

**Springfield Township Board of Education
Jobstown, NJ 08041
Meeting Minutes
Tuesday, June 17, 2014**

Work Session: 6:30 p.m.

- Committee Updates:
 1. Personnel – will update in Executive Session.
 2. FFT – Mrs. Giovanelli said that the committee of the whole needs to make a decision regarding the referendum. Ms. Moskal informed the Board that there will be a hallway carpet replacement in all hallways except the 1993 wing after the last day of school. Mr. Eaton said that he would like Administration to investigate split system air conditioning for the school.
 3. Curriculum/Technology – nothing to report.
 4. Policy – nothing to report.
- Agenda Review
- Google Drive Lesson – Christina Moskal

Call to Order: A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Reinisch on Tuesday, June 17, 2014, at 7:30 p.m. in the school library.

Roll Call of Members:

David Reinisch, President-present	Lisa Giovanelli-present
Michael Ritterman, Vice President-present	Gregory Madia-arrived at 6:59 p.m.
Joseph M. Bucs-present	Dennis Schmieder-arrived
Christopher Corbo-arrived at 6:54 p.m.	James Specca-arrived
Andrew B. Eaton-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, June 17, 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.

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Minutes:

1. Request approval for the Minutes of the Tuesday, May 20, 2014 Regular Meeting.

Motion: Giovanelli

Second: Specca

Approval: 8-1 (Bucs-No)

2. Request approval for the Minutes of the Tuesday, May 20, 2014 Executive Session.

Motion: Giovanelli

Second: Specca

Approval: 8-1 (Bucs-No)

PUBLIC COMMENT

Before a matter is placed on the agenda, Administration has thoroughly reviewed it. Board Members preview the agenda items five days prior to the meeting and discuss questionable items with the Superintendent.

The Springfield Township BOE welcomes public comment during our public meetings. Please be advised, neither School Board Members nor Administration shall engage the audience in dialogue or attempt to respond to a particular comment at that time. However, the appropriate Administrator or Board Representative will issue a reply in a timely manner. If a response is requested, please provide your contact information on the sign-in sheet or contact the Administration separately. Public Comment #1 is reserved for agenda specific comments or statements. Public Comment #2 is for general comments or statements.

Public Comment #1:

1. Mr. Pantano inquired about the who, what, and when regarding Agenda Item #4- Transfer of Current Year Surplus into Reserve.
2. Mrs. Baran informed the Board that she has chosen to take her children out of district. Mrs. Baran said that more should have been done to help her daughter in early intervention.

Correspondence

None

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 **April 2014**.

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

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

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

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

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

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

Approve the Payroll Bills list for **May 30, 2014 and June 15, 2015**.

Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for **June 2014** in the amount of \$412,017.93.

Motion: Giovanelli

Second: Corbo

Roll Call Vote: All Yes

Approval: 9-0

4. Approval - Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Springfield Township Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Springfield Township Board of Education has determined that up to \$90,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Springfield Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Motion: Giovanelli

Second: Specca

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

No - Bucs

Approval: 8-1 (Bucs-No)

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5. Approval – Authorization for Disposal/Sale/Donation of Library/Media

Be it resolved that the Springfield Board of Education approve the disposal/sale/donation of the list of Library/Media supplies.

Motion: Giovanelli

Second: Specca

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

No-Eaton

Abstain-Bucs

Approval: 7-1-1 (Eaton-No/Bucs-Abstain)

6. Approval – Non-Resident Tuition Student – 2014-2015

It is recommended that the Board of Education approves acceptance, as recommended by the Superintendent, of one first grade student, as well as acceptance of tuition revenues as district policy states throughout the 2014-2015 school year.

Motion: Giovanelli

Second: Corbo

Roll Call Vote: All Yes

Approval: 9-0

SBA/BS's REPORT

Food Service – Profit/Loss

- April 2014 Profit/(Loss): \$ 897.92
- Year-to-Date Profit/(Loss): (\$2,361.32)

SUPERINTENDENT'S REPORT

ENROLLMENT (as of June 2, 2014)

	<u>12/13</u>	<u>13/14</u>
Kindergarten	28	25
Mrs. Carter	4	6
First Grade	33	28
Second Grade	32	34
Third Grade	31	32
Fourth Grade	36	33
Fifth Grade	46	40
Sixth Grade	52	48
Out-of-District Placement	3	5
Total	265	251

