

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, June 24, 2016
Agenda – Regular Meeting**

CALL TO ORDER	TIME	6:35P.M.
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A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, June 21, 2016** at 6:30 p.m. in the Springfield Elementary School **Faculty Room**.

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	X			7
8	Jennifer Webb	X			8
9	Gregory Madia, President	X			9

Others present:

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

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

The President will lead the Board and the assemblage in the Pledge of Allegiance.

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SCHOOL AND COMMUNITY PRESENTATIONS

WITH THE ABSENCE OF ANY PUBLIC THE PRESIDENT DISPENSED PUBLIC COMMENT #1

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.

CORRESPONDENCE

SUPERINTENDENT'S REPORT – PUPIL ENROLLMENT & HIB REPORT

A. ACCEPTING ENROLLMENT STATISTICS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-137-230-059

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF APRIL 2016**

WHEREAS, the Board of Education recognizes the importance of maintaining accurate registers for all students enrolled in the Springfield Township School District; and

WHEREAS, the Board of Education also relies on accurate enrollment counts for such reports as the Application for State School Aid Report, the annual Budget Statements, the annual December 1st Special Education Report, Fall Enrollment Report and the Average Daily Attendance Report; and

WHEREAS, the Superintendent of Schools has received and compiled school registers from each of the schools in the School District which have been cross-checked with active home room rosters and Child Study Team class listings with the resulting summary table being generated:

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Expense Account #	Grade Level/Program	Count June 30, 2015	Count May 31, 2016	Difference
11-105-100-101-101-105	Pre-School Regular	0		
11-110-100-101-101-110	Kindergarten	32		
11-120-100-101-101-401	First Grade	29		
11-120-100-101-101-402	Second Grade	26		
11-120-100-101-101-403	Third Grade	35		
11-120-100-101-101-404	Fourth Grade	37		
11-120-100-101-101-405	Fifth Grade	36		
11-130-100-101-101-406	Sixth Grade	39		
11-212-100-101-101-100	Multiple Disabled	5		
11-215-100-101-101-100	Pre-School Disabled PT	12		
11-000-100-56X-60X-XXX	Out-of-District Placement	0		
	TOTAL	251		

Month	Enrollment	Monthly Change
June 2015	251	No Change
vJuly 2015	251	No Change
August 2015	224	-27
September 2015	219	-5
October 2015	224	5
November 2015	223	-1
December 2015	226	3
January 2016	225	-1
February 2016	228	3
March 2016	228	No Change
April 2016	228	No Change
May 2016		
June 2016		

;and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above enrollment report is hereby accepted upon the certification of the Superintendent of Schools.

***** *CERTIFICATION OF THE BOARD SECRETARY* *****

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, June 21, 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

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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

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

SUPERINTENDENT’S UPDATE

IMPORTANT DATES	
DATE	ACTIVITY/EVENT
July 5, 2016	Extended School Year Begins
July 13, 2016	Board of Education Work Session
July 19, 2016	Board of Education Meeting
July 28, 2016	Extended School Year Ends
August 10, 2016	Board of Education Work Session
August 16, 2016	Board of Education Meeting

APPROVAL OF MINUTES

**May 11, 2016 Work Session
May 17, 2016 Regular Meeting
May 17, 2016 Executive Meeting**

***** *CERTIFICATION OF THE BOARD SECRETARY* *****

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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
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

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6	Dennis Schmieder	X		X					6
7	James Specca		X			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
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CONTRACT ADMINISTRATION

A. EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF AN OCCUPATIONAL THERAPIST

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-230-062

RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF AN OCCUPATIONAL THERAPIST

WHEREAS, N.J.S.A. 18A:18A-5 a.(1) provides for exceptions to the requirements for advertising of certain school contracts and professional services; and

WHEREAS, N.J.S.A. 18A:18A-2 (h.) defines "professional services" to mean services rendered or performed by a person authorized by law to practice as regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services also means services rendered in the performance of work that is original and creative in character in a recognized field of artistic endeavor; and

WHEREAS, the Township of Springfield Board of Education recognizes the need for the professional services of an occupational therapist; and

WHEREAS, the company, **Heartland Rehabilitation Services, 212 North Broadway, Pennsville NJ 08070**, is duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute a contract for professional services with **Heartland Rehabilitation Services, Pennsville NJ** in an amount not-to-exceed **nineteen thousand six hundred eighty one dollars (\$19,681)**, without **additional authorization for the period from July 1, 2016 to June 30, 2017**; and

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BE IT FINALLY RESOLVED, that pursuant to N.J.S.A. 18A:18A.5a(1) the Business Administrator/Secretary to the Board shall publish a legal notice of the award of this professional services contract and ensure that the awarding Resolution is available for public inspection at the Office of the Business Administrator/Secretary to the Board during normal business hours.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-216-340-421-137	
Account Title	OCCUP THRPY SRV	
Certification Date	May 31, 2016	
Beginning Balance		\$30,000.00
Contract Encumbrance Account		(\$19,681.00)
Ending Balance		\$10,319.00

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.

***** *CERTIFICATION OF THE BOARD SECRETARY* *****

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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs			X					1
2	Andrew Eaton, Vice President		X	X					2
3	Wade Hale			X					3
4	Kristen Lippincott			X					4

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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

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

FINANCE & BUDGET

A. REIMBURSEMENT FOR CERTAIN EXPENDITURES FROM BOND PROCEEDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-252-065

RESOLUTION AUTHORIZING REIMBURSEMENT FOR CERTAIN EXPENDITURES FROM BOND PROCEEDS

WHEREAS, the Board of Education of the Township of Springfield, in the County of Burlington, New Jersey ("School District"), has determined to undertake for lawful school purposes, a capital project consisting of:

- (i) the Board of Education was authorized to undertake various site improvements and to acquire equipment for such improvements;
- (ii) the Board of Education was also authorized to install air conditioning at the Springfield Elementary School and acquire any associated equipment

; and

WHEREAS, on **March 10, 2015**, the legal voters of the School District approved the issuance of bonds of the School District in an aggregate principal amount of up to **four million one hundred four thousand one hundred sixty nine dollars (\$4,104,169)** ("Bonds") to finance the School District's local share of the Project. The State of New Jersey funded an additional **two million two hundred sixty one thousand one hundred and twelve dollars (\$2,261,112)**; and

WHEREAS, the School District incurred expenditures for the costs of preparation, design, planning, acquisition, construction and installation of the Project including, without limitation, expenditures to certain of its consultants, architects, engineers, attorneys and others for services rendered in connection with the Project; and

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WHEREAS, the School District paid such expenditures using temporarily available funds in anticipation of reimbursing such expenditures from the proceeds of Bonds to be issued by the School District at a future date; and

WHEREAS, in accordance with the requirements of the Internal Revenue Code of 1986, as amended ("Code"), and the regulations promulgated thereunder including, without limitation, Income Tax Regulation §1.150-2(e), the School District now desires to express its intention to reimburse itself for such expenditures out of the proceeds of the Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF SPRINGFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY, AS FOLLOWS:

Section 1. The School District hereby declares its reasonable expectation to reimburse the expenditures paid by the School District to pay the costs of the Project prior to the date of issuance of the Bonds including, without limitation, expenditures to certain of its consultants, engineers, architects, attorneys and others for services rendered in connection with the Project, out of the proceeds of the Bonds which are to be issued by the School District after the date of this Resolution.

Section 2. The School District intends that the expenditures made by or on behalf of the School District with respect to the Project are to be permanently financed with the proceeds of the Bonds.

Vendor	Service	Base Contract	Change Orders	Revised Contract	Invoices Submitted	Total Cost
Alma Cabarle	Election Coverage	121.47	0	121.47	121.47	0
Allen Transfer & Storage Co. Inc	Election Machines	360.20	0	360.20	360.20	0
Ann Ross	Election Coverage	121.47	0	121.47	121.47	0
Anne Marie McMullen	Election Coverage	121.47	0	121.47	121.47	0
Burlington County Times	Election Notice	181.46	0	181.46	181.46	0
Election Support & Services Inc.	Voting Machine Support	880	0	880	880	0
Fedex Corporation	Shipping SDA App	26.63	0	26.63	26.63	0
Springfield Davis	Election Coverage	121.47	0	121.47	121.47	0
Garrison Architects	Pre-Referendum Design	41599.95	0	41599.95	41599.95	0
Ida Ferris	Election Coverage	121.47	0	121.47	121.47	0
James Muldrow	Deputy Election Clerk	50	0	50	50	0
James Molnar	Election Coverage	121.47	0	121.47	121.47	0
John Longo	Election Coverage	121.47	0	121.47	121.47	0
Kevin Parkerson	Election Coverage	121.47	0	121.47	121.47	0
Marian Shivers	Election Coverage	121.47	0	121.47	121.47	0
Maureen Lucas	Election Coverage	121.47	0	121.47	121.47	0
Patricia Beebe	Deputy Election Clerk	50.00	0	50.00	50.00	0
Paulsboro Printers LLC	Voting Authority Tix	92.82	0	92.82	92.82	0
Robert Holmes	Election Coverage	121.47	0	121.47	121.47	0
US Postal Service	Sample Ballot Postage	248.00	0	248.00	248.00	0
		44,825.23	0.00	44,825.23	44,825.23	0.00

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Section 3. The expenditures above expenditures, totaling **forty four thousand eight hundred twenty five dollars and twenty three cents (\$44,825.23)**, incurred by the School District to pay the costs of the Project prior to the date of issuance of the Bonds will initially be paid from School District funds which are not permanently available for the Project

Section 4. This Resolution is to be retained by the School District and made publicly available for inspection at the offices of the School District from the date hereof through the date of issuance of the Bonds.

