

**Springfield Township Board of Education
Jobstown, NJ 08041
Meeting Minutes
Tuesday, May 20, 2014**

Work Session: 6:30 p.m.

- Committee Updates:
 1. **Personnel** - Mr. Specca informed the Board that he will be providing an update regarding negotiations in Executive Session this evening. In addition, the 12 month staff will again be working Monday through Thursday during six weeks of the summer.
 2. **FFT** - Mrs. Giovanelli reported that although the committee did not meet, as per the directive from Mr. Bucs at the April 15th BOE Meeting, Ms. Moskal researched the cost of a generator to run emergency building systems. She contacted the architect and he reported that the cost of the generator would be \$200,000.
 3. **Policy** - Mr. Schmieder informed the Board that the Policy Committee met to review the policies listed for first reading on the Agenda tonight.
 4. **Curriculum/Technology** - Mr. Corbo reported that there has been discussion regarding the Pre-School Program. Mrs. Conroy informed the Board that Mrs. Schweitzer and Mrs. Skinner from the CST are present at the meeting tonight to answer any questions. Each BOE Member then had the opportunity to ask the CST questions regarding the Pre-School program.

Call to Order: A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Reinisch on Tuesday, May 20, 2014, at 7:46 p.m. in the school library.

Roll Call of Members:

David Reinisch, President – present

Michael Ritterman, Vice President – arrived at 6:41 p.m.

Joseph M. Bucs – arrived at 6:48 p.m.

Christopher Corbo – arrived at 6:41 p.m.

Andrew B. Eaton - present

Lisa Giovanelli – present

Gregory Madia - absent

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 Tuesday, May 20, 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

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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 Wednesday, April 9, 2014 Special Meeting.
Motion: Schmieder **Second: Ritterman**
Approval: 8-0 (Madia-Absent)
2. Request approval for the Minutes of the Tuesday, April 15, 2014 Regular Meeting.
Motion: Schmieder **Second: Specca**
Approval: 8-0 (Madia-Absent)
3. Request approval for the Minutes of the Tuesday, April 29, 2014 Public Hearing.
Motion: Giovanelli **Second: Ritterman**
Approval: 6-2 (Bucs/Eaton-No; Madia-Absent)
4. Request approval for the Minutes of the Tuesday, April 29, 2014 Executive Session.
Motion: Ritterman **Second: Corbo**
Approval: 8-0 (Madia-Absent)
5. Request approval for the Minutes of the Wednesday, May 7, 2014 Special Meeting.
Motion: Bucs **Second: Schmieder**
Approval: 7-0-1 (Corbo-Abstain; Madia-Absent)

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.

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Public Comment #1:

1. Mr. Sobotka informed the Board that the Memorial Day Ceremony is next week. Mr. Sobotka expressed concern regarding secretarial salaries compared to years of service. He would like to know if the overall cost of the \$88,000 administrator salary and benefits falls under the administrative cap.
2. Mrs. Stout-Baum stated that it is frustrating when the people who are supposed to have the numbers do not have them. Mrs. Stout-Baum said that she would not send her superior children to a program with Special Ed. students who are bad apples and who do not thrive or enjoy the experience. Mrs. Stout Baum also asked what the tuition rate would be for the Pre-School program. Mrs. Stout-Baum also expressed her concern over the secretarial salaries compared to years of service.
3. Mr. Stretch stated that he has a daughter who is turning four in November and would like to know the tuition rate.

Correspondence

Letter from Wayne Smith, dated April 17, 2014

Response from Edith Conroy, dated April 22, 2014

Letter of Retirement from Nancy O'Leary dated May 15, 2014

FINANCE

6. 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 **March 2014**.

