

**Springfield Township Board of Education
Jobstown, NJ 08041
Meeting Minutes
Tuesday, April 15, 2014**

Work Session: 6:11 p.m.

- NJSBA Ethics Training with Mary Ann Friedman, Field Representative
- Agenda Review

Call to Order: A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Reinisch on Tuesday, April 15, 2014, at 7:30 p.m. in the school library.

Roll Call of Members:

David Reinisch, President-present

Lisa Giovanelli- arrived at 6:10 p.m.
departed at 8:48 p.m.

Michael Ritterman, Vice President-present

Gregory Madia-present

Joseph M. Bucs-present

Dennis Schmieder-present

Christopher Corbo-arrived at 6:19 p.m./
departed at 8:48 p.m.

James Specca-present

Andrew B. Eaton-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, April 15, 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.

Presentation

- Mr. Richard Hague and Mr. Steve Anderson of the American Legion Post 39, presented awards to this year's "American Heroes Remembered" coloring

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contest winners: Jacob Mattis-4th Grade; Lizveth Bermudez-4th Grade; Katie Bocskay-4th Grade

Minutes:

1. Request approval for the Minutes of the Tuesday, March 18, 2014 Regular Meeting.

Motion: Specca

Second: Bucs

Approval:

Motion to Amend: Bucs

Second: Madia

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

No: Reinisch – violates Policy #1320

Approval: 8-1

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

Motion: Specca

Second: Giovanelli

Approval: 9-0

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:

None

Correspondence

Letter from Wayne Smith, dated March 26, 2014

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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 **February 2014**.

Approve the Business Administrator's monthly report of transfers for **February 2014** as itemized documenting transfers in accordance with N.J.S.A. 18A:22-8.1.

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

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

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

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

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

Approve the Payroll Bills list for **March 30, 2014 and April 15, 2014**.

Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for March 2014 in the amount of \$478,235.03.

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

4. Approval – Pagodin's Tree Care Service Proposal

It is recommended that the Board of Education approve the proposal from Pagodin's Tree Care Service in the amount of \$1,200 to remove the pine tree leaning toward the front of the school building and to remove a stump in the back of the building by the playground.

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

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SBA/BS's REPORT

Food Service – Profit/Loss

- February 2014 Profit/(Loss): (\$ 942.22)
- Year-to-Date Profit/(Loss): (\$3,606.50)

SUPERINTENDENT'S REPORT

ENROLLMENT (as of April 1, 2014)

	<u>12/13</u>	<u>13/14</u>
Kindergarten	28	25
Mrs. Carter	4	6
First Grade	33	28
Second Grade	32	35
Third Grade	31	32
Fourth Grade	36	33
Fifth Grade	46	40
Sixth Grade	52	48
Out-of-District Placement	3	5
Total	265	252

Superintendent's Update

- The District is looking to explore a Pre-School Program which would open next September.

Information Enclosed

- School Nurse's Monthly Report – March 2014
- HIB Report – April 2014

Important Dates

April 15, 2014 – Early Dismissal-Staff Professional Development

April 16, 2014 – Early Dismissal-Evening Parent/Teacher Conferences

April 17, 2014 – Early Dismissal-Afternoon Parent/Teacher Conferences

April 18, 2014 – School Closed for Students – Staff Development Day

April 21-25, 2014 – School Open

May 2, 2014 -- Spring Picture Day

-- Author's Tea – Grade 2 (Mrs. Batchler's Class)

May 5-8, 2014 – NJASK/Grades 5 & 6

May 7, 2014 – Art Show-Hosted by Home and School; 6:00-9:00 p.m.

-- BOE Special Meeting/Strategic Action Planning; 7:00 p.m., Cafeteria

May 9, 2014 – Kindergarten Mother's Day Tea

May 12-15, 2014 – NJASK/Grade 3

May 12-16, 2014 – NJASK/Grade 4

NJASK Grades 5 & 6 Make-Up Testing

May 13, 2014 – Home and School Meeting; 7:00 p.m.

May 19-23, 2014 -- NJASK Grades 3 & 4 Make-Up Testing

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May 20, 2014 – Author's Tea – Grade 2 (Mrs. Traino's Class)
-- Board of Education Meeting; 7:30 p.m.

GRANTS

5. Approval – FY2014 IDEA Grant Amendment

Resolved, that the Board of Education authorizes the submission of the IDEA application for Fiscal Year 2014, and accepts the grant award of the funds upon subsequent approval of the FY2014 IDEA application. Amendment #1 to budget FY2013 Carry-Over of IDEA Pre-School in the amount of \$4,803.00.

Motion: Corbo

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

CONTRACT

6. Approval – Speech Therapy Agreement – Speech Language and Wellness Center, LLC

Resolved, that the Springfield Township Board of Education approve the agreement for independent consultant services for Speech Therapy provided by Speech Language and Wellness Center, LLC for the remainder of the 2013-2014 school year at the rate of \$65.00 per hour.