Section 5. The School District authorizes and directs the Business Administrator/Board Secretary to designate the "original expenditures" in a written "reimbursement allocation", within the meanings of Income Tax Regulation §1.150-2(c)(2), that evidences the School District's use of proceeds to reimburse an original expenditure on the date of issue of the Bonds.

Section 6. All resolutions or parts thereof, inconsistent herewith are hereby rescinded and repealed to the extent of any such inconsistency.

Section 7. This resolution shall take effect immediately upon adoption.

B. EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER D&W-2 WITH THE DOOR & WINDOW REPLACEMENT CONTRACTOR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15-16-RM-172-251-069

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/
SECRETARY TO THE BOARD
AS AUTHORIZED REPRESENTATIVE OF THE
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
TO EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER D&W-2
WITH THE DOOR & WINDOW REPLACEMENT CONTRACTOR
FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL
AND APPROVING A TRANSFER OF FUNDS**

WHEREAS, the New Jersey Department of Education made a final determination of eligibility for the costs of **renovations to the Springfield School** pursuant to N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-3.6 under project number 5010-050-14-1001-G04; and

WHEREAS, the Project Architect, Spiezle Architectural Group, and the Construction Manager, New Road Construction Management, have recommended the following change order for approval of the Board of Education:

Jersey Architectural Door & Supply Inc.	Contract for General Construction Door and Window Replacement
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Change Order Initiated: May 13, 2016	Change Order Number: D&W-2
Provide & Install new caulk as per Owner. Added to contract amount	12,300.00
Lump Sum Change Order Amount	12,300.00
Original Contract Sum	432,783.00
Net Change Orders Previously Authorized	16,091.00
Contract Sum Prior To This Change Order	448,874.00
Contract Sum Increase/(Decrease) This Change Order	12,300.00
New Contract Price After This Change Order	461,174.00
Contract Time Adjustment For This Change Order	0.00

Jersey Architectural Door & Supply Inc.	Contract for General Construction Door and Window Replacement
Allowance Adjustment Initiated: May 13, 2016	Change Order Number: D&W-2 (Allowance)
Starting Allowance Amount	20,000.00
Provide & install 30 vs 32 spandrel panels as per Owner. \$982.00 will be billed against the allowance.	-982.00
Provide & install fire rated doors as per Owner. \$800.00 will be billed against the allowance.	-800.00
Provide & install 2x8 door frame as per Owner. \$372.00 will be billed against the allowance.	-372.00
Revised Lump Sum Allowance Amount	17,846.00

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator/Secretary to the Board is hereby authorized to execute the above detailed change order as **D&W-2**; and

BE IT FURTHER RESOLVED that the Business Administrator/Secretary to the Board shall make the required, if any, transfer of funds to affect the above change order and to increase/decrease the existing purchase order to reflect the change order amount.

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CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Name of Account	DOOR & WINDOW RPR SRV	
Account Number	30-000-400-450-949-015	
Certification Date	May 31, 2016	
Beginning Balance		
Contract Encumbrance Amount		-12,300.00
Ending Balance		-12,300.00
Transfer Fr Account Number	30-000-400-890-949-015	
Transfer Fr Account Title	SOFT WINDOW EXP	
Transfer Fr Beginning Balance	83,726.12	
Transfer Amount	-12,300.00	12,300.00
Transfer Fr Ending Balance	71,426.12	
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Business Administrator/Board Secretary

C. APPROVING THE CONSTRUCTION FUND BILL LIST

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#15-16-RM-172-251-070

**RESOLUTION APPROVING THE CONSTRUCTION FUND BILL LIST
UNDER DEPARTMENT OF EDUCATION PROJECT # 5010-050-14-1001
FOR THE JUNE 21, 2016 BOARD OF EDUCATION MEETING
APPROVING A TRANSFER OF FUNDS**

WHEREAS, the New Jersey Department of Education approved an unbundled construction project for renovations to the Springfield Township Elementary School under Project # 5010-050-14-1001 and the New Jersey Schools Development Authority under SDA Project # 5010-050-14-050-G3DY joined in the funding of said Project; and

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WHEREAS, the Board of Education wishes to authorize payment of construction related bills and to track detailed spending for purposes of Section 15 Grant reimbursement; and

WHEREAS, the below bills for services have been submitted to and reviewed by the Interim Business Administrator:

Vendor Description	Vendor #	Description Goods/Services	Opening Balance	Payment	Ending Balance
Spiezle Architectural	3904	Architecture/Engineering	11,012.87	-10.49	11,002.38
Spiezle Architectural	3904	Architecture/Engineering	11,002.38	-1,552.48	9,449.90
Spiezle Architectural	3904	Architecture/Engineering	9,449.90	-9,750.07	- 300.17
TOTAL				-11,313.04	

WHEREAS, the following is a summary table of the full, to date expenses and the available balances:

Expenditure Account #	Account Title	Budget	Expended	Encumber	Unencumber	Payment
30-000-400-340-378-015	CNSTRCT MNGR SRV	115250.00	-73303.00	-41947.00	0.00	0.00
30-000-400-390-310-015	PRINT SRV	2500.00	-2500.00	-0.00	0.00	0.00
30-000-400-390-369-015	CNTRCT ANALYS SRV	5250.00	-2900.00	-0.00	2,350.00	0.00
30-000-400-390-377-015	FINANCE ADVR SRV	10000.00	-10000.00	-0.00	0.00	0.00
30-000-400-390-398-015	AHERA PUR SRV	6420.00	0.00	-6420.00	0.00	0.00
30-000-400-390-401-015	ARCH/ENGR SRV	257352.22	-246339.35	-0.00	11012.87	11313.04
30-000-400-390-474-015	BOND LEGAL SRV	13561.93	-13561.93	-0.00	0.00	0.00
30-000-400-450-929-015	BOILER RPR SRV	314130.72	-314130.72	-0.00	0.00	0.00
30-000-400-450-931-015	HVAC RPR SRV	3883391.00	0.00	-3883391.00	0.00	0.00
30-000-400-450-948-015	ROOF RPR SRV	295489.00	-293320.00	-0.00	2,169.00	0.00
30-000-400-450-949-015	WINDOW RPR SRV	432783.00	0.00	-432783.00	0.00	0.00
30-000-400-450-952-015	SECURITY RPR SRV	200000.00	0.00	-0.00	200,000.00	0.00
30-000-400-450-949-015	WINDOW RPR SUP	5904.00	0.00	-5902.16	1.84	0.00
30-000-400-890-426-015	FEES & LIC EXP	6853.00	-6853.00	-0.00	0.00	0.00
30-000-400-890-444-015	CREDITS AVAIL BAL	9180.00	0.00	-0.00	9,180.00	0.00
30-000-400-890-555-015	SPRNKLR DEDUCT	37500.00	0.00	-0.00	37,500.00	0.00
30-000-400-890-666-015	SDA GRANT EXP	31250.00	0.00	-0.00	31,250.00	0.00
30-000-400-890-931-015	SOFT HVAC EXP	504765.01	0.00	-0.00	504765.01	0.00
30-000-400-890-949-015	SOFT WINDOW EXP	83726.12	0.00	-0.00	83726.12	0.00
30-000-400-890-952-015	SOFT SECURITY EXP	50000.00	0.00	-0.00	50,000.00	0.00
		6,265,306.00	-962,908.00	-4,370,443.16	931,954.84	

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above payments for the construction project for renovations to the Springfield Township Elementary School are hereby approved.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Name of Account	ARCH/ENGR SRV	
Account Number	30-000-400-390-401-015	
Certification Date	May 31, 2016	

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Beginning Balance		11,012.87
Contract Encumbrance Amount		-11,313.04
Ending Balance		- 300.17
Transfer Fr Account Number	30-000-400-890-931-015	
Transfer Fr Account Title	SOFT HVAC EXP	
Transfer Fr Beginning Balance	504,765.01	
Transfer Amount	-300.17	300.17
Transfer Fr Ending Balance	504,464.84	
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Business Administrator/Board Secretary

D. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES AS OF MAY 31, 2016 FOR THE 2015-2016 PROGRAM YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-251-072