Superintendent's Update

- Education and Technology Showcase Overview

Information Enclosed

- School Nurse's Monthly Report – May 2014
- HIB Report – June 2014
- Suspension Report – June 2014

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Important Dates

June 17-20, 2014 -- Early Dismissal Days – 1:20 p.m. dismissal
June 18, 2014 -- Strategic Action Plan Meeting; 7:00 p.m.; Cafeteria
Battle of the Books
June 19, 2014 -- 6th Grade Graduation; 6:00 p.m.
June 20, 2014 -- Academic Achievement & Principal's List Award Ceremony; 9:15 a.m.
Last Day of School for Students/Staff
July 8 & 9, 2014 -- BOE Retreat; 7:00 p.m.
July 10, 2014 -- BOE Work Session; 6:30 p.m.
July 15, 2014 -- Board of Education Meeting; 6:30 p.m.

CONTRACT

7. Approval – Occupational Therapy Agreement – Heartland Rehabilitation Services – 2014-2015

Resolved, that the Board of Education approve the Occupational Therapy Agreement between Springfield Township Schools and Heartland Rehabilitation Services, Inc., for the period July 1, 2014 through June 30, 2015 at a COTA rate of \$73.44 per hour and an OT rate of \$87.47 per hour (2% increase).

Motion: Specca

Second: Giovanelli

Roll Call Vote: All Yes

Approval: 9-0

8. Approval – Paul's Commodity Hauling Contract – 2014-2015

Resolved, that the Board of Education approve the contract with Paul's Commodity Hauling for the purpose of hauling state commodities from the Safeway Cold Storage facility in Vineland, New Jersey to Springfield Township School District for the 2014-2015 school year. Cost per case is \$2.95; minimum charge per school trip of \$93 when there are less than 30 cases.

Motion: Specca

Second: Corbo

Roll Call Vote: 9-0

Approval:

9. Approval – Nutri-Serve Lunch Price List and Ala Carte Prices – 2014-2015

Resolved, that the Board of Education approve the Nutri-Serve Price List and Ala Carte Prices for the 2014-2015 school year as follows:

Student Lunch	\$3.00
Reduced Student Lunch	\$0.40
Adult Lunch	\$3.75
Milk/Juice	\$0.50
Spring Water	\$1.00/\$.50
Gatorade	\$1.00
Hot Soft Pretzel	\$0.75
Assorted Chips	\$0.25-.50
Fruit or Veggie Side	\$0.50
Nachos	\$1.00

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Fresh Baked Cookie	\$0.50
Ice Cream	\$1.00
100 Calorie Snack	\$0.75
Smart Food Popcorn	\$0.75
Extra Entrée	\$1.00

All snacks meet government requirements.

Motion: Giovanelli

Second: Corbo

Roll Call Vote: All Yes

Approval: 9-0

10. Approval – School Psychologist Services – 2014-2015 School Year

Resolved, that the Springfield Board of Education approve the contract with Dr. Alan Kotzen to provide school psychological services for the 2014-2015 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: Madia

Roll Call Vote: All Yes

Approval: 9-0

11. 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 2014-2015 school year at the rate of \$70.00 per hour (\$5.00 increase in hourly fee).

Motion: Giovanelli

Second: Madia

Roll Call Vote: All Yes

Approval: 9-0

12. Approval – YMCA Primetime Contract – 2014-2015

Resolved, that the Board of Education approve the 2014-2015 Primetime contract for before and after school care through the Y MCA of Burlington County.

Motion: Giovanelli

Second: Madia

Roll Call Vote: All Yes

Approval: 9-0

13. Approval – Beautiful Minds of Princeton Consultant Services – 2014-2015

Resolved, that the Board of Education approve a contract with Beautiful Minds of Princeton (BMOP) for consultative services with a Board Certified Behavior Analyst (BCBA) at a rate of \$110.00 per hour, on an as needed basis for the 2014-2015 school year.

Motion: Giovanelli

Second: Madia

Roll Call Vote: All Yes

Approval: 9-0

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14. Approval – Speech Therapy – Consultant Services – Speech Language and Wellness Center, LLC – 2014-2015

Resolved, that the Board of Education approve a contract for consultant services for speech therapy provided by Speech Language and Wellness Center, LLC, on an as needed basis for the 2014-2015 school year at the rate of \$125.00 per hour.

