

**Springfield Township Board of Education
 Jobstown, NJ 08041
 Thursday, March 3, 2016
 Agenda – Special Meeting**

CALL TO ORDER

A **Special Meeting** of the Springfield Township Board of Education was held on Thursday, March 3, 2016 at 6:30 p.m. in the Springfield Elementary School Library.

ROLL CALL OF BOARD MEMBERS AND STAFF

	Board of Education Member	Present	Late	Absent	
1	Joseph Bucs	x			1
2	Andrew Eaton, Vice President	x			2
3	Wade Hale	x			3
4	Kristen Lippincott	x			4
5	Michael Ramalho	x			5
6	Dennis Schmieder	x			6
7	James Specca		8:15 pm		7
8	Jennifer Webb	x			8
9	Gregory Madia, President	x			9

Others present:

- Craig Vaughn, Chief School Administrator
- Bruce Benedetti, School Business Administrator / Board Secretary
- Shawn Dennis, Educational Facilities Manager
- Asia Michael, Assistant Principal
-

PUBLIC NOTICE

“The New Jersey Open Public Meetings Law was enacted to insure the right to the public to have advance notice of and attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.” Pursuant to the provisions of this act, the Springfield Township Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof sent to: The Burlington County Times, Springfield Township Clerk, Board of Education members, and posted in the Springfield Township Board of Education Office and Springfield Township Municipal Building.

PLEDGE OF ALLEGIANCE

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The President led the Board and the assemblage in the Pledge of Allegiance.

PUBLIC COMMENT #1 – SHALL NOT EXCEED THIRTY (30) MINUTES

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. Public comment is not a question and answer session. Notwithstanding, members of the Administration and/or Board members may, with approval, choose to answer questions raised during public comment periods. If a response is requested, please provide your contact information on the sign-in sheet or contact the Administration separately.

Statements are limited to two, three minute time periods for a total of six minutes on any one topic. Public Comment #1 is reserved for agenda specific comments or statements and shall not exceed thirty (30) minutes. Public Comment #2 is for general comments or statements.

CONTRACT ADMINISTRATION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION AMENDING THE AUTHORIZATION THE EXECUTION OF A
CONTRACT
FOR DOOR AND WINDOW REPLACEMENT
UNDER COMMISSION NO. 15K022 – 2015 REFERENDUM
AND APPROVING A TRANSFER OF FUNDS**

WHEREAS, the Township of Springfield Board of Education wishes to authorize the expenditure of 2015 referendum bond proceeds/grant fund from the New Jersey Department of Education School Development Authority monies for the Springfield School door and window replacement; and

WHEREAS, the specifications were developed by the project architect, Spiegle Architectural Group, for said construction services and it was determined that the amount of the contract would exceed the statutory bid limit of **thirty-six thousand dollars and no cents (\$36,000.00)**; and

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WHEREAS, the door and window project was advertised for the submission of sealed bids on **Tuesday, February 9, 2016 at 3:00 P.M.** and at which time the sealed bids were publicly opened and read; and

WHEREAS, the following sealed bids the Springfield School door and window replacement were submitted:

	Jersey Architectural & Door Supply	Levy Construction Company	Peter V. Pirozzi Construction	<u>Homerite of Baltimore, LLC</u>	SMBA Construction LLC
BASE BID	390217	484600	519986	<u>598000</u>	546000
ALTERNATES	0	0	0	<u>0</u>	0
AL-1: Allowances	0	0	0	<u>0</u>	0
AB-1: Aluminum Storefront 39	15616	26000	22402	<u>21000</u>	24000
AB-2: Gym Door Replacement	16091	24000	23483	<u>7800</u>	25000
AB-3: Insulated Panel Replacement	14450	17600	8443	<u>18000</u>	17000
AB-4: Integral Blinds	12500	74000	72190	<u>12000</u>	14000
AB-5: Exterior Façade Renovation	23885	12600	53896	<u>8100</u>	15000
AB-6: Casework Replacement	68140	77600	54835	<u>1500</u>	50000
	540899	716400	755235	<u>666400</u>	691000

; and

WHEREAS, the bid submission from Homerite of Baltimore, LLC was not available at the time of the bid opening. The submission was discovered post bid opening. The bid price was sufficiently high to not change the bid award; and