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF MAY 31, 2016 FOR THE 2015-2016 PROGRAM YEAR
PURSUANT TO BOARD OF EDUCATION STANDARD OPERATING PROCEDURE 3-003
TO MONITOR THE % OF EXPENDITURE TO CONTROL CARRY-OVER WAIVER REQUESTS
UNDER GUIDANCE OF THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
FISCAL MANAGEMENT - RESTRICTED REVENUES**

WHEREAS, Standard Operating Procedure 3-003 provides for the mechanism for Board of Education monitoring of restricted revenue expenditure levels as the Board of Education must ensure that restricted revenue accounts must be appropriated and fully expended in a timely manner and in accordance with grant allocations/budgets; and

WHEREAS, the New Jersey Quality Single Accountability Continuum (NJQSAC) - District Performance Review - D. Restricted Revenues - Sections 1.b. and 1.d provide the following guidance:

- 1.b. Grant funds are spent as budgeted. Amendments and budget modifications are completed for changes that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000;
- 1.d. At least 85 percent of the NCLB and IDEA grant funds are expended in one year. For Title I, a waiver to carry over more than 15% has not been requested within the last three years;

; and

WHEREAS, the Business Administrator/Secretary to the Board reports the following:

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GRANT	GAAP ACCT	YEAR	CURRENT APPROPR	TOTAL EXPENDED	TOTAL ENCUMBERED /CARRYOVER	UNEXPENDED DOLLAR BALANCE	UNEXPENDED PERCENT BALANCE
TITLE 1A	20-231	15-16	19478	1200	8568.40	9709.60	7%
IDEA BSC	20-250	15-16	73030	69450.55	3579.45	0	0%
IDEA PSD	20-251	15-16	5030	5030	0	0	0%
TITLE 2A	20-270	15-16	4893	4893	0	0	0%
REAP	20-450	15-16	25180	22780	2400	0	0%
TOTAL			127611	103353.55	14547.85	9709.60	7%

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above summary represents the monthly certification of grant expenditures for the program year 2015-2016 No Child Left Behind, IDEA Part B, and REAP; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the responsible staff and said staff shall provide the Board of Education with a detailed explanation for any grants that will exceed the fifteen percent (15%) waiver amount at the end of the program year.

E. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS FOR THE MONTH ENDING MAY 31, 2016

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#15-16-RM-172-251-073

**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING MAY 31, 2016**

WHEREAS, when the district is a sub-grantee of grants awarded by the Federal government to the State of New Jersey the district shall submit reimbursement requests using the Electronic Web-Enabled Grant (EWEG) System. Expenditures must be supported by documentation at the sub-grantee level. Documentation for salary expenditures will be according to the applicable federal circular. Expenditures must be for allowable costs. Expenditures must be related to the sub-grantee's cost objectives. Expenditures will be reviewed to determine that:

- A. Adequate description of expenditures is provided;
- B. No new budget category is created; and

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- C. Reimbursement does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories; and

WHEREAS, Reimbursement requests will be certified by the board as being in accordance with approved grant applications as evidenced by the review of a monthly disbursement report. EWEG reimbursement requests will meet New Jersey Department of Education time lines and deadlines; and

WHEREAS, the Business Administrator/Secretary to the Board has submits to the Board the following summary for the period ending **MAY 31, 2015** for review and certification; and

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
15-16	231	TITLE1A	200	300	PURCH PROF/TECH SVS	1200	
					TOTAL 200 SERIES		1200
					MONTHLY TOTAL		1200
15-16	250	IDEA BSC	100	566	PRIV SCH HANDI	9545	
					TOTAL 100 SERIES		9545
			200	300	PURCH PROF/TECH SVS	0	
					TOTAL 200 SERIES		0
					MONTHLY TOTAL		9545
15-16	251	IDEA PSD	200	300	PURCH PROF/TECH SVS	0	
					TOTAL 200 SERIES		0
					MONTHLY TOTAL		0
15-16	270	TITLE 2A	200	300	PURCH ED/PROF/TECH SVS	0	
					TOTAL 200 SERIES		0
					MONTHLY TOTAL		0
15-16	450	OTH FED	200	300	PURCH ED/PROF/TECH SVS	0	
					TOTAL 200 SERIES		0

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					MONTHLY TOTAL		0
					TOTAL - ALL GRANTS		

REIMBURSEMENT SUMMARY

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	REIMB TO DATE	REMAINING PAYMENTS	PENDING REIMB	PRESENT ENCUMB	PRESENT REIMB	REMAIN BALANCE
TITLE1A	15-16	19478	0	19478	0	8568	1200	9710
IDEA BSC	15-16	73030	59905	14603	0	3579	9545	0
IDEA PSD	15-16	5030	5030	0	0	0	0	0
TITLE 2A	15-16	4893	4893	0	0	0	0	0
OTH FED	15-16	25180	22780	2400	0	2400	0	0
TOTAL		127611	92,608	36,481	0	14,547	10,745	9,710

Fiscal Note:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Board certifies the EWEG submissions as above listed.

F. AUTHORIZING THE PRESIDENT AND BOARD SECRETARY TO ENTER INTO A MULTI-YEAR AGREEMENT FOR A DENTAL INSURANCE PROGRAM

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-230-085

**RESOLUTION AUTHORIZING THE PRESIDENT AND BOARD SECRETARY
TO ENTER INTO A MULTI-YEAR AGREEMENT
FOR A DENTAL INSURANCE PROGRAM**

WHEREAS, the Township of Springfield Board of Education is required by the terms and conditions of contracts with collective bargaining units and individual employees to provide dental insurance coverage; and

WHEREAS, a recommendation has been made by the Board of Education's health benefits consultant, Brown & Brown, to renew the contract with the present dental insurance carrier, **HORIZON HEALTHCARE DENTAL/PUBLIC EMPLOYER TRUST, Post Office Box 1710, Newark NJ 07101-1938;** and

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NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Board Secretary are hereby authorized to enter into a **two (2) year** agreement for a dental insurance program with **Horizon Healthcare Dental/Public Employer Trust** at the same level of benefits and methods of administration as previously existed under the following **two (2) year** rate structure effective **July 1, 2016 and guaranteed through June 30, 2018**:

Coverage Type	Single	Husband/Wife	Parent/Child	Family
Monthly Rate	\$51.37	\$92.58	92.58	\$137.22

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

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
Business Administrator/Board Secretary

G. EXECUTE TECHNICAL SERVICES AGREEMENT FOR A BUDGETARY ACCOUNTING SYSTEM

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-251-091

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD
TO EXECUTE TECHNICAL SERVICES AGREEMENT
FOR A BUDGETARY ACCOUNTING SYSTEM
WITH THE ASBURY PARK BOARD OF EDUCATION
FOR THE 2016-2017 SCHOOL YEAR
AND APPROVING A TRANSFER OF FUNDS/NEW LINE ITEM ACCOUNT**

WHEREAS, N.J.S.A. 18A:18A-14.2 provides that any board of education may contract or lease provide electronic data processing services for the board of education of another school district, and may undertake with such other board of education the joint operation of electronic data processing of their several official records and other information relative to their official activities, services and responsibilities; and

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WHEREAS, the Township of Springfield Board of Education, Burlington County, has developed and maintained a contractual relationship with the Asbury Park City Board of Education, Monmouth County, pursuant to N.J.S.A. 18A:18A-14.2 and wishes to renew said contracts as a cost effective way to provide basic electronic data processing for the School District.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute the below contract agreements, for the period of **July 1, 2016 to June 30, 2017**, with the Asbury Park Board of Education for the following services in the amounts indicated:

SERVICE	AMOUNT
Budgetary Accounting System	3500.00
License Fee, One-time (3 free)	150.00
Conversion Fee Standard Format, One-time	500.00
On-line Requisition System, One-time	250.00
Budget Build System – Free of Charge	0.00
Printing Budget Checks Fee	100.00
TOTAL CONTRACTED SERVICES	4,500.00

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-251-340-432-112	
Account Title	BUS OFF FINANCE SRV	
Certification Date	June 14, 2016	
Beginning Balance		3750.00
Contract Encumbrance Account		-4500.00
Revised Balance		- 750.00
Transfer Fr Account Number	11-000-251-890-314-112	
Transfer Fr Account Title	BUS ADM DUES	
Transfer Fr Opening Balance	1089.00	
Transfer Fr/To Amount	-750.00	
Transfer Fr Ending Balance	339.00	
Ending Balance		0.00

Fiscal Notes:

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Bruce M. Benedetti
Interim Business Administrator/Board Secretary

H. AUTHORIZING THE PAYMENT OF BILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-251-094

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
OF THE GENERAL ACCOUNTS AS CONTAINED
ON THE CHECK REGISTER FROM MAY 19, 2016 TO JUNE 22, 2016
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF MAY 2016**

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period **April 22, 2016 to May 18, 2016**; and

WHEREAS, this a summary table of check register that is provided in the addendum section of the subject minutes:

