

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, July 21, 2015  
Meeting Minutes**

**Call to Order:** A **Regular Meeting** of the Springfield Township Board of Education will be held on Tuesday, July 21, 2015 at 6:35 p.m. in the school library.

**Roll Call of Members:**

Andrew Eaton, President – present  
Gregory Madia, Vice President – present  
Joseph Bucs – present  
Christopher Corbo – absent  
Wade Hale – present  
Kristen Lippincott – present  
Michael Ramalho – departed at 7:51pm; returned at 8:19pm  
Dennis Schmieder – present  
James Specca – present

**Others present:**

Craig Vaughn; Christina Moskal; Jennifer Edwards, Acacia Financial Advisors; Anthony Catana, Spiezle Architectural Group; Chuck Romanoli, New Road Construction Management

**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 in the school 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.

**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*

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday, July 21, 2015**  
**Meeting Minutes**

*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:** *(Not to exceed 30 minutes)*

None

**Referendum Update** *(Estimated time: 15 minutes)*

Jennifer Edwards of Acacia Financial Advisors, Anthony Catana of Spiezle Architectural Group, and Chuck Romanoli of New Road Construction Management were present to provide an update regarding the status of the referendum projects and recent bond issue.

**Correspondence**

**SUPERINTENDENT’S REPORT** *(Estimated time: 15 minutes)*

**ENROLLMENT** *(as of June 30, 2015)*

	2013-14	2014-15
Pre-School	0	12
Mrs. Carter	6	5
Kindergarten	25	32
First Grade	28	29
Second Grade	35	26
Third Grade	32	35
Fourth Grade	33	37
Fifth Grade	40	36
Sixth Grade	48	39
Out-of-District Placement	5	0
Total	252	251

**Superintendent’s Update**

**Information Enclosed**

- School Nurse’s Monthly Report – June 2015
- Certificate Making Award of School Bonds of the Board of Education of the Township of Springfield in the County of Burlington, New Jersey

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday, July 21, 2015**  
**Meeting Minutes**

**REPORTS:** *(Estimated time: 5 minutes)*

**SBA/BS'S REPORT**

**Food Service – Profit/Loss**

- June 2015 Profit/(Loss): (\$346.88)
- Year-to-Date Profit/(Loss): (\$5,917.67)

**ACTION ITEMS:** *(Estimated time: 15 minutes)*

**FINANCE/FACILITIES/MINUTES**

Based on the recommendation of the Superintendent, I move that the following Action items are approved:

**a. Minutes:**

May 28, 2015 Special Meeting  
June 10, 2015, 2015 Work Session  
June 10, 2015 Executive Session  
June 16, 2015 Regular Meeting  
June 16, 2015 Executive Session  
June 18, 2015 Special Meeting  
June 24, 2015 Special Meeting

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**b. 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 **May 2015**.

Approve the Business Administrator's monthly report of transfers for **May 2015** as itemized documenting transfers in accordance with N.J.S.A. 18A:22-9.1.

Approve the **May 2015** A-149 schedule delineating account activity and account reconciliation.

Approve the Food Service Bill List and Bank Reconciliation for the period **May 2015**.

Approve the Student Activity Bill List and Bank Reconciliation for the period **May 2015**.

Approve the Unemployment Trust Bill List and Bank Reconciliation for the period **May 2015**.

Approve the Agency Bill List and Bank Reconciliation for the period **May 2015**.

Approve the Payroll Bills list for **July 15, 2015**.

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, July 21, 2015  
Meeting Minutes**

Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for **July 2015** in the amount of \$162,625.13.

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: Yes- Eaton/Hale/Lippincott/Madia/Schmieder/Specca**

**Abstain-Bucs**

**Approval: 6-0-1 (Corbo/Ramalho-Absent)**

**c. Authorize Participation in SEHBP**

**Resolution to Authorize Participation in the State Health Benefits Program and/or School Employees Health Benefits Program**

Resolved, that the Board of Education approve a resolution to authorize participation in the School Employees' Health Benefits Program of the State of New Jersey.