Motion: Corbo

Second: Specca

Roll Call Vote: All Yes

Approval: 9-0

PERSONNEL

7. Approval – Achievement of Superintendent Merit Goal #3

Resolved, that the Board of Education approve the successful completion of Superintendent Merit Goal #3, as attached and as approved by the Executive County Superintendent, for Edith Conroy and the payment of such as per the Superintendent's contract.

Motion: Schmieder

Second: Madia

Roll Call Vote: All Yes

Approval: 9-0

8. Approval – Payment for Additional Hours

It is recommended that the Springfield Board of Education approve payment for additional hours for services as listed below:

Staff Member	Reason	No. of Hours	Rate of Pay
Marisela Millerline	Class Trip	7.5 hours	\$36.33
Marisela Millerline	Professional Development	3.75 hours	\$36.33

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 9-0

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9. Approval - Appointment of Tenured Professional Certificated Staff – 2014-2015 School Year

It is recommended that the Board of Education approve the appointment of professional tenured certificated staff members for the 2014-2015 school year. (All steps and salary amounts are from the 2013-14 salary guide with no movement, as the contract for 2014-15 has neither been settled nor ratified.)

Name	Position	Time Schedule	Step on Guide	Salary
Batchler, Andrea	Teacher	FT	BA Step 19	\$84,202.00
Browning, Cathryn	Teacher	FT	MA Step 19	\$88,402.00
Bucko, Cheryl	Teacher	FT	BA Step 15	\$65,526.00
Carter, Patricia	Teacher	FT	MA Step 12	\$64,235.00
DeMinco, Jamie	Teacher	FT	MA Step 9	\$59,968.00
Eisner, Marcia	Teacher	FT	MA Step 5	\$57,080.00
Kolev, Wendy	Teacher	FT	BA Step 11	\$58,528.00
Linton, Kelly	Teacher	FT	BA Step 15	\$65,526.00
Lueckel, Amy	Teacher	FT	MA Step 15	\$69,726.00
Luyber, Jonathan	Teacher	FT	MA Step 12	\$64,235.00
McIntyre, Erica	Teacher	FT	MA Step 4	\$56,680.00
Millerline, Marisela	Teacher	.4	MA Step 6	\$23,083.00
O'Leary, Nancy	Teacher	FT	BA +18 Step 19	\$86,302.00
Palazzi, Alisa	Teacher	FT	BA Step 6	\$53,508.00
Pine, Barbara	Teacher	FT	BA Step 7	\$54,261.00
Ricciani, JoAnn	Nurse	FT	BA Step 7	\$54,261.00
Schleider, Justin	Teacher	FT	MA Step 4	\$56,680.00
Schweitzer, Rebecca	Social Worker	FT	MA Step 14	\$67,090.00
Secouler, Sandra	Teacher	FT	BA Step 19	\$84,202.00
Seitz, Tracy	Teacher	FT	BA Step 19	\$84,202.00
Sepessy, Patricia	Teacher	FT	BA Step 19	\$84,202.00
Spennato, Clarene	Teacher	.7	BA Step 19	\$58,941.00
Traino, Ashley	Teacher	FT	MA Step 7	\$58,461.00
Weir, Catherine	Teacher	FT	MA Step 7	\$58,461.00

Motion: Specca

Second: Madia

Roll Call Vote: All Yes

Approval: 9-0

10. Approval- Appointment of Non-Tenured Professional Certificated Staff 2014-2015 School Year

It is recommended that the Board of Education approve the appointment of non- tenured professional certificated staff members for the 2014-2015 school year. (All steps and salary amounts are from the 2013-14 salary guide with no movement, as the contract for 2014-15 has neither been settled nor ratified.)

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Name	Position	Time Schedule	Step on Guide	Salary	Tenure
Ernst, Chelsea	Teacher	FT	BA Step 1	\$51,280.00	9/3/17
Horta, Lisa	Speech/ Language Pathologist	FT	MA Step 3	\$56,280.00	9/2/14
Pence, Heather	Teacher	FT	BA Step 5	\$52,880.00	9/2/14
Smith, Rachel	Teacher	.7	BA Step 2	\$36,176.00	9/1/15

Motion: Specca

Second: Madia

Roll Call Vote: All Yes

Approval: 9-0

11. Approval – Appointment of Support Staff for the 2014-2015 School Year (10 months)

It is recommended that the Board of Education approve the appointment of 10-month support staff for the 2014-2015 school year. (All steps and salary amounts are from the 2013-14 salary guide with no movement, as the contract for 2014-15 has neither been settled nor ratified.)