FUND	EXPENSE	DESCRIPTION	# OF INVOICES	AMOUNT
10	10-141	FICA REIMBURSEMENT	1	7600.73
11	11-000-100	TUITION INSTRUCTION	1	3387.60
	11-000-211	ATTENDANCE SERVICES	0	0.00
	11-000-213	HEALTH SERVICES	1	1120.00
	11-000-216	SPEECH & RELATED SERVICES	3	4790.34
	11-000-218	GUIDANCE SERVICES	0	0.00
	11-000-219	CHILD STUDY TEAM SERVICES	3	6376.65
	11-000-221	IMPROVEMENT OF INSTRUCTION SERVICES	1	5110.17
	11-000-222	EDUCATIONAL MEDIA SERVICES	0	0.00
	11-000-223	INSTRUCTIONAL STAFF TRAINING	0	0.00
	11-000-230	GENERAL ADMINISTRATION	6	2599.94
	11-000-240	SCHOOL ADMINISTRATION	0	0.00
	11-000-251	CENTRAL BUSINESS SERVICES	3	947.45
	11-000-252	INFORMATION TECHNOLOGY SERVICES	0	0.00
	11-000-261	MAINTENANCE SCHOOL FACILITIES	10	3926.75
	11-000-262	CUSTODIAL SERVICES	5	5014.72
	11-000-266	SECURITY SERVICES	0	0.00
	11-000-270	TRANSPORTATION SERVICES	2	17509.46
	11-000-291	UNALLOCATED EMPLOYEE BENEFITS	9	78840.86
	11-105-100	PRE-SCHOOL INSTRUCTION	0	0.00

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	11-110-100	KINDERGARTEN INSTRUCTION	0	0.00
	11-120-100	GRADE 1-5 INSTRUCTION	0	0.00
	11-130-100	GRADE 6 INSTRUCTION	0	0.00
	11-150-100	REGULAR HOME INSTRUCTION	0	0.00
	11-190-100	UNDISTRIBUTED INSTRUCTION	9	5798.08
	11-212-100	MULIPLE DISABLED INSTRUCTION	1	94.00
	11-213-100	RESOURCE CENTER INSTRUCTION	0	0.00
	11-215-100	PRE-SCHOOL DISABLED INSTRUCTION	0	0.00
	11-219-100	SPECIAL EDUCATION HOME INSTRUCTION	0	0.00
	11-230-100	BASIC SKILLS INSTRUCTION	0	0.00
	11-403-100	ENRICHMENT INSTRUCTION	0	0.00
12	12-000-400	FACILITIES ACQUISTION	0	0.00
20	20-231-XXX	TITLE 1A	2	8568.40
	20-250-XXX	IDEA BASIC	1	3579.45
	20-251-XXX	IDEA PRE-SCHOOL	0	0.00
	20-270-XXX	TITLE 2A	0	0.00
	20-450-XXX	REAP	1	2400.00
				150063.87
63	62-910-310	CAFETERIA	6	15698.76
82	82-000-520	FLEXIBLE SPENDING		
95	95-401-210	STUDENT ACTIVITY	2	249.00

WHEREAS, the Board of Education wishes to authorize payment of said bills and to ratify the prior payment of obligations through the issuance of **current fund** hand checks for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
			None	
			TOTAL	

; and

WHEREAS, the Board of Education wishes to authorize payment of said bills and to ratify the prior payment of obligations through the issuance of **current fund** bank transfers during the month of **April 2016** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
			None	

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; and

WHEREAS, the New Jersey Quality Single Accountability Continuum (hereinafter "NJQSAC"), District Performance Review, B. Financial and Budgetary Control, Section j. requires that "Manual checks represent less than one percent of the checks issued on an annual basis (interfund payments are excluded from this requirement.). The following table monitors the issuance of manual checks as a percentage of checks issued to ensure compliance with NJQSAC:

MONTH	BILL LIST \$	MANUAL CK \$	TOTAL CK \$	MANUAL CK %
Jul 2015				
Aug 2015				
Sep 2015				
Oct 2015				
Nov 2015				
Dec 2015				
Jan 2016				
Feb 2016				
Mar 2016	118681.41	0.00	118,681.41	0.00%
Apr 2016	129835.26	0.00	129835.26	0.00%
May 2016	147198.25	0.00	147198.25	0.00%
Jun 2016	150213.87	0.00	150213.87	0.00%
Jun 2016	0.00	0.00	0.00	
TOTAL	545,928.79	0.00	545,928.79	0.00%

; and

WHEREAS, the below bank transfer(s) are for payroll and agency accounts during the month of **April 2016** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
5-12-2016	0073	0074	PAYROLL	82842.29
5-12-2016	0073	0075	AGENCY WITHHOLDING	61265.44
			TOTAL	144,107.73
5-26-2016	0073	0074	PAYROLL	123690.18
5-26-2016	0073	0075	AGENCY WITHHOLDING	91549.45
			TOTAL	215,239.63

; and

WHEREAS, the Board of Education wishes to authorize interfund bank transfers during the month of **April 2016** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
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5-2-2016	0074	0073	CORRECTION TRANSFER ERROR	52686.69
5-17-2016	0075	0073	CHAPTER 78 HEALTH CONTRIB	6121.38
5-17-2016	0075	0073	CHAPTER 78 HEALTH CONTRIB	6121.38
5-17-2016	0075	0073	CHAPTER 78 HEALTH CONTRIB	6121.38
5-17-2016	0075	0073	CHAPTER 78 HEALTH CONTRIB	6121.38
5-17-2016	0075	0073	CHAPTER 78 HEALTH CONTRIB	6121.38
5-17-2016	0075	0073	CHAPTER 78 HEALTH CONTRIB	6956.54
5-17-2016	0073	0076		85.25
5-17-2016	0073	0076		113.76
5-17-2016	0073	0076		980.85
5-17-2016	0073	0076		2270.90
5-17-2016	0073	0076	FUND 10 SUBSIDY TRANSFER	15000.00
5-25-2016	0075	0073	MONTHLY INTEREST	9.29
5-25-2016	0074	0073	MONTHLY INTEREST	3.30

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Florence Board of Education, County of Burlington, State of New Jersey, that payment of bills on the **May 19, 2016 to June 22, 2016** check register are hereby authorized; and

BE IT FURTHER RESOLVED that the Board of Education ratifies to prior issuance of the above listed hand check(s) and transfer(s).

I. EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER D&W-3

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15-16-RM-172-251-096

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/
SECRETARY TO THE BOARD
AS AUTHORIZED REPRESENTATIVE OF THE
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
TO EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER D&W-3
WITH THE DOOR & WINDOW REPLACEMENT CONTRACTOR
FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL
AND APPROVING A TRANSFER OF FUNDS**

WHEREAS, the New Jersey Department of Education made a final determination of eligibility for the costs of **renovations to the Springfield School** pursuant to N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-3.6 under project number 5010-050-14-1001-G04; and

WHEREAS, the Project Architect, Spiezle Architectural Group, and the Construction Manager, New Road Construction Management, have recommended the following change order for approval of the Board of Education:

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Jersey Architectural Door & Supply Inc.	Contract for General Construction Door and Window Replacement
Change Order Initiated: June 9, 2016	Change Order Number: D&W-3
Additional changes for labor and material as well as credits for labor and material based on provided revised interior hardware schedule. Additional material and labor = \$11,358.00, Credits = \$5,127.25 leaving a balance of \$6,230.75.	\$6,230.75
Lump Sum Change Order Amount	\$6,230.75
Original Contract Sum	\$432,783.00
Net Change Orders Previously Authorized	\$28,391.00
Contract Sum Prior To This Change Order	\$461,174.00
Contract Sum Increase/(Decrease) This Change Order	\$6,230.75
New Contract Price After This Change Order	\$467,404.75
Contract Time Adjustment For This Change Order	0.00

WHEREAS; total number of change orders executed for a particular contract shall not cause the originally awarded contract price to be exceeded by more than 20 percent unless otherwise authorized by these rules. If proposed change orders do exceed the 20 percent limitation of (a)9 above, no work shall be performed or purchases made until the procedures of N.J.A.C. 5:30-11.9 have been completed. If the governing body determines issuance of the change order is not justifiable, a new contract shall be executed in accordance with the Local Public Contracts Law. This percentage of change orders to base contract, with the approval of this Resolution, is **seven percent (7%)**.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator/Secretary to the Board is hereby authorized to execute the above detailed change order as **D&W-3**; and

BE IT FURTHER RESOLVED that the Business Administrator/Secretary to the Board shall make the required, if any, transfer of funds to affect the above change order and to increase/decrease the existing purchase order to reflect the change order amount.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

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Category	Description	Amount
Name of Account	DOOR & WINDOW RPR SRV	
Account Number	30-000-400-450-949-015	
Certification Date	June 15, 2016	
Beginning Balance		0.00
Contract Encumbrance Amount		-6,230.75
Ending Balance		-6,230.75
Transfer Fr Account Number	30-000-400-890-949-015	
Transfer Fr Account Title	SOFT WINDOW EXP	
Transfer Fr Beginning Balance	71426.12	
Transfer Amount	-6,230.75	6,230.75
Transfer Fr Ending Balance	65,195.37	
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Business Administrator/Board Secretary