Motion: Giovanelli

Second: Madia

Roll Call Vote: All Yes

Approval: 9-0

PERSONNEL

15. Approval – Appointment of Before School/Student Monitoring Aide – 2014-2015

It is recommended that the Board of Education approve Margaret Gonzalez and Denise Buffa to share the position of Before School/Student Monitoring Aide for the 2014-2015 school year, from 8:15 to 8:45 a.m. each day that school is in session, 30 minutes a day at the negotiated contract rate of 18.17 per hour.

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

16. Approval – Appointment of General Education Teacher – 2014-2015

It is recommended that the Board of Education approve the appointment of Chelsie Flake as a general education teacher for the 2014-2015 school year, BA-Step 1, at a salary of \$51,280 (candidate has successfully completed fingerprinting and criminal background check).

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

17. Approval – Appointment of Preschool Teacher – 2014-2015

It is recommended that the Board of Education approve the appointment of Julia Dudzinski as a preschool teacher for the 2014-2015 school year, BA-Step 7 at a salary of \$54,261 (pending successful completion of fingerprinting and criminal background check).

Motion: Giovanelli

Second: Specca

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

No-Bucs/Eaton

Approval: 7-2 (Bucs/Eaton-No)

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18. Approval – Post Graduate Practicum Experience – 2014-2015

It is recommended that the Board of Education approve Mrs. Cathryn Browning to complete a post graduate practicum experience for a Learning Disabilities Teacher Consulted Certification during the 2014-2015 school year.

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

19. Approval – 2014 Summer Curriculum Writing/Program Development

It is recommended that the Board of Education approve the following staff members for summer curriculum/program development, at a rate of pay of \$36.33 per hour (rate as per CBA), total not to exceed \$15,000:

Staff Member	
Andrea Batchler	Jon Luyber
Cathryn Browning	Erica McIntyre
Cheryl Bucko	Alisa Palazzi
Patricia Carter	Heather Pence
Jamie DeMinco	Barbara Pine
Chelsea Ernst	Sandra Secouler
Chelsie Flake	Tracy Seitz
Wendy Kolev	Patricia Sepessy
Kelly Linton	Ashley Traino
Amy Lueckel	Catherine Weir

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

20. Approval – Additional Hours – Kindergarten Orientation – August 2014

It is recommended that the Board of Education approve the following additional hours for the following staff members:

Staff Member	Reason	Position	No. of Hours	Date
Barbara Pine	Kindergarten Orientation	Teacher	2 hours	August 2014
JoAnn Ricciani	Kindergarten Orientation	Nurse	2 hours	August 2014
Tracy Seitz	Kindergarten Orientation	Teacher	2 hours	August 2014
Karen Wassall	Kindergarten Orientation	Bus Driver	2 hours	August 2014

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

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POLICY

21. Approval – Second Reading/Adoption– Policies and Regulations

It is recommended that the Board of Education approve for second reading and adoption the following new and/or revised policies and regulations prepared by Strauss Esmay:

Policy #0141	Board Member Number and Term	Revised
Policy #0143	Board Member Election and Appointment	Revised
Policy #1581	Victim of Domestic or Sexual Violence Leave (M)	New
Policy #3125	Employment of Teaching Staff Members (M)	Revised
Policy #3230	Outside Activities	Revised
Policy #3240	Professional Development for Teachers and School Leaders (M)	Revised
Policy #4125	Employment of Support Staff Members (M)	Revised
Policy #4230	Outside Activities	Revised
Policy #5511	Dress and Grooming	Revised
Policy #6511	Direct Deposit	New
Policy #8508	Lunch Offer Versus Serve (OVS)	New
Regulation #3240*	Professional Development for Teachers and School Leaders	<i>Included for information purposes only</i>
Regulation #5200	Attendance	Revision necessary

**No BOE approval necessary*

Motion: Giovanelli

Second: Corbo

Roll Call Vote: All Yes

Approval: 9-0

22. Approval – Mandatory Direct Deposit

WHEREAS, P.L. 2013, c.28, signed into law on March 12, 2013 in New Jersey, provides that on or after July 1, 2014, the Board of Education of every local school district may have net pay for all employees directly deposited in a specific banking institution designated by each employee upon the adoption of a resolution by the Board of Education;

THEREFORE, BE IT RESOLVED, that effective July 1, 2014, in accordance with P.L. 2013, c. 28, mandatory direct deposit of net pay for all Springfield Board of Education employees shall be made to the specific banking institution provided by each employee.