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

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

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

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

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

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

Approve the Payroll Bills list for **April 30, 2014 and May 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 **May 2014** in the amount of \$511,189.95.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

7. Approval – Cancellation of Outstanding Check #30801

Whereas, there is an outstanding check numbered 30801 in the amount of \$360.00 in the general fund bank account of the Springfield Township School District with Beneficial Bank, and

Whereas, the outstanding check is dated June 19, 2013 and is over eleven months old,

Therefore, be it resolved that the Springfield Township Board of Education hereby approves that the outstanding check numbered 30801 in the general fund bank account with Beneficial Bank be voided, and

Be it further resolved that the \$360.00 be realized as revenue in the general fund.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

8. Approval – 2014-2015 Tax Levy Payment Schedule

A motion is requested to approve the tax levy payment schedule as follows:

Due Date	Current Tax Levy	Debt Service Principal	Debt Service Interest	Total Due
July 10, 2014	287,520.75	-	-	287,520.75
August 10, 2014	287,520.75	-	-	287,520.75
September 10, 2014	287,520.75	-	-	287,520.75
October 10, 2014	287,520.75	-	-	287,520.75
November 10, 2014	287,520.75	-	-	287,520.75
December 10, 2014	287,520.75	-	-	287,520.75
January 10, 2015	287,520.75	-	-	287,520.75
February 10, 2015	287,520.75	-	-	287,520.75
March 10, 2015	287,520.75	-	-	287,520.75
April 10, 2015	287,520.75	-	-	287,520.75
May 10, 2015	287,520.75	-	-	287,520.75
June 10, 2015	287,520.75	-	-	287,520.75
Total	3,450,249.00	-	-	3,450,249.00

Motion: Giovanelli

Second: Ritterman

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

No – Eaton

Approval: 7-1-0 (Madia-Absent)

SBA/BS's REPORT

Food Service – Profit/Loss

- March 2014 Profit/(Loss): \$ 347.24
- Year-to-Date Profit/(Loss): (\$3,259.26)

SUPERINTENDENT'S REPORT

ENROLLMENT (as of May 5, 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

- Review of May 7, 2014 Strategic Action Planning Meeting
- Review of District Goals

Information Enclosed

- District Professional Development Plan (PDP)
- School Nurse's Monthly Report – April 2014
- HIB Report – May 2014
- Suspension Report - May 2014

Important Dates

May 22, 2014 – Education and Technology Showcase; 6:30 to 8:30 p.m.

May 26, 2014 – Memorial Day – School Closed

May 27-June 6, 2014 – Grades K-2 Map Testing

May 28-29, 2014 – Kindergarten Screening

June 5, 2014 – Spring Concert; 7:00 p.m.

June 6, 2014 – Grade 6 Sending District Dance – Northern Middle School; 7:00 p.m.

June 9, 2014 – Volunteer Tea; 3:30 p.m.

June 10, 2014 – Home and School Meeting; 7:00 p.m.

June 12, 2014 – Kindergarten End-of-Year Celebration; 7:00 p.m.

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June 16, 2014 – Field Day

June 17, 2014 – Early Dismissal; 1:20 p.m./Board of Education Meeting; 7:30 p.m.

June 18, 2014 – Early Dismissal; 1:20 p.m.

Strategic Action Planning Meeting; 7:00 p.m., Cafeteria

June 19, 2014 – Early Dismissal; 1:20 p.m./Sixth Grade Graduation; 6:00 p.m.

June 20, 2014 – Early Dismissal; 1:20 p.m./Last Day of School

PLANS

9. Approval – Establish General Education Integrated Pre-School Program

It is recommended that the Board of Education approve the establishment of a general education integrated pre-school program for three to five year old students beginning September 2014.

Motion: Giovanelli

Second: Eaton

Roll Call Vote:

Approval:

Motion to Table: Corbo

Second: Bucs

Roll Call Vote: Yes-Bucs/Corbo/Ritterman

No- Giovanelli/Eaton/Reinisch/Schmieder/Specca

Motion Failed: 3-5 (Madia-Absent)

Point of Order: Mr. Bucs stated that he had a motion on the floor that has not had the opportunity to have a second. The motion was to move Agenda item 9 (Approval – Establish General Education Integrated Pre-School Program) after Agenda item 29 (Approval – Amend 2013-2014 Board of Education Committee Structure).

Mr. Reinisch responded to Mr. Bucs by saying that he did not hear the motion and therefore it was not addressed as such. Mr. Reinisch then asked for a second to Mr. Bucs' motion.

