,000. She noted that the motion from the February Meeting was for a teacher that was not included because she was on maternity leave and has since returned and would like to participate in this initiative. Ms. Moskal replied to Mr. Pantano's third inquiry by stating that in December 2013 the cafeteria had a loss of (\$465.95). She shared with Mr. Pantano that this brings the 2013 year-to-date loss to (\$2,700.33). Ms. Moskal also compared the December profit/loss figures to those of last December. She noted that in December 2012, the cafeteria had a loss of (\$897.65), bringing the year-to-date loss for that time period to (\$8,556.94). Ms. Moskal explained that December has fewer service days than other months due to the winter break. In addition, she pointed out that there were snow days in December which resulted in even less service days. Ms. Moskal stated that, although the cafeteria operated at a loss, she was pleased with the results for December due to the very limited opportunity to generate revenue through meals served on each service day.

2. Mr. Bucs asked if Mrs. Conroy's remarks will be included in the minutes.
3. Mr. Bucs requested that Mr. Schmieder give an update regarding district policy becoming available online. Mr. Schmieder informed the Board that the policies will be posted on the district website by the end of the month.

**NEW BUSINESS**

1. Mr. Specca suggested that the group hold a Board retreat.
2. Mr. Reinisch recommended that the Board read the most recent copy of School Leader magazine.
3. Mr. Reinisch informed the group that the Board will be sending a letter of thanks to all future retirees.
4. Mrs. Conroy asked the Board to confirm that the Strategic Action Planning dates are acceptable.

**Public Comment #2:**

1. Mr. Pantano thanked Mrs. Conroy and Ms. Moskal for their phone call last month. Mr. Pantano also thanked Ms. Moskal for her prompt reply to several e-mails that were sent to her regarding financial questions. Mr. Pantano asked if the budget presentation can be submitted to him electronically. In addition, Mr. Pantano made a comment about making reasonable assumptions about the budget ahead of time. He also suggested holding the Budget Hearing in the cafeteria.
2. Mr. Lippincott informed the Board that he was glad that he came to tonight's meeting and was able to witness the rich information that was discussed.

**Motion to Enter Executive Session: Time: 10:34 p.m.**

**Purpose: Personnel**

**Motion: Ritterman**

**Second: Eaton**

**Approval: 9-0**

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**Motion to return to Regular Session: Time: 10:40 p.m.**

**Motion: Corbo**

**Second: Giovanelli**

**Approval: 9-0**

**Motion to adjourn: Time: 10:41 p.m.**

**Motion: Bucs**

**Second: Schmieder**

**Approval: 9-0**

Respectfully submitted,

Christina Moskal  
School Business Administrator/Board Secretary