***** *CERTIFICATION OF THE BOARD SECRETARY* *****

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was (were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, June 21, 2016** in the Library at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

RESOLUTIONS A, B, C, D, E, G, I

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs			X					1
2	Andrew Eaton, Vice President			X					2
3	Wade Hale			X					3
4	Kristen Lippincott		X	X					4
5	Michael Ramalho						X		5

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6	Dennis Schmieder			X					6
7	James Specca	X		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 =

RESOLUTION F

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
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	X					6
7	James Specca	X		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 =

PERSONNEL & NEGOTIATIONS

A. APPROVING A MODIFICATION IN THE SUCCESSOR AGREEMENT WITH THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND THE SPRINGFIELD TOWNSHIP EDUCATION ASSOCIATION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#15-16-RM-172-270-074

RESOLUTION APPROVING A MODIFICATION IN THE SUCCESSOR AGREEMENT WITH THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND THE SPRINGFIELD TOWNSHIP EDUCATION ASSOCIATION PURSUANT TO ARTICLE II – NEGOTIATION PROCEDURE, SECTION E. – MODIFICATION OF THE AGREEMENT

WHEREAS, the parties have agreed that certain section of the Agreement related to the hourly compensation for Teacher Assistants performing the duties of a Van Driver; and

WHEREAS, the parties wish to modify the existing agreement in the following manner:

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ARTICLE III
Work Year/Work Day/Work Hours
Support Staff

- A. The work year shall be defined **as one hundred eighty two (182) working** days for **a ten (10)** month support staff employees.
- B. Staff will be notified by the end of the school year of the calendar for the upcoming school year comprising the **one hundred eighty two (182)** working days.
- C. Full-time employment for custodians and maintenance shall consist of eight (8) hours per day inclusive of breaks and duty free lunch listed below. Full time employment for teacher assistants shall consist of six and three quarter (6.75) hours per day inclusive of breaks and duty free lunch listed below.
- D. Full time custodian and maintenance employees shall have two **(2) fifteen (15)** minute breaks and a **thirty (30)** minute duty free lunch. Teacher assistants shall have a **forty five (45)** minute duty free lunch. Those paraprofessionals who work a half day schedule will be provided with a **fifteen (15)** minute break during either their morning or afternoon shift.
- E. Twelve **(12)** month employees shall receive twelve (12) paid holidays per year, to be determined by the Superintendent, when the student calendar is being developed.
- F. Twelve **(12)** month employees shall receive vacation as follows:

1-5 years	2 weeks
6-14 years	3 weeks
15+ years	4 weeks

ARTICLE XV
Salary Adjustments

Salary guides to be mutually developed and agreed to by the parties. Each employee will advance one step on the guide each year. The board shall reserve the right to approve the salary guide construction proposed by the Association.

Retroactive salary payment will be paid the next payroll after six (6) weeks of Board approval. Any and all other amounts in the Agreement, including stipends, hourly rates and / or additional compensation to be frozen at 2013-2014 rates unless otherwise stated.

The parties have entered into the Memorandum of Agreement freely and voluntarily with a full understanding of their rights and the contents of this Agreement. This Memorandum may be amended only by written agreement signed by both parties. This Memorandum of Agreement is contingent on and subject to the ratification of the Springfield Township Education Association and approval by resolution by the Springfield Township Board of Education.

- A. Employees whose employment began prior to February 1 will be compensated on the next step of the adopted salary guide for the following school year.

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- B.** Employees whose employment began February 1 or after will be compensated on the same step of the adopted salary guide for the following school year.
- C.** Bargaining unit members may elect to have their paychecks directly deposited into a bank of their choice.
- D.** Professional Development ~~s~~Stipends

I. ~~for~~ **Teacher** Assistants with **thirty (30)** college credits:

2014-2015	\$600.00
2015-2016	\$600.00
2016-2017	\$600.00

II. ~~Professional Development stipend for~~ **Teacher** Assistants with **sixty (60)** college credits or an Associate's Degree:

2014-2015	\$1,200.00
2015-2016	\$1,200.00
2016-2017	\$1,200.00

The college credits must provide a benefit to the school district or satisfy the requirements of the Elementary and Secondary Education Act, subject to the approval of the Chief School Administrator.

Salary increases for the school year 2014-2015, for all unit members, shall be 2.90 %, inclusive of increment, retroactive to July 1, 2014.

Salary increases for the school year 2015-2016, for all unit members, shall be 2.75%, inclusive of increment, effective July 1, 2015.

Salary increases for the school year 2016-2017, for all unit members, shall be 2.90%, inclusive of increment effective July 1, 2016.

Support staff shall increase an additional ~~25%~~ **25** on the above **settlements as follows:-**

2014-2015	3.15%
2015-2016	3.00%
2016-2017	3.15%

EXHIBIT B

**Springfield Township School
 Salary Guide – Support Staff**

YEAR 1 (2014-2015)

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Step	Aides Teacher Asst Annual	Teacher Asst Hourly	Custodian Annual	Van Driver Annual	Van Driver Hourly	Maintenance Annual
1	18,627	<u>15.16</u>	29,801	35,013 <u>18,225</u>	<u>14.84</u>	33,380
2	18,791	<u>15.30</u>	30,057	35,013 <u>18,789</u>	<u>15.29</u>	34,226
3	18,942	<u>15.42</u>	30,292	35,013 <u>19,370</u>	<u>15.77</u>	35,073
4	19,106	<u>15.55</u>	30,549	35,013 <u>19,969</u>	<u>16.25</u>	35,938
5	19,748	<u>16.07</u>	31,532	35,013 <u>20,586</u>	<u>16.76</u>	36,863
6	20,402	<u>16.61</u>	32,555	35,013 <u>21,223</u>	<u>17.28</u>	37,767
7	21,031	<u>17.12</u>	33,559	35,013 <u>21,879</u>	<u>17.81</u>	38,731
8	21,799	<u>17.74</u>	34,738	35,013 <u>22,556</u>	<u>18.36</u>	39,695
	-		-	-		-
Off	-		45,301	-		-
	-		-	Hourly Rate Rounded Nearest \$	18.00	-

YEAR 2 (2015-2016)

Step	Aides Teacher Asst Annual	Teacher Asst Hourly	Custodian Annual	Van Driver Annual	Van Driver Hourly	Maintenance Annual
1	19,065	<u>15.52</u>	30,501	35,836 <u>18,772</u>	<u>15.28</u>	34,165
2	19,233	<u>15.66</u>	30,763	35,836 <u>19,353</u>	<u>15.75</u>	35,031
3	19,387	<u>15.78</u>	31,004	35,836 <u>19,951</u>	<u>16.24</u>	35,897
4	19,555	<u>15.92</u>	31,266	35,836 <u>20,568</u>	<u>16.74</u>	36,783
5	20,212	<u>16.45</u>	32,273	35,836 <u>21,204</u>	<u>17.26</u>	37,729
6	20,881	<u>17.00</u>	33,320	35,836 <u>21,860</u>	<u>17.79</u>	38,655
7	21,525	<u>17.52</u>	34,347	35,836 <u>22,535</u>	<u>18.34</u>	39,641
8	22,312	<u>18.16</u>	35,554	35,836 <u>23,233</u>	<u>18.91</u>	40,628
	-		-	-		-
Off	-		46,366	-		-

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	-		-	<u>Hourly Rate Rounded Nearest \$</u>	<u>19.00</u> ¹	-
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YEAR 3 (2016-2017)

Step	<u>Aides Teacher Asst Annual</u>	<u>Teacher Asst Hourly</u>	<u>Custodian Annual</u>	<u>Van Driver Annual</u>	<u>Van Driver Hourly</u>	<u>Maintenance Annual</u>
1	19,555	<u>15.92</u>	31,285	36,757 <u>19,363</u>	<u>15.76</u>	35,043
2	19,727	<u>16.06</u>	31,554	36,757 <u>19,963</u>	<u>16.25</u>	35,931
3	19,885	<u>16.19</u>	31,801	36,757 <u>20,579</u>	<u>16.75</u>	36,819
4	20,057	<u>16.33</u>	32,070	36,757 <u>21,216</u>	<u>17.27</u>	37,728
5	20,732	<u>16.88</u>	33,102	36,757 <u>21,872</u>	<u>17.80</u>	38,698
6	21,418	<u>17.43</u>	34,176	36,757 <u>22,549</u>	<u>18.35</u>	39,648
7	22,078	<u>17.97</u>	35,230	36,757 <u>23,245</u>	<u>18.92</u>	40,660
8	22,885	<u>18.63</u>	36,468	36,757 <u>23,965</u>	<u>19.51</u>	41,672
	-		-	-		-
Off	-		47,558	-		-
	-		-	<u>Hourly Rate Rounded Nearest \$</u>	<u>20.00</u>	-

HOURLY PAY DIFFERENTIAL VAN DRIVER - TEACHER ASSISTANT

STEP	<u>2014-15 VAN</u>	<u>2014-15 TA</u>	<u>2014-15 DIFF</u>	<u>2015-16 VAN</u>	<u>2015-16 TA</u>	<u>2015-16 DIFF</u>	<u>2016-17 VAN</u>	<u>2016-17 TA</u>	<u>2016-17 DIFF</u>
	<u>18.36</u>	<u>17.74</u>	<u>.62</u>	<u>18.91</u>	<u>18.16</u>	<u>.75</u>	<u>19.51</u>	<u>18.63</u>	<u>.88</u>

The divisor for hourly calculations is a one hundred and eighty two (182) day school year times six and three quarter hours (6.75) [1228.5 hours] per school day.