Name	Position	Time Schedule	Step on Guide	Salary
Bauma, Shirlee	Educational Assistant	6.75 hrs/day	Aide Step 8	\$21,277.62
Buffa, Denise	Educational Assistant	6.75 hrs/day	Aide Step 8	\$21,277.62
Capra, Annette	Educational Assistant	4.5 hrs/day	Aide Step 4	\$12,432.42
Gonzalez, Margaret	Educational Assistant	4.75 hrs/day	Aide Step 7	\$14,445.80
Grupp, Virginia	Educational Assistant	4.75 hrs/day	Aide Step 6	\$14,013.55
Lockwood, Janet	Educational Assistant	6.75 hrs/day	Aide Step 8	\$22,278.62
Preisig, Sherry	Educational Assistant	4.5 hrs/day	Aide Step 3	\$13,326.95
Thorn, Jack	Lunch/Playground Aide	2.5 hrs/day	Aide Step 4	\$ 6,906.90
Wassall, Karen	Educational Assistant	6.75 hrs/day	Aide Step 8	\$21,277.62

Motion: Specca

Second: Madia

Roll Call Vote: All Yes

Approval: 9-0

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12. Approval – Appointment of Custodial & Maintenance Staff for the 2014-2015 School Year

It is recommended that the Board of Education approve the appointment of 12-month support staff for the 2014-2015 school year. (All steps and salary amounts are from the 2013-14 salary guide with no movement, as the contract for 2014-15 has neither been settled nor ratified.)

Name	Position	Time Schedule	Step on Guide	Salary
Knewasser, Joseph	Maintenance	8 hrs/day	Step 8	\$38,745.60
Lopez, Luis	Custodian	5 hrs/day	Step 8	\$21,192.00
Polhamus, Danella	Custodian	8 hrs/day	Off Guide	\$44,217.60
Webster, John	Custodian	5 hrs/day	Step 2	\$18,336.00

Motion: Specca

Second: Madia

Roll Call Vote: All Yes

Approval: 9-0

FIELD TRIPS

13. 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:

June 2014 – **National Constitution Center** – Grade 5

Motion: Giovanelli

Second: Ritterman

Approval: 9-0

USE OF FACILITY

14. Approval - Use of Facility

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

Springfield Recreation- Baseball/Softball/T-Ball; Athletic Field; March 15 through June 13, 2014; Monday-Fridays 3:30-8:00 p.m. and Saturdays 9:00 a.m.-3:00 p.m.; Person-in-Charge: Greg Bogle

Home and School Mayfair Meeting; Library; March 27, 2014; 6:00-9:00 p.m.; Person-in-Charge: Christine Sullivan

Home and School Art Show; 39 Wing Hall; May 7, 2014; 5:30-9:00 p.m.; Person-in-Charge: Cheryl Bohonyi

Home and School Mayfair; Parking Lot/Gymnasium/MPR/Stage/Kitchen/Athletic Field; Saturday, May 17, 2014; 7:00 a.m. to 5:00 p.m.; Persons-in-Charge: Christiana Bucs and Christine Sullivan

Motion: Giovanelli

Second: Ritterman

Approval: 9-0

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OTHER

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: Bucs

Approval: 9-0

16. Approval – Revised 2014-2015 District Calendar

It is recommended that the Board of Education approve the revised 2014-2015 District calendar.

Motion: Giovanelli

Second: Bucs

Approval: 9-0

UNFINISHED BUSINESS

NEW BUSINESS

1. Mr. Bucs asked if there are any opportunities to have students attend a BOE Meeting to share experiences about their field trips and to see how local government works.
2. Mr. Schmieder asked if the District has a policy regarding take your child to work day.
3. Mr. Bucs directed the FFT Committee to investigate the cost of a generator to run emergency building systems.

Motion: Bucs

Second: Ritterman

Roll Call Vote: All Yes

Approval: 9-0

Public Comment #2:

1. Mr. Smith asked if a survey was distributed regarding Strategic Action Planning. He also asked if any students were present and suggested that students should be involved in the Strategic Action Planning process. Mr. Smith distributed a list of Strategic Planning Initiatives to the Board.
2. Mrs. Drum asked if the proposal for the tree removal included the removal of the stump as well.
3. Mr. Lippincott mentioned that BOE Members have been questioning policy at the last two BOE Meetings. He suggested that the Policy Committee should examine all policies to see if they are up-to-date and if they meet the needs of the Board.

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4. Mrs. Kolev informed the Board that her field trip is in the middle of June and school may not be in session by the next Board Meeting. This may cause a scheduling conflict for a student to attend the Board Meeting. Mrs. Kolev mentioned that it is a great idea to involve students, but the first Strategic Action Planning Meeting was not the proper forum. Mrs. Kolev spoke about how students share during daily Morning Meetings and suggested that perhaps a student night can be arranged.

Committee Updates:

1. Personnel – Mr. Specca informed the Board that the first negotiations meeting is scheduled for May 8th.
2. FFT – Ms. Moskal informed the Board that the 2014-15 Budget was approved by the Executive County Superintendent on Monday, April 14th. Mrs. Giovanelli requested to schedule a meeting to discuss referendum timelines.
3. Curriculum/Technology – Nothing to report.
4. Policy – Mrs. Conroy informed the Board that she will be scheduling a meeting to discuss the dress code policy and the excused absence policy when the next Strauss Esmay policy alert comes out.

Financial Report Lesson #5: Bills List and Payroll – Presentation by Ms. Moskal

Motion to adjourn: _____ **Time: 9:02 p.m.**

Motion: Madia

Second: Ritterman

Approval: 7-0 (Corbo/Giovanelli-Absent)

Respectfully submitted,

Christina Moskal
School Business Administrator/Board Secretary