Motion to Table until after Approval - Amend 2013-2014 Board of Education

Committee Structure: Bucs

Second: Eaton

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

No - Reinisch

Approval: 7-1 (Madia-Absent)

10. Approval – Authorization of Special Education Extended School Year Summer Program – 2014

It is recommended that the Board of Education approve the operation of a Special Education Extended School Year Summer Program for 2014 for the period Monday, July 7 through Thursday, July 31, 2014 (16 days total); four hours a day (8:00 a.m. through 12:00 p.m.).

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Motion: Specca **Second: Giovanelli**
**Roll Call Vote: Yes – Bucs/Corbo/Eaton/Giovanelli/Reinisch/Ritterman/
Specca**
Abstain - Schmieder
Approval: 7-0-1 (Madia-Absent)

CONTRACT

11. Approval – Food Service Management Authority

Be it resolved that the Springfield Township Board of Education approve the contract proposal from Nutri-Serve Food Management, Inc. for the FY2014-2015 with a management fee of \$8,500.

Motion: Giovanelli **Second: Bucs**
Roll Call Vote: All Yes
Approval: 8-0 (Madia-Absent)

**12. Approval - Agreement for Professional Services – Burlington County
Special Services School District – 2014-2015 School Year**

It is recommended that the Board of Education approve the agreement for professional services between the Educational Services Unit (ESU) of Burlington County Special Services School District and Springfield Township School District for the 2014-2015 school year.

Motion: Giovanelli **Second: Bucs**
Roll Call Vote: All Yes
Approval: 8-0 (Madia-Absent)

PERSONNEL

**13. Approval – Appointment of Supervisor of Curriculum and Instruction –
2014-2015**

It is recommended that the Board of Education approve the appointment of John Acampora as the Supervisor of Curriculum and Instruction for the 2014-2015 school year at a salary of \$70,380.

Motion: Giovanelli **Second: Ritterman**
Roll Call Vote: All Yes
Approval: 8-0 (Madia-Absent)

14. Acceptance – Retirement of Teaching Staff Member

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

Motion: Giovanelli **Second: Specca**
Roll Call Vote: All Yes
Approval: 8-0 (Madia-Absent)

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15. Approval - Appointment of Certificated Non-Aligned Staff – 2014-2015 School Year

It is recommended that the Board of Education approve the appointment of certificated non-aligned staff members for the 2014-2015 school year.

Name	Position	Salary
Dennis, Shawn	Educational Facilities Manager	\$70,199.00

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

16. Approval - Appointment of Office Administrative Support Staff for the 2014-2015 School Year

It is recommended that the Board of Education approve the appointment of the following 12-month office administrative support staff for the 2014-2015 school year.

Name	Position	Time Schedule	Salary
Shafer, Amy	Confidential Executive Administrative Assistant CSA	12 month (8 hrs/day)	\$41,310.00
Webster, Debra	Confidential Executive Administrative Assistant Principal	12 month (8 hrs/day)	\$35,700.00
Turner, Cathy	Confidential Executive Business Administrator Assistant/Secretary	12 month (8 hrs/day)	\$38,250.00
Cartegna, Patricia	Confidential Executive Administrative Assistant BA	12 month (4.75 hrs/day)	\$18,618.00

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

17. Approval – Appointment of Assistant Principal – 2014-2015

It is recommended that the Board of Education approve the appointment of Jared Fudurich as Assistant Principal for the 2014-2015 school year at a salary of \$77,151.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

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- 18. Approval – Appointment of School Business Administrator/Board Secretary**
It is recommended that the Board of Education appoint Christina Moskal as School Business Administrator/Board Secretary of the Springfield Township Elementary School for the period July 1, 2014 through June 30, 2015 at an annual salary of \$88,434, with benefits as described in her contract, as approved by the Executive County Superintendent.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

- 19. Approval – Appointment of Treasurer of School Monies – 2014-2015**
It is recommended that the Board of Education approve the appointment of Amy Lerner as the Treasurer of School Monies effective July 1, 2014 through June 30, 2015 at a salary of \$5,470.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

- 20. 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
Sherry Preisig	Proctor MAP Testing	20.25	\$15.05

Motion: Eaton

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

- 21. Approval – Maternity Leave – 2014-2015 School Year**

It is recommended that the Board of Education approve a maternity leave for Erica McIntyre for the 2014-15 school year using permitted accumulated sick leave days as well as benefits of the New Jersey and Federal Family Medical Leave Acts.