**Resolution to Limit the Medical Plans Offered Under the School Employees' Health Benefits Program**

Resolved, that the Board of Education approve a resolution for Education Employers to limit the medical plans offered under the School Employees' Health Benefits Program.

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**d. District Travel**

**As per District Policy 6471 – School District Travel, all written travel requests include a justification and brief statements that include the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district.**

**Schedule #1 – The Board pre-approves any staff travel represented on current lists of staff travel with costs relating to workshop fees, lodging, meals and mileage reimbursement.**

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**e. Burlington County School Crisis Response Team – 2015-16**

Resolved, that the Board of Education authorize district participation in the Burlington County School Crisis Response Team for the 2015-2016 school year.

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**f. BCESU Joint Transportation Agreements – 2015-16**

Resolved, that the Board of Education approve the Joint Transportation Agreements with BCESU for the following: Special Education Winter Bus Routes; Special Education

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, July 21, 2015  
Meeting Minutes**

Summer School Routes; Public, Non-Public and Vocational Schools Routes for the 2015-2016 school year.

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**g. Nutri-Serve Lunch Price List and Ala Carte Prices – 2015-16**

Student Lunch	\$3.00
Reduced Lunch	\$0.40
Adult Lunch	\$3.75
Breakfast	\$1.00
Reduced Breakfast	\$0.30
Adult Breakfast	\$2.00
Milk/Juice	\$0.55
Spring Water	\$1.00/\$.50
Gatorade	\$1.00
Hot Soft Pretzel	\$0.75
Assorted Chips	\$0.25-0.75
Fruit or Veggie Side	\$0.50
Nachos	\$1.00
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 To Table: Bucs**

**Second: Lippincott**

**Roll Call Vote: Yes-Bucs/Eaton/Hale/Lippincott**

**No-Madia/Ramalho/Schmieder/Specca**

**Approval: 4-4 (Corbo/Ramalho-Absent)**

**Motion to Table Fails**

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: Yes- Eaton/Lippincott/Madia/Schmieder/Specca**

**No-Hale**

**Abstain-Bucs**

**Approval: 5-1-1 (Corbo/Ramalho-Absent)**

**h. School Physician/Health Officer: Virtua Medical Group – 2015-16**

Resolved, that the Board of Education approve Virtua Medical Group as School Physician/Health Officer for the 2015-16 school year. Services to be provided:

Retainer Fee: \$1,860.00 (\$36.00 increase)

Student/Child Study Physicals: \$60.00 (no increase);

Employee Physical: \$100.00 (no increase);

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday, July 21, 2015**  
**Meeting Minutes**

Athletic Exam: \$11.00 (no increase).

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**i. School Psychologist Services – 2015-16**

Resolved, that the Board of Education approve the contract with Dr. Alan Kotzen to provide school psychological services for the 2015-16 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: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**j. AMEND 2015-16 Purchasing Practices**

A motion is requested to approve the following appointments:

- Purchasing Agent: **Christina Moskal**
- Authorization to award contracts up to ~~\$36,000.00~~ \$40,000 under the competitive bid laws and to solicit and award quoted contracts up to the quote threshold of ~~\$5,400.00~~ \$6,000.
- Procurement of Goods and Services through State Agencies (State Contracts)
- Payment of bills between Board Meetings authorized by the Business Administrator

**Resolution Increasing the Bid Threshold—Qualified Purchasing Agent**

WHEREAS, Christina Moskal, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1 , 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Springfield Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes

Christina Moskal to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, July 21, 2015  
Meeting Minutes**

**k. Revised 2015-16 District Calendar**

Resolved, that the Board of Education approve the revised 2015-16 District Calendar.