WHEREAS, after consultation among the Chief School Administrator, the Interim Business Administrator, Educational Facilities Manager, the Project Architect and the Construction Manager the following combination of base bid plus selected alternates [Base + Alt1 + Alt3 = Alt4] is recommended:

	Jersey Architectural & Door	Levy Construction	Peter V. Pirozzi	<u>Homerite of</u>	SMBA Construction
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	Supply	Company	Construction	<u>Baltimore, LLC</u>	LLC
BASE BID	390217	484600	519986	<u>598000</u>	546000
ALTERNATES	0	0	0	<u>0</u>	0
AL-1: Allowances	0	0	0	<u>0</u>	0
AB-1: Aluminum Storefront 39	15616	26000	22402	<u>21000</u>	24000
AB-2: Gym Door Replacement	0	0	0	<u>0</u>	0
AB-3: Insulated Panel Replacement	14450	17600	8443	<u>18000</u>	17000
AB-4: Integral Blinds	12500	74000	72190	<u>12000</u>	14000
AB-5: Exterior Façade Renovation	0	0	0	<u>0</u>	0
AB-6: Casework Replacement	0	0	0	<u>0</u>	0
	432783	602200	623021	<u>649000</u>	601000

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Interim Business Administrator/Secretary to the Board (Purchasing Agent) are hereby authorized to execute a contract for the Springfield School door and window replacement with **Jersey Architectural and Door Supply, 722 Adriatic Avenue, Atlantic City, New Jersey 08401**, in the amounts as above outlined.

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**CERTIFICATION OF AVAILABILITY OF FUNDS
NEW LINE ITEM ACCOUNT**

Category	Description	Amount
	DOOR & WINDOW RPR SRV	

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Name of Account		
Account Number	30-000-400-450-949-015	
Certification Date	February 10, 2016	
Beginning Balance		0
Contract Encumbrance Amount		-432783
Ending Balance		-432783
Transfer Fr Account Number	PROF SERVICES	
Transfer Fr Account Title	30-422-400-390-000-000	
Transfer Fr Beginning Balance	1281009.22	
Transfer Amount	-432783	432783
Transfer Fr Ending Balance	848226.22	
Beginning Balance		
Ending Balance		0

Fiscal Notes:

 Bruce M. Benedetti
 Business Administrator/Board Secretary

***** ***** *****

CERTIFICATION OF THE PUBLIC AGENCY COMPLIANCE OFFICER

IT IS HEREBY CERTIFIED that the awarded company/firm has been served with all proper notification regarding the requirements of Public Law 1975, c.127, and that the Township of Springfield Board of Education directs that the executed notice be made part of the project, service or procurement contract which is the subject of this award.

 Bruce M. Benedetti
 Public Agency Compliance Officer
 Interim Business Administrator/Board

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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs	x		x					1
2	Andrew Eaton, Vice President			x					2
3	Wade Hale			x					3
4	Kristen Lippincott			x					4
5	Michael Ramalho		x	x					5
6	Dennis Schmieder			x					6
7	James Specca			x					7
8	Jennifer Webb			x					8
9	Gregory Madia, President						x		9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum =

A. CERTIFYING ADDITIONAL FUND BALANCE FOR FY2016-2017 BUDGET

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION CERTIFYING REQUIRED INFORMATION TO SUPPORT
ADDITIONAL BALANCES APPROPRIATED AND ADDITIONAL FUND BALANCES
ANTICIPATED
IN THE SCHOOL DISTRICT BUDGET STATEMENT FOR THE SCHOOL YEAR 2016-
2017
AS REQUIRED BY THE NEW JERSEY DEPARTMENT OF EDUCATION**

WHEREAS, the Board of Education has been advised that it is required to support any estimate of additional fund balances appropriated and anticipated in fiscal year **2015-2016** in the recapitulation of balances contained in the School District Budget Statement for the School Year **2016-2017**; and

WHEREAS, the below Review of Estimated Fund Balance provides detailed justification for the entries made to the recapitulation of balances contained in the School District Budget Statement for the School Year **2016-2017**:

Under Estimated Revenues:	0
Sub-Total Under Estimated Revenues:	