Motion: Eaton

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

- 22. Approval – FMLA Leave – 2013-2014 School Year**

It is recommended that the Board of Education approve an unpaid leave of absence for Lisa Horta for the period May 19, 2014 through a tentative return date of June 9, 2014 using benefits of the New Jersey and Federal Family Medical Leave Acts.

Motion: Eaton

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

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23. Approval – Special Education Extended Year Program – 2014

It is recommended that the Board of Education approve the appointment of the following staff members for the 2014 Special Education Extended Year Program for the period Monday, July 7 through Thursday, July 31, 2014 (16 days total); four hours a day (8:00 a.m. through 12:00 p.m.). *All salary amounts are from the 2013-14 salary guide, as the contract for 2014-15 has neither been settled nor ratified.*

Staff Member	Position	No. of Hours	Rate of Pay	Total Amount
Sandra Secouler	Teacher	72	\$36.33	\$2,615.76
Chelsea Ernst	Teacher	72	\$36.33	\$2,615.76
JoAnn Ricciani	Nurse	64	\$36.33	\$2,325.12
Lisa Horta	Speech Therapist	20	\$36.33	\$726.60
Sherry Preisig	Instructional Assistant	40	\$18.17	\$726.80
Annette Capra	Instructional Assistant	40	\$18.17	\$726.80
Denise Buffa	Instructional Assistant	40	\$18.17	\$726.80
Ginny Grupp	Instructional Assistant	40	\$18.17	\$726.80
Janet Lockwood	Instructional Assistant	40	\$18.17	\$726.80
Karen Wassall	Bus Driver	50	\$18.17	\$908.50

Motion: Ritterman

Second: Schmieder

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

24. Approval – Child Study Team Case Management/Summer 2014 – Rebecca Schweitzer

It is recommended that the Board of Education approve Rebecca Schweitzer for Child Study Team Case Management during the summer of 2014, not to exceed 50 hours at a rate of \$36.33 per hour.

Motion: Corbo

Second: Giovanelli

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

POLICY

25. Approval – First Reading – Policies and Regulations

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

Policy #0141 Board Member Number and Term

Revised

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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

Approval: 8-0 (Madia-Absent)

FIELD TRIPS

26. 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:

June 2014 – **Johnson's Corner Farm** – Kindergarten

June 2014 – **Burlington County Historical Society** – Grade 4

Motion: Giovanelli

Second: Corbo

Approval: 8-0 (Madia-Absent)

OTHER

27. 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: 8-0 (Madia-Absent)

28. Approval -- Amend 2014 Board Meeting Dates

Set dates for Regular Meetings and Work Session Meetings as follows:

The established Regular Meeting dates are the third Tuesday of each month and the established Work Session Meeting dates are the second Tuesday of each month, unless otherwise designated. Board Meetings are held in the Springfield Elementary Library with a Meeting time of 6:30 p.m., unless otherwise noted:

Thursday, January 23, 2014

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***Tuesday, February 18, 2014
Tuesday, March 18, 2014; Adoption of Tentative Budget
Tuesday, April 15, 2014
Tuesday, April 29, 2014; Budget Hearing
Tuesday, May 20, 2014
Tuesday, June 17, 2014 – 6:30 p.m. Work Session/7:30 p.m. Regular Meeting
Thursday, July 10, 2014 – Work Session
Tuesday, July 15, 2014
Tuesday, August 12, 2014 – Work Session
Tuesday, August 19, 2014
Tuesday, September 9, 2014 – Work Session
Tuesday, September 16, 2014
Tuesday, October 7, 2014 – Work Session
Tuesday, October 14, 2014
Wednesday, November 12, 2014 – Work Session
Tuesday, November 18, 2014
Tuesday, December 9, 2014 – Work Session
Tuesday, December 16, 2014
Tuesday, January 6, 2015 – Reorganization Meeting***