Motion: Giovanelli

Second: Corbo

Roll Call Vote: All Yes

Approval: 9-0

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USE OF FACILITY

23. Approval - Use of Facility

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

Basketball Practice – Gymnasium; June 21 through August 16, 2014;
Mondays – 6:30 to 8:00 p.m. and Thursdays – 6:30 to 8:00 p.m./or
Saturdays – 8:30 to 10:00 a.m.

Person-in-Charge: Chris Corbo

Home and School Sixth Grade Picnic Celebration (due to inclement weather) – Gymnasium/MPR; June 11, 2014; 3:00 to 6:30 p.m.;

Persons-in-Charge: Cathy Stout and Kim Guatam

Motion: Madia

Second: Giovanelli

Approval: 9-0

24. 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: Specca

Approval: 8-1 (Eaton-No)

GRANTS

25. Approval – Individuals with Disabilities Education Act (IDEA) Grant 2014-2015

It is recommended that the Board of Education hereby authorizes the submission of the IDEA Application for the FY2014-2015 and accepts the grant award of these funds upon the subsequent approval of the FY2014-2015 IDEA Grant Application:

Basic: \$81,308.00

Pre-School: \$ 5,082.00

Motion: Giovanelli

Second: Schmieder

Roll Call Vote: All Yes

Approval: 9-0

26. Approval – No Child Left Behind Grant (NCLB) 2014-2015

It is recommended that the Board of Education hereby authorizes the submission of the NCLB Application for FY2014-2015 and accepts the grant award of these funds upon the subsequent approval of the FY2014-2015 NCLB Application:

Title IA: \$15,311.00

Title IIA: \$ 5,054.00

Title III: \$ 768.00

Motion: Giovanelli

Second: Schmieder

Roll Call Vote: All Yes

Approval: 9-0

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UNFINISHED BUSINESS

1. On May 23, 2014, Ms. Moskal contacted Mr. Sobotka via phone regarding his question about salaries and administrative cap during Public Comment #1 at the 5/20/14 BOE Meeting. Ms. Moskal ensured Mr. Sobotka that all administrative salaries, including the specific salary questioned, are not above the administrative cap. Ms. Moskal also informed him that a district budget cannot even be submitted if it is above the administrative cost limit. That same day, Ms. Moskal also had a phone conversation with Mrs. Stout-Baum regarding her questions from the May BOE Meeting. Ms. Moskal shared that the Pre-School tuition rate of \$2,500 was approved after Mrs. Stout-Baum left the BOE Meeting. Ms. Moskal also told Mrs. Stout-Baum that the Board is committed to paying employees what they are worth and they have been making an effort over the last two years to incrementally bring up certain salaries so that they are more competitive with their peers.

NEW BUSINESS

1. Mrs. Giovanelli suggested adding a Pre-K line to the enrollment on the Agenda.
2. Mr. Schmieder said that he is in agreement with Mr. Madia regarding having Administration research bringing after care in-house.
3. Mr. Eaton requested the cost of curriculum writing in total hours and total dollar amount.
4. Mr. Schmieder inquired about pilot testing for PARCC. Mrs. Conroy replied that the pilot testing was successful.
5. Mr. Bucs informed the Board that he received an anonymous complaint letter in the mail. Mr. Bucs was reminded that all complaints are to be forwarded directly to the Chief School Administrator.

Public Comment #2:

1. Mr. Pantano said that he has heard everything regarding surplus before. Mr. Pantano informed the Board that they should own their decision and this is not a reflection of Ms. Moskal's work. He thanked Ms. Moskal for her professionalism.
2. Mrs. Browning thanked the Board for approving her internship.

Motion to Enter Executive Session: Time: 8:46 p.m.

Purpose: Personnel

Motion: Giovanelli

Second: Specca

Approval: 9-0

Motion to return to Regular Session: Time: 9:15 p.m.

Motion: Giovanelli

Second: Ritterman

Approval: 9-0

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Motion to adjourn: _____ **Time:** 9:16 p.m.
Motion: Giovanelli **Second:** Ritterman
Approval: 9-0

Respectfully submitted,

Christina Moskal
School Business Administrator/Board Secretary