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	0
Unexpended Appropriations:	
Unencumbered Appropriation Balances	
Large Amounts with No Justification	
11-190-100-610-000-000 UNDIST SUP	45,772
11-190-100-890-000-112 BREAKAGE CLEAR ACCT	74,000
11-212-100-106-000-000 MD IA SAL	24,464
11-000-221-102-000-000 CUR/INST SPVR SAL	37,500
11-000-223-500-000-000 STF TRAIN OTH SRV	18,000
11-000-251-100-000-000 BUS OFF SAL	16,200
11-000-270-160-000-000 TRANS SAL	15,000
11-000-291-290-000-000 UNDIST EMPLOY BENFT	125,000
Sub-Total Unexpended Appropriations:	355,936
Total Unexpended Appropriations:	355,936
Deposit to Capital Reserve	0
Deposit to Maintenance Reserve	-75,000
Net Sub-Total w/Budgeted Reserve	280,936
Amount of Budgeted Transfer Not Needed Due to a Large Retained Earnings Balance from the Prior Year	
TOTAL ADDITIONAL BALANCE ANTICIPATED DURING THE <u>2015-2016</u> BUDGET YEAR	280,936
RESTRICTED LEGAL RESERVE	83,047
Total amounts must agree with the applicable line on Recapitulation of Balances component of as noted above.	363,983

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above required information is hereby certified and that the Business Administrator/Secretary to the

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Board shall make the entries in the recapitulation of balances contained in the School District Budget Statement for the School Year 2016-2017.

B. APPROVING TRAVEL AND RELATED EXPENSES FY 2016-2017 BUDGET

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION APPROVING 2016-2017 TRAVEL & RELATED EXPENDITURE AMOUNTS

PURSUANT TO P.L. 2005 C. 132 AS DEFINED IN N.J.C.A. 6A:23B-1.1

WHEREAS, N.J.C.A. 6A:23B-1.2 provides that “each district board of education or charter school board of trustees shall establish in the annual school budget a maximum expenditure amount that may be allotted to travel and expense reimbursement; and

WHEREAS, N.J.C.A. 6A:23B-1.2 further provides that “each district board of education or charter school board of trustees shall ensure through its policy and procedures that all travel by its employees and board members is educationally necessary and fiscally prudent, and shall include the requirement that all travel and expense reimbursement:

1. Are directly related to and within the scope of the employee or board member current responsibilities;
2. Are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;
3. Are in compliance with State travel reimbursement guidelines as established by the Department of Treasury

; and

WHEREAS, N.J.C.A. 6A:23B-1.2 further provides that “any district board of education or charter school board of trustees that violates its established maximum travel expenditure as set forth in N.J.C.A. 6A:23B-1.2 (b), or that otherwise is not in compliance with travel limitations may be subject to sanctions by the Commissioner as authorized including reduction in State aid in an amount equal to any excess expenditure; and

WHEREAS, the Board of Education determines that the below **2016-2017** budgeted line item amounts shall serve as travel and expense maximums for the upcoming budget year pursuant to N.J.C.A. 6A:23B-1-1:

Account Series	Account Description	Maximum Amount
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11-000-219	CST WRKSHP REG	1,000
11-000-223	STF DEVL P WRKSHP REG	4,000
11-000-230	BOE WRKSHP REG	2,430
11-000-240	BUS OFF WRKSHP REG	250
11-000-251	BUS OFF REG BUS TRVL	250
TOTAL MAXIMUM AMOUNT		7,930

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above maximum travel and related expense reimbursement amounts are approved for the **2016-2017** school year; and

BE IT FURTHER RESOLVED that the Business Administrator/Secretary to the Board shall report monthly expenditures against the established **2016-2017** maximum amounts to provide assurance that the maximum amounts have not been exceeded.