Motion to Table until after Approval – Amend 2013-2014 Board of Education Committee Structure: Schmieder Second: Bucs
Approval: 8-0 (Madia-Absent)

Point of Order: Mr. Bucs stated that he is not sure we can proceed if there is a motion open. Mr. Reinisch responded that is not correct because there was a motion to table on the floor.

29. Approval – Amend 2013-2014 Board of Education Committee Structure

A motion is requested to approve amending the Board of Education committee structure for the 2013-2014 school year as follows:

~~Policy Committee~~

~~Finance/Facilities/Transportation Committee~~

~~Curriculum/Technology Committee~~

~~Personnel/Negotiations Committee~~ – Ad Hoc Committee

Committee of the Whole

Point of Order: Mr. Bucs asked Mr. Reinisch if he was going to ask for a second to his motion regarding making negotiation committee of the whole as well. Seeing no second, Mr. Reinisch asked Mrs. Giovanelli to amend her motion. Mrs. Giovanelli said no, the motion stands as is and will be revised as follows: Motion - Current members would remain on the Ad Hoc Negotiations Committee for efficiency reasons.

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Motion: Giovanelli

Second: Ritterman

Approval: 8-0 (Madia-Absent)

30. Approval -- Amend 2014 Board Meeting Dates

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Thursday, January 23, 2014

Tuesday, February 18, 2014

Tuesday, March 18, 2014; Adoption of Tentative Budget

Tuesday, April 15, 2014

Tuesday, April 29, 2014; Budget Hearing

Tuesday, May 20, 2014

Tuesday, June 17, 2014 – 6:30 p.m. Work Session/7:30 p.m. Regular Meeting

Thursday, July 10, 2014 – Work Session

Tuesday, July 15, 2014

Tuesday, August 12, 2014 – Work Session

Tuesday, August 19, 2014

Tuesday, September 9, 2014 – Work Session

Tuesday, September 16, 2014

Tuesday, October 7, 2014 – Work Session

Tuesday, October 14, 2014

Wednesday, November 12, 2014 – Work Session

Tuesday, November 18, 2014

Tuesday, December 9, 2014 – Work Session

Tuesday, December 16, 2014

Tuesday, January 6, 2015 – Reorganization Meeting

Motion: Giovanelli

Second: Specca

Approval: 8-0 (Madia-Absent)

PLANS

9. Approval – Establish General Education Integrated Pre-School Program

It is recommended that the Board of Education approve the establishment of a general education integrated pre-school program for three to five year old students beginning September 2014.

Motion to refer back to Committee of the Whole:

Second:

Roll Call Vote: Yes – Bucs/Corbo/Eaton

No – Giovanelli/Reinisch/Ritterman/Schmieder/Specca

Approval: 3-5 (Madia-Absent)

Motion Failed

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Motion: Giovanelli

Second: Eaton

**Roll Call Vote: Yes - Corbo/Giovanelli/Ritterman/Schmieder/Reinisch/Specca
No - Bucs/Eaton**

Approval: 6-2 (Madia-Absent)

PARTIAL REORGANIZATION APPOINTMENTS

Appointment of Board Secretary

Appoint Christina Moskal as Board Secretary for the FY2014-2015.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

Appointment – Treasurer of School Monies

It is recommended that the Board of Education approve the appointment of Amy Lerner as the Treasurer of School Monies effective July 1, 2014 through June 30, 2015.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

2014-2015 Compliance Appointments

A motion is requested to approve the following appointments:

- Attendance Officer: **Edith Conroy**
- Affirmative Action Officer: **Edith Conroy**
- 504 Officer: **Jared Fudurich**
- PACO (Purchasing Agent Compliance Officer) for Affirmative Action: **Christina Moskal**
- Custodian of Records: **Christina Moskal**
- Substance Awareness Coordinators: **Rebecca Schweitzer/JoAnn Ricciani**
- Homeless Liaison: **Rebecca Schweitzer**
- Asbestos Management Officer and PEOSA Officer: **Shawn Dennis**
- Health & Safety Designee: **Shawn Dennis**
- Indoor Air Quality Designee: **Shawn Dennis**
- Integrated Pest Management Coordinator: **Shawn Dennis**
- Right-to-Know Officer: **Shawn Dennis**
- Chemical Hygiene Officer: **Shawn Dennis**

Motion: Giovanelli

Second: Ritterman

Approval: 8-0 (Madia-Absent)

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2014-2015 Professional Service Appointments

A motion is requested to approve the following appointments:

- Health Benefits Broker of Record: **Brown & Brown Benefit Advisors**
- Tax Sheltered Annuities and Disability Insurance: **Lincoln, MetLife and AXA & AFLAC**
- Auditor: **Holman Frenia Allison, P.C.**
- Legal Counsel: **The Machado Law Group**
- School Physician: **Virtua Medical Group**
- Architect of Record: **Garrison Architects**

Motion: Giovanelli

Second: Ritterman

Approval: 8-0 (Madia-Absent)

2014-2015 Approved Signatories

A motion is requested to approve signers of bank accounts as follows:

- **General Fund** – President or Vice President; Board Secretary/Business Administrator or Treasurer (any two of four)
- **Payroll** – Board Secretary/Business Administrator or Treasurer (any one of two)
- **Payroll Agency** - Board Secretary/Business Administrator or Treasurer (any one of two)
- **Unemployment Trust Account** – Board Secretary/Business Administrator or Treasurer (any one of two)
- **Cafeteria** – Board Secretary/Business Administrator
- **Student Activity Fund** – Superintendent and Board Secretary/Business Administrator

Motion: Giovanelli

Second: Ritterman

Approval: 8-0 (Madia-Absent)

2014-2015 Chart of Accounts

A motion is requested to approve the adoption of The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of New Jersey Department of Education, Division of Finance.

Motion: Giovanelli

Second: Ritterman

Approval: 8-0 (Madia-Absent)

2014-2015 Purchasing Practices

A motion is requested to approve the following appointments:

Purchasing Agent: **Christina Moskal**

- Authorization to award contracts up to \$26,000.00 under the competitive bid laws and to solicit and award quoted contracts up to the quote threshold of \$3,900.00.
- Procurement of Goods and Services through State Agencies (State Contracts)
- Payment of bills between Board Meetings authorized by the Business Administrator

Motion: Giovanelli

Second: Ritterman

Approval: 8-0 (Madia-Absent)

**Springfield Township Board of Education
Jobstown, NJ 08041
Meeting Minutes
Tuesday, May 20, 2014**

2014-2015 Petty Cash

A motion is requested to renew the following petty cash accounts as follows:

- Superintendent's Office: \$200.00
- Facilities Office: \$500.00

Individual expenditures for these accounts are capped at \$50.00 per expenditure for emergencies and small purchases only.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

2014-2015 Substitute Rates of Pay

A motion is requested to approve the following substitute rates of pay for the 2014-2015 school year:

Substitute teacher	\$ 85.00 a day
Substitute nurse:	\$110.00 a day
Substitute educational assistant:	\$ 9.50 an hour

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

2014-2015 Travel/Related Expense Reimbursement

A motion is requested to approve the establishment for regular district business travel only at an annual school year threshold of \$1,500 per staff/board member where prior board approval shall not be required unless this annual threshold is exceeded in the given year, July 1 through June 30.

Maximum travel expenditures for the 2014-2015 fiscal year shall not exceed \$30,000.

Motion: Giovanelli

Second: Ritterman

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

2014-2015 Newspaper of Record

A motion is requested to designate the Burlington County Times as the Board's newspaper of record.

Motion: Giovanelli

Second: Ritterman

Approval: 8-0 (Madia-Absent)

2014-2015 Designate a Depository for all School Funds

A motion is requested to approve Beneficial Bank as depository for all school district funds.