¹ All compensation for before/after the regular school day shall be paid at twenty dollars (\$20) per hour.

All payments for the hourly differential shall be retroactive from July 1, 2014 until the effective adoption date of this Resolution.

**Springfield Township Board of Education
Jobstown, NJ 08041
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NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that President and Secretary to the Board shall below execute this resolution as a modification of the existing 2014-2017 Agreement between the Springfield Board of Education and the Springfield Township Education Association.

FOR THE BOARD OF EDUCATION

FOR THE EDUCATION ASSOICATION

Gregory Madia
President

Bruce M. Benedetti
Secretary to the Board

B. APPROVING THE APPOINTMENT OF SCHOOL DISTRICT STAFF TO THE EXTENDED YEAR PROGRAMS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-261-082

**RESOLUTION APPROVING THE APPOINTMENT OF SCHOOL DISTRICT STAFF
TO THE EXTENDED YEAR PROGRAMS
AND APPROVING A TRANSFER OF FUNDS**

WHEREAS, the 2016-2017 budget statement contains funds for extended year programs for special needs students; and

WHEREAS, the Superintendent of Schools has posted for the positions and makes the following recommendations for appointment:

Staff	Position	Hours	Days	Total Hours	Rate of Pay	Comp Total	Account #	Acct Total
JoAnn Ricciani	Nurse	4.50	16	72.00	\$40	2880	11-000-213	2880
Karen Wassall	Bus/Van	60.00		60.00	\$20	1200	11-000-270	1200
Patricia Carter	MD Tchr	4.25	11	46.75	\$40	1870	11-212-100	1870
Sherry Preisig	MD IA/TA	4.00	16	64.00	\$20	1280	11-212-100	1280
Samantha Nims	RC Tchr	4.25	10	42.50	\$40	1700	11-213-100	
Sandra Secouler	RC Tchr	4.25	11	46.75	\$40	1870	11-213-100	3570
Denise Buffa	RC IA/TA	4.00	6	24.00	\$20	780	11-213-100	
Annette Capra	RC IA/TA	4.00	5	20.00	\$20	650	11-213-100	1430
Jillian Bencivengo	PSD Tchr	4.00	16	64.00	\$40	2560	11-215-100	2560

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Virginia Grupp	PSD IA/TA	4.00	5	20.00	\$20	650	11-215-100	
Janet Lockwood	PSD IA/TA	4.00	16	64.00	\$20	1280	11-215-100	1930
						16720		16720

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the above appointments are hereby approved.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-213-100-106-103	
Account Title	NURSE ESY PAY	
Certification Date	June 3, 2016	
Beginning Balance		2560
Contract Encumbrance Account		-2880
Revised Balance		- 320
Transfer Fr Account Number	11-212-100-106-106-100	
Transfer Fr Account Title	MD IA ESY PAY	
Transfer Fr Opening Balance		1280
Transfer Fr/To Amount		-320 320
Transfer Fr Ending Balance		960
Ending Balance		0

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-270-161-106-118	
Account Title	TRANS SPEC ED ESY PAY	
Certification Date	June 3, 2016	
Beginning Balance		960
Contract Encumbrance Account		-1200
Revised Balance		- 240
Transfer Fr Account Number	11-212-100-106-106-100	
Transfer Fr Account Title	MD IA ESY PAY	
Transfer Fr Opening Balance		960
Transfer Fr/To Amount		-240 240
Transfer Fr Ending Balance		720
Ending Balance		0

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CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-212-100-101-106-100	
Account Title	MD TCH ESY PAY	
Certification Date	June 3, 2016	
Beginning Balance		1824
Contract Encumbrance Account		-1870
Revised Balance		- 46
Transfer Fr Account Number	11-212-100-106-106-100	
Transfer Fr Account Title	MD IA ESY PAY	
Transfer Fr Opening Balance		720
Transfer Fr/To Amount		-46 46
Transfer Fr Ending Balance		674
Ending Balance		0

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-212-100-106-106-100	
Account Title	MD IA ESY PAY	
Certification Date	June 3, 2016	
Beginning Balance		2560
Contract Encumbrance Account		-1280
Ending Balance		1,280

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-213-100-101-106-100	
Account Title	RC TCH ESY PAY	
Certification Date	June 3, 2016	
Beginning Balance		3600
Contract Encumbrance Account		-3570
Ending Balance		30

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-213-100-106-106-100	
Account Title	RC IA ESY PAY	
Certification Date	June 3, 2016	
Beginning Balance		2560
Contract Encumbrance Account		-1430

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Ending Balance		1,130
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CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-215-100-101-106-100	
Account Title	PSD TCH ESY PAY	
Certification Date	June 3, 2016	
Beginning Balance		2384
Contract Encumbrance Account		-2560
Revised Balance		- 176
Transfer Fr Account Number	11-212-100-106-106-100	
Transfer Fr Account Title	MD IA ESY PAY	
Transfer Fr Opening Balance		674
Transfer Fr/To Amount		-176
Transfer Fr Ending Balance		498
Ending Balance		0

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-215-100-106-106-100	
Account Title	PSD IA ESY PAY	
Certification Date	June 3, 2016	
Beginning Balance		2560
Contract Encumbrance Account		-1930
Ending Balance		630

C. APPROVING THE APPOINTMENT OF A DIRECTOR OF CURRICULUM

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-221-084

**RESOLUTION APPROVING THE APPOINTMENT OF A DIRECTOR OF CURRICULUM
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2016-2017 SCHOOL YEAR
AND APPROVING A TRANSFER OF FUNDS**

WHEREAS, a new position was created by the approval of a job description at the May 17, 2016 Board of Education meeting; and

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WHEREAS, the position was duly posted in accordance with the provisions of the Agreement Between the Springfield Township Board of Education and the Springfield Township Education Association; and

WHEREAS, the following recommendation is being made by the Superintendent of Schools:

NAME:	Asia Michael
STREET ADDRESS:	23 Brentwood Drive
TOWN ZIP CODE:	Burlington NJ 08016
STEP ON SCALE:	Not Applicable
ANNUAL COMPENSATION LEVEL:	\$86,436
POSITION CONTROL NUMBER:	H-C&I002
EFFECTIVE DATE:	July 1, 2016

Jersey 1 st Classification	New Jersey Resident
Health Care Coverage	Full Coverage
Pension System Enrollment	TPAF
Annual Sick Leave Allocation	12
Annual Personal Leave Allocation	3
Annual Vacation Leave Allocation	10

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above appointment is hereby approved as above indicated.

EMPLOYEE HIRING MANDATORY ITEM CHECK LIST

-1- Completed Physical	-2- TB Test Certificate	-3- Fingerprint Clearance	-4- Emergent Hire Form	-5- Black Seal License	-6- Right To Know Training	-7- Laboratory Compliance Training	-8- Driver License Check	-9- Hepatitis B Series
SB	SB	SB	NR	NR	NR	NR	NR	NR
				Custodial Only		Science Only	Bus/Van Only	High Risk Only

Legend: SB = Submitted NS = Not Submitted NR = Not Required TBS = To Be Scheduled TBO = To Be Obtained

Required Before Start of Employment = Items 1, 2, 3 or 4, 8 [bus/van only]
Required Within 1 Year = Item 5

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

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Jobstown, NJ 08041
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CERTIFICATION OF ENCUMBRANCE REVISIONS OF PAYROLL ACCOUNT

-1- DATE START	-2- ANNUAL PAY	-3-	-4- PERIOD RATE [B2/C2]	-5- PAY PERIODS	-6- PERIOD TOTAL [D2XE2]	-7- PAY DAYS	-8- PER DIEM RATE	-9- PER DIEM TOTAL [G2XH2]	-10- ANNUAL PRO-RATED TOTAL [F2+I2]
7-1-2016	86436	24	3601.50	24	86436	0	0	0	86436