C. AUTHORIZING SUBMITTAL SEMI WAIVER FY2016-2017

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION AUTHORIZING THE INTERIM BUSINESS ADMINISTRATOR
 TO SUBMIT A FORMAL WRITTEN REQUEST FOR A SEMI WAIVER
 TO THE BURLINGTON COUNTY EXECUTIVE COUNTY SUPERINTENDENT
 PURSUANT TO N.J.A.C. 6A:23A-5.3**

WHEREAS, New Jersey Department of Education (hereinafter “NJDOE”) Accountability Regulations, N.J.A.C. 6A:23A-5.3, require every school district and county vocational school district, *with the exception of any district that obtains a waiver*, to take appropriate steps to maximize participation in the Special Education Medicaid Initiative (hereinafter “SEMI”) by following the policies and procedures and to comply with all program requirements; and

WHEREAS, school districts projected to have more than forty (40) Medicaid Eligible/Special Education students for the FY17 school year must participate in the

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SEMI program These districts must include the district budgeted revenue projection in the FY17 district budget; and

WHEREAS, school districts that are eligible for a SEMI waiver, including those with a projection revenue of \$0, are required to submit a formal written request accompanied by a board resolution to the Executive County Superintendent in order to be exempt from the SEMI program requirements; and

WHEREAS, the FY2016-2017 Medicaid-Eligible/Special Education Student Count, as issued by the NJDOE, is twenty three (23) students; and

WHEREAS, the count of twenty three (23) students renders the Springfield Township School District eligible for a SEMI waiver; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the Interim Business Administrator is authorized to submit a formal written request, to the Burlington County Executive County Superintendent, for a waiver of SEMI requirements.

D. AUTHORIZING TRANSMITTAL FY2016-2017 BUDGET

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION AUTHORIZING TRANSMITTAL OF THE 2016-2017 SCHOOL BUDGET

**BY THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
PURSUANT TO N.J.S.A. 18A:22-7**

WHEREAS, N.J.S.A. 18A:22-7 provides that the board of education shall prepare a budget for the school district for the ensuing year, the **2016-2017** budget, and to transmit to the Department of Education County Office on or before **Friday, March 4, 2016**; and

WHEREAS, the Springfield Township Board of Education has reviewed the proposed budget and wishes to transmit said budget to the Office of the Burlington County Superintendent of Schools with the following **2016-2017** general fund, special revenue fund and debt service fund total budget as well as the **2016-2017** general fund and debt service fund local tax levy amounts:

TOTAL 2016-2017 BUDGET

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FUND	AMOUNT
Current Fund - Fund 11	4,841,531
Capital Outlay - Fund 12	1,375
Special Revenue Fund - Fund 20	91,102
Debt Service Fund - Fund 40	210,546
TOTAL	5,144,554

2016-2017 TAX LEVIES

FUND	AMOUNT
Current Fund - Fund 10	3,240,838
Debt Service Fund - Fund 40	210,546
TOTAL	3,451,384

WHEREAS, the following is a summary of conditions in the School District Budget Statement for the School Year **2016-2017**:

1. The Local Tax Levy amount of \$3,243,274 is below the Tax Levy Cap Calculation amount by \$298,420.
2. The Total Adequacy Spending of \$4,006,917 is above the District Adequacy Budget of \$2,669,884 by \$1,337,033.
3. The Local Tax Levy of \$3,472,249 above the Minimum Tax Levy of \$2,269,858 by \$1,202,391.

WHEREAS, the Springfield Township School District's per pupil cost for administration must be less than or equal to the lower of either the regional limit or the School District's inflated **2016-2017** original budgeted per pupil cost for administration and the below summary table certifies compliance:

	16-17 Regional	16-17	
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	Limit	Budget	Difference
TOTAL ADMINISTRATIVE COSTS PER PUPIL	1,982	1,982	0

WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the transmittal of the **2016-2017** school year budget is hereby authorized; and

BE IT FURTHER RESOLVED that the Board of Education certifies that the total administrative costs per pupil in the **2016-2017** Annual School District Budget Statement are below or equal to the required limit.

PUBLIC COMMENT #2– SHALL NOT EXCEED THIRTY (30) MINUTES

RESOLUTION TO ADJOURN	TIME	8:40 PM
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***** *CERTIFICATION OF THE BOARD SECRETARY* *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Special Meeting held on Thursday, March 3, 2016** in the Library at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs	x		x					1
2	Andrew Eaton, Vice President			x					2
3	Wade Hale			x					3
4	Kristen Lippincott			x					4
5	Michael Ramalho			x					5
6	Dennis Schmieder			x					6
7	James Specca		x	x					7
8	Jennifer Webb			x					8
9	Gregory Madia, President						x		9

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Not Voting due to Conflict. Quorum =

SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION



Bruce M. Benedetti
Secretary to the Board