Motion: Giovanelli

Second: Ritterman

Approval: 8-0 (Madia-Absent)

**Springfield Township Board of Education
Jobstown, NJ 08041
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2014-2015 School Curriculum and Textbooks

Readopt existing school curriculum and textbooks as per current curriculum guides.

Motion: Giovanelli

Second: Ritterman

Approval: 8-0 (Madia-Absent)

UNFINISHED BUSINESS

1. Ms. Moskal reported that at the April 15, 2014 BOE Meeting, during Public Comment #2, Mrs. Drum asked if the proposal for the tree removal included the removal of the stump as well. Ms. Moskal stated that she ran into Mrs. Drum shortly after the conclusion of the meeting and explained to her that the proposal includes the removal of the tree out front and its own stump and the additional stump in the back by the playground.
2. Mr. Bucs inquired if there was a follow up from his directive from the April 15, 2014 BOE Meeting for the FFT committee to research the cost of a generator. Mrs. Giovanelli responded that she provided an update in the Work Session during committee updates while Mr. Bucs was not yet in attendance.
3. Mr. Reinisch informed the BOE that the Board Retreat is confirmed for 7:00 p.m. on July 8th and July 9th. He asked that the Retreat Planning Survey be completed and submitted to Ms. Moskal.

NEW BUSINESS

1. President/presiding officer – CSA Evaluation Guidelines
2. Mr. Schmieder reminded the Board that the NJSBA Burlington County meet up is next week.
3. Mr. Reinisch informed the Board that there will be a motion regarding Pre-School tuition rates after the conclusion of New Business.
4. Mr. Bucs suggested looking into BYOD.
5. Mr. Bucs informed the Board of an assembly bill regarding PARCC.
6. Mr. Bucs asked Mr. Reinisch to clarify his comment from the 4/29/14 Budget Hearing regarding publishing more information on the district website. Mr. Reinisch responded that the district has been putting more information on the website than they have in the past.
7. Mr. Reinisch informed the Board that a member of the public is currently videotaping the meeting. According to Policy 0168, the Board is able to request a copy of the recording. Although no timelines are established in the policy, there is an assumption that a timely turnaround for a copy of a recording would be prior to the next monthly Board Meeting. Thus far, the individual has not been able to provide the Board with a copy of the recording from the 4/29/14 Budget Hearing Meeting. If the individual does not provide the Board with a copy prior to the next BOE Meeting, Mr. Reinisch will be making a motion to stop the recording because it is not in accordance with district policy.

**Springfield Township Board of Education
Jobstown, NJ 08041
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8. Approval – Establish Pre-School Tuition Rate for 2014-2015

A motion is requested to establish a Pre-School tuition rate of \$2,500 for the 2014-15 school year. Administration will determine non-refundable deposit amount, lottery system, rules, regulations, etc.

Motion: Giovanelli

Seconded: Corbo

Roll Call Vote: All Yes

Approval: 8-0 (Madia-Absent)

Public Comment #2:

1. Ms. Trilling stated that the Grade 6 Sending District Dance starts at 7:00 p.m., not 6:00 p.m. Ms. Trilling mentioned that she is glad to see an interest in the Pre-School program. Her concern is for space and the impact on current students.
2. Mr. Stretch asked several questions regarding the length of the Pre-School program, cost, and transportation.

Motion to Enter Executive Session: Time: 10:31 p.m.

Purpose: Negotiations and Personnel

Motion: Giovanelli

Second: Bucs

Approval: 8-0 (Madia-Absent)

Motion to return to Regular Session: Time: 11:23 p.m.

Motion: Schmieder

Second: Giovanelli

Approval: 8-0 (Madia-Absent)

ADDITIONAL NEW BUSINESS

1. Mr. Specca spoke to the Board regarding boardsmanship and transparency.

Motion to adjourn: Time: 11:30 p.m.

Motion: Ritterman

Second: Bucs

Approval: 8-0 (Madia-Absent)

Respectfully submitted,

Christina Moskal
School Business Administrator/Board Secretary