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CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-221-102-103-139	
Account Title	CUR/INST DIR SAL	
Certification Date	June 3, 2016	
Beginning Balance		84,000.00
Contract Encumbrance Account		-86,436.00
Revised Balance		-2,436.00
Transfer Fr Account Number	11-000-240-103-103-100	
Transfer Fr Account Title	ASST PRIN SAL	
Transfer Fr Opening Balance		9,971.00
Transfer Fr/To Amount		-2,436.00
Transfer Fr Ending Balance		7,535.00
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

**D. APPROVING THE APPOINTMENT OF STAFF TO CONDUCT THE 2016-2017
KINDERGARTEN REGISTRATION**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-110-089

**RESOLUTION APPROVING THE APPOINTMENT OF STAFF
TO CONDUCT THE 2016-2017 KINDERGARTEN REGISTRATION
AND APPROVING A TRANSFER OF FUNDS/NEW LINE ITEM ACCOUNT**

**Springfield Township Board of Education
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WHEREAS, the Board of Education wishes to approve the appointment of staff to cover the FY2016-2017 kindergarten registration; and

WHEREAS, the Superintendent of Schools makes the following recommendation for said appointments at the compensation rate and dedicated hours so listed:

Staff Member	Rate of Pay	Hours	Total Compensation
Jillian Bencivengo-Teacher	\$40.00	2	\$80.00
Denise Buffa-Bus Driver	\$40.00	2	\$80.00
Bridget Csolak-Speech Teacher	\$40.00	2	\$80.00
Barbara Pine-Teacher	\$40.00	2	\$80.00
JoAnn Ricciani-School Nurse	\$40.00	2	\$80.00
Tracy Seitz-Teacher	\$40.00	2	\$80.00
TOTAL			\$ 480.00

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the appointments for the kindergarten registration positions, submitted upon the recommendation of the Superintendent of Schools, are hereby approved.

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CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-110-100-101-110-100	
Account Title	PRE-K REG PAY	
Certification Date	June 8, 2016	
Beginning Balance		0.00
Contract Encumbrance Account		-480.00
Revised Balance		- 480.00
Transfer Fr Account Number	11-110-100-101-104-100	
Transfer Fr Account Title	PRE-K SUB PAY	
Transfer Fr Opening Balance		1000.00
Transfer Fr/To Amount		-480.00 480.00
Transfer Fr Ending Balance		520.00
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti

**Springfield Township Board of Education
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Interim Business Administrator/Board Secretary

E. APPROVING THE APPOINTMENT OF STAFF TO CONDUCT SUMMER CURRICULUM DEVELOPMENT AND CHILD STUDY TEAM CASE MANAGEMENT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-221-090

**RESOLUTION APPROVING THE APPOINTMENT OF STAFF
TO CONDUCT SUMMER CURRICULUM DEVELOPMENT
AND CHILD STUDY TEAM CASE MANAGEMENT
AND APPROVING A TRANSFER OF FUNDS/NEW LINE ITEM ACCOUNT**

WHEREAS, the Board of Education wishes to approve the appointment of staff to conduct summer curriculum development; and

WHEREAS, the Superintendent of Schools makes the following recommendation for said appointments at the compensation rate and dedicated hours for summer curriculum development as so listed:

Staff	Dates	Hours	Rate	Total	Purpose
Alisa Palazzi	6/20 & 6/21 8/8- 8/11, 8/15	7 days (47.25 hours)	\$40.00	\$1890	ELA Revisions NGSS Curriculum & Benchmark Development
Erica McIntyre	8/8- 8/11, 8/15	5 days (33.75 hours)	\$40.00	\$1350	NGSS Curriculum & Benchmark Development
Patricia Sepessy	8/8- 8/11, 8/15	5 days (33.75 hours)	\$40.00	\$1350	NGSS Curriculum & Benchmark Development
Ashley Traino	8/11 & 8/15	2 days (13.5 hours)	\$40.00	\$540	Overview of NGSS and Benchmark Development
Adam Jarvela	TBD	2 days (13.5 hours)	\$40.00	\$540	Music Program Development

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				\$5670	
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; and

WHEREAS, the Superintendent of Schools makes the following recommendation for an appointment at the compensation rate and dedicated hours for as so listed:

Staff	Dates	Hours	Rate	Total	Purpose
Rebecca Schweitzer	-	50	\$40.00	\$2000	Child Study Team Case Management

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the appointments for the summer curriculum development and Child Study Team Case Management, submitted upon the recommendation of the Superintendent of Schools, are hereby approved.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-221-110-221-139	
Account Title	CUR/INST CURR PAY	
Certification Date	June 8, 2016	
Beginning Balance		5600.00
Contract Encumbrance Account		-5670.00
Revised Balance		- 70.00
Transfer Fr Account Number	11-000-221-610-327-139	
Transfer Fr Account Title	CUR/INST SUP	
Transfer Fr Opening Balance		9209.00
Transfer Fr/To Amount		-70.00
Transfer Fr Ending Balance		9,139.00
Ending Balance		0.00

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-219-110-219-137	
Account Title	CST SMR PAY	
Certification Date	June 8, 2016	
Beginning Balance		0.00

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Contract Encumbrance Account		-2000.00
Revised Balance		-2,000.00
Transfer Fr Account Number	11-000-291-280-107-100	
Transfer Fr Account Title	UNDIST TUIT REIMB	
Transfer Fr Opening Balance	15000.00	
Transfer Fr/To Amount	-2000.00	2000.00
Transfer Fr Ending Balance	13000.00	
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

**F. ADOPTING AND/OR AMENDING A JOB DESCRIPTION FOR PAYROLL CLERK –
CONFIDENTIAL AGENT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-251-092

RESOLUTION

WHEREAS, Township of Springfield Board of Education maintains job descriptions for positions within the School District and there are instances where new positions are warranted and also where job duties and qualifications are required to be amended; and

Springfield Township School District
2146 Jacksonville-Jobstown Road
Jobstown NJ 08041-2007

JOB DESCRIPTION: Payroll Clerk – Confidential Agent

POSITION CONTROL ROSTER NUMBER: FF-CAB0002

QUALIFICATIONS:

1. High school diploma
2. Must pass all physical and medical tests required by the Board of Education
3. Background in payroll administration
4. Strong analytical, communication and human relations skills
5. Able to manage and integrate multiple software programs
6. Proficient in the use of Excel
7. Required to pass criminal background check

Springfield Township Board of Education
Jobstown, NJ 08041
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REPORTS TO: Business Administrator/Secretary to the Board

JOB GOAL: To efficiently process bi-monthly payrolls. Able provide quality human resources services and to interact with School District staff in a positive and professional manner

PERFORMANCE RESPONSIBILITIES:

1. Process payroll every 15th and 30th of the month
2. Check timesheets and enter them into the payroll software
3. Make any necessary changes to voluntary deductions, taxes, and direct deposits
4. Advise the Business Administrator of the amounts to be transferred from the general account to the payroll & agency accounts to cover disbursements and to verify that transfer amounts are accurate
5. Make the necessary agency payments and maintain payroll agency subsidiary ledger
6. Enroll new employees in pension system
7. Review & complete the quarterly IROC report
8. Reconcile the quarterly tax payments
9. Process W2s every January
10. Every August-complete the NJEA August import to update all NJEA Deductions.
11. Maintain employee health benefit deductions, health benefit in lieu waiver payments, and changes in employee coverage
12. Maintain unemployment trust fund accounting
13. Maintain the flexible spending fund accounting
14. Assist with the issuance of employment contracts
15. Report and act as a liaison for any worker's compensation cases
16. Conduct quarterly payroll encumbrance verification worksheet
17. Assist in the development and implementation of paperless payroll functions
18. Assist the Business Administrator in compliance with the Affordable Care Act
19. Performs any other duties that shall be assigned by the Business Administrator

TERMS OF EMPLOYMENT: Compensation and work hours subject to mutual agreed of the employee and the Board of Education. All initial conditions of employment subject to the "New Hire Terms and Conditions Agreement".

EVALUATION: Performance will be evaluated annually in accordance with the provisions of the Board of Education's policy on evaluation of non-certified staff.

DATE APPROVED: June 22, 2016

REVISED:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 through 7.5 Criminal history records

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N.J.S.A. 18A:16-1	Officers and employees in general
N.J.S.A. 18A:16-2	Physical examinations; requirements
N.J.S.A. 18A:17-2	Tenure of secretarial and clerical employees
N.J.S.C. 6:3-4A	Requirements of physical examinations

NOW, THEREFORE, BE IT RESOLVED that the above job description and/or amendments is/are hereby approved.