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**PERSONNEL**

Based on the recommendation of the Superintendent, I move that the following action item(s) be approved:

**a. Reappointment - Substitute Teachers – 2015-16**

Christine Alpin, Jose Avila, Deborah Baiamonte-Keblitis, Alexander Bak, Deborah Bear, Caron Cheatom, Joyce DeGraff Eugene, Randi Gross, Lisa Higgins, Maria Hughes, Parazee Isom, Darnel Jackson, Janet Jackson, Monica Jackson, Kimberly Juarez, Mrs. Pauline Karadis, Debra Kauffman, Mary Jane Kominkiewicz, Michelle Mingin, George Misoyianis, April Savoy-Morales, Diana Najera, Heidelinde Nitka, Natasha Rabideau, Charmaine Ramos, Terry Russell, Maureen Simcox, Robert Sinclair, Jr., Dawn Shook, Kelly Sprindis, Dianne Stelljes, Judith Sweet, Patricia Towhey, Margaret Zola

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**b. Reappointment - Substitute Nurses – 2015-16**

Christine Fitzpatrick, Fatma Flynn, Dana Garron, Rachel Glickel, Nicole Melendez

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**c. Reappointment - Substitute Educational Assistants, Cafeteria, Playground, and Bus Aides – 2015-16**

Christine Fort, Heather Schwarzwald, Heidelinde Nitka

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**d. Reassignment – Educational Assistant – 2015-16**

It is recommended that the Board of Education approve the reassignment of Sherry Preisig from part-time (4.5 hours per day) to full-time (6.75 hours per day) Educational Assistant for the 2015-16 school year, Aide Step 5, at a salary of \$20,212.

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, July 21, 2015  
Meeting Minutes**

**e. Appointment – Speech & Language Specialist – 2015-16**

It is recommended that the Board of Education approve the appointment of Bridget Csolak as a full time Speech Language teacher with a start date of September 1, 2015-June 30, 2016 with an annual salary of \$57,990 (MA-Step 4) pending completion of the criminal history background check.

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**f. Approval – Additional Hours – Pre-K Orientation – August 2015**

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

<b>Staff Member</b>	<b>Reason</b>	<b>Position</b>	<b>No. of Hours</b>	<b>Date</b>
Jillian Bencivengo	Pre-K Orientation	Teacher	2 hours	August 2015

**Motion: Specca**

**Second: Madia**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**POLICY**

Based on the recommendation of the Superintendent, I move that the following action items(s) be approved:

**a. Approval – Second Reading and Adoption – Policy #0167**

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

Policy #0167    Public Participation in Board Meetings      Revised

**Motion: Schmieder**

**Second: Hale**

**Roll Call Vote: All Yes**

**Approval: 7-0 (Corbo/Ramalho-Absent)**

**UNFINISHED BUSINESS**

1. Mr. Schmieder discussed the difficulty of finding substitute nurses.
2. Mr. Bucs asked to publish the response for hiring and asked to publish minutes on the website since they haven't been updated since January. Agenda is difficult to follow due to format change.

**NEW BUSINESS**

1. Mr. Bucs asked to receive updates from CSA regarding the revision process to the curriculum.
2. Mr. Hale commented on his appreciation for the new "Green Notes."



**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, July 21, 2015  
Meeting Minutes**

**Public Comment #2:** *(Not to exceed 30 minutes)*

1. Mrs. J. Webb thanked the BOE for approving Pre-K Orientation. She asked to have the bus at Orientation.

**Motion to Enter Executive Session: Time: 8:17pm**

**Purpose:** Personnel

**Motion:** Bucs

**Second:** Specca

**Approval:** All Yes

7-0 (Corbo/Ramalho-Absent)

**Motion to return to Regular Session: Time: 9:26pm**

**Motion:** Specca

**Second:** Bucs

**Approval:** All Yes

8-0 (Corbo-Absent)

**Motion to adjourn: Time: 9:27pm**

**Motion:** Schmieder

**Second:** Hale

**Approval:** All Yes

8-0 (Corbo-Absent)

Respectfully submitted,

Christina Moskal  
School Business Administrator/Board Secretary