G. ADOPTING AND/OR AMENDING A JOB DESCRIPTION FOR ACCOUNTS PAYABLE CLERK – CONFIDENTIAL AGENT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-251-093

**RESOLUTION ADOPTING AND/OR AMENDING A JOB DESCRIPTION
FOR ACCOUNTS PAYABLE CLERK – CONFIDENTIAL AGENT**

WHEREAS, Township of Springfield Board of Education maintains job descriptions for positions within the School District and there are instances where new positions are warranted and also where job duties and qualifications are required to be amended; and

Springfield Township School District
2146 Jacksonville-Jobstown Road
Jobstown NJ 08041-2007

JOB DESCRIPTION: Accounts Payable Clerk – Confidential Agent

POSITION CONTROL ROSTER NUMBER: FF-CAB0001

QUALIFICATIONS:

1. High school diploma
2. Experience in clerical accounting work, all aspects of the purchasing process and the ability to maintain and post accounts accurately
3. Knowledge of bookkeeping principles and practices and the ability to apply these principles to work situations
4. Ability to perform arithmetical computations accurately and rapidly
5. Ability to deal with the public calmly, tactfully and courteously
6. Competency with computers
7. Able to manage and integrate multiple software programs
8. Proficient in the use of Excel

Springfield Township Board of Education
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9. Required to pass criminal background check

REPORTS TO: Business Administrator/Secretary to the Board

JOB GOAL: To efficiently process all accounts payable and to ensure accurate and timely satisfaction of School District obligations

PERFORMANCE RESPONSIBILITIES:

1. Recording on computer and filing of purchase orders, receipts, bills, invoices, reports and records, which are the provinces of the business office, in accordance with State law, Board policy and administrative directives
2. Preparing bills for payment, verification of invoices and collecting necessary evidence of the proper delivery of purchased items
3. Maintaining files on purchases, paying all invoices, and any other matters deemed appropriate by the Business Administrator
4. Post hand checks and receipts for various funds
5. Monitors all purchase orders to determine correctness of information, price extensions, account designation and other required information and submits for approval
6. Cooperates with auditors and provides information to them as requested by the School Business Administrator
7. Provides advance warning of potential over-expenditures of budgeted fund
8. Maintains fixed asset accounting system using computerized processes provided in the vendor support package
9. Will monitor transfer of fixed assets from location to location
10. Will record cafeteria receipts in the manual control system to ensure accurate general ledger postings
11. Assists in the establishment and maintenance of record archives in the area of accounts payable/receivable and fixed asset accounting in accordance with regulatory mandates
12. Process bank deposits
13. Performs any other duties that shall be assigned by the Business Administrator

TERMS OF EMPLOYMENT: Compensation and work hours subject to mutual agreed of the employee and the Board of Education. All initial conditions of employment subject to the "New Hire Terms and Conditions Agreement".

EVALUATION: Performance will be evaluated annually in accordance with the provisions of the Board of Education's policy on evaluation of non-certified staff.

DATE APPROVED:

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, June 24, 2016
Agenda – Regular Meeting**

REVISED:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 through 7.5 Criminal history records
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirements
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.S.C. 6:3-4A Requirements of physical examinations

NOW, THEREFORE, BE IT RESOLVED that the above job description and/or amendments is/are hereby approved.

H. APPROVING THE SUPERINTENDENT OF SCHOOLS' RECOMMENDATION FOR THE SUBSTITUTE POSITIONS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-230-097

**RESOLUTION APPROVING THE SUPERINTENDENT OF SCHOOLS'
RECOMMENDATION FOR THE SUBSTITUTE POSITIONS
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, the Superintendent of Schools is vested with the authority to recommend the hiring of certain personnel within the School District and that substitute teachers, aides, secretaries, nurses, special education aides are such personnel; and

WHEREAS, the Superintendent of Schools has reviewed the qualifications of the individuals listed on and recommends approval to the Board of Education for the below listed substitute:

NAME	POSITION	RATE
Jill Csazi	Speech Therapist	\$40.00 Per Hour

Summer program constitutes four (4) days with four (4) hours per day totaling \$640.00.

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above substitute positions are hereby approved.

**Springfield Township Board of Education
Jobstown, NJ 08041
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I. GRANTING EMERGENCY HIRING APPROVAL FOR PERSONNEL PENDING FINAL CRIMINAL HISTORY CLEARANCE

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-251-098

**RESOLUTION GRANTING EMERGENCY HIRING APPROVAL
FOR PERSONNEL PENDING FINAL CRIMINAL HISTORY CLEARANCE
PURSUANT TO N.J.S.A. 18A:6-7.1 ET SEQ, N.J.S.A. 18A:39-17 ET SEQ
AND N.J.S.A. 18A:6-4.13 ET SEQ**

WHEREAS, the Board of Education has or will be required to appoint various employees due to vacancies caused by retirements, new positions or other personnel actions; and

WHEREAS, the Superintendent of Schools has determined that the appointments are vital to the continuing operation of the School District; and

WHEREAS, the Superintendent of Schools has ensured that each employee has completed a "FORM A - AUTHORIZATION AND ATTESTATION OF APPLICANT FOR EMERGENT SCHOOL EMPLOYMENT" or "FORM B - AUTHORIZATION AND ATTESTATION OF DISTRICT/CONTRACTOR EMPLOYEE FOR EMERGENT SCHOOL EMPLOYMENT"; and

WHEREAS, the Superintendent of Schools recommends that the below individuals be permitted to start their employment prior to the finalization of the criminal history review:

NAME	POSITION
Sally Ann Baer	Payroll Clerk

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above individuals are hereby granted emergency approval for employment subject to the provisions of N.J.S.A. 18A:6-7.1 et seq, N.J.S.A. 18A:39-17 et seq and N.J.S.A. 18A:6-4.13 et seq.

***** CERTIFICATION OF THE BOARD SECRETARY *****

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was (were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, June 21, 2016** in the Library at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

RESOLUTIONS F & I

**Springfield Township Board of Education
Jobstown, NJ 08041
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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs			X					1
2	Andrew Eaton, Vice President			X					2
3	Wade Hale		X	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

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

RESOLUTIONS A, B, C, D, E, G, H

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs			X					1
2	Andrew Eaton, Vice President			X					2
3	Wade Hale		X	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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

CURRICULUM & TECHNOLOGY

A. APPROVING A NON-TAXPAYER FUNDED FIELD TRIP FOR THE 2016-2017 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-270-081

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, June 24, 2016
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**RESOLUTION APPROVING A NON-TAXPAYER FUNDED FIELD TRIPS
FOR THE 2016-2017 SCHOOL YEAR
PURSUANT TO BOARD OF EDUCATION POLICY #2340**

WHEREAS, the Springfield Township Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the school that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the school; and

WHEREAS, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study.

WHEREAS, the Board of Education shall approve all proposed field trips; and

WHEREAS, the Superintendent of Schools has received a request for a field trip for the **2016-2017 school year** and recommends Board of Education approval of the trip as below listed, with the provision that all trip expenses are paid to the school district as reimbursements from third party payments or student charges:

Grade	Destination	Purpose	Tentative Date
6	YMCA Camp Ockanickon	Team Building Activities	September 2016

WHEREAS, the Board may authorize field trips for which all or part of the costs are borne by the pupils' parent(s) or legal guardian(s), except that no pupil in a special education class or pupil unable to pay the cost assessed shall be prohibited from attending a field trip. (N.J.S.A. 18A:36-21)

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that above non-taxpayer funded field trip for the **2016-2017 school year** are hereby approved.

***** **CERTIFICATION OF THE BOARD SECRETARY** *****

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was (were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, June 21, 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					1
2	Andrew Eaton, Vice President			X					2
3	Wade Hale		X	X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho						X		5

**Springfield Township Board of Education
Jobstown, NJ 08041
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6	Dennis Schmieder	X		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 =

POLICIES & PROCEDURES

A. APPROVING THE MENTORING PLAN FOR THE 2016-2017 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-221-071

**APPROVING THE MENTORING PLAN FOR THE 2016-2017 SCHOOL YEAR
PURSUANT TO N.J.A.C. 6A:9B-8.4**

WHEREAS, (a) except as indicated in N.J.A.C. 6A:9B-8.8, 10, and 11, a school district shall submit to the Office documentation that demonstrates the candidate has met the following requirements to be eligible for a provisional certificate:

1. Hold a CE or CEAS in the endorsement area required for the teaching assignment;
2. Obtain and accept an offer of employment in a position that requires instructional certification;
3. Be registered in the district mentoring program upon employment and in accordance with N.J.A.C. 6A:9C-4; and
4. For a candidate with a CE, be enrolled in a CE educator preparation program. The program shall ensure the candidate receives a minimum amount of pre-professional experience pursuant to N.J.A.C. 6A:9A-5.3.
 - i. If employed as a teacher of students with disabilities, the CE educator preparation program at a regionally accredited college or university in which the candidate is enrolled shall provide courses. If the preparation program is not at a regionally accredited college or university, ensure the candidate is enrolled and attending courses through an alternate program on educating students with disabilities immediately upon starting and throughout the length of the program.
 - ii. If employed as a bilingual/bicultural teacher, the CE educator preparation program in which the candidate is enrolled shall ensure the candidate is enrolled in bilingual/bicultural courses immediately upon starting and throughout the length of the program; and

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WHEREAS, (b) The effective date of provisional certificate issuance shall be the date on which the CE or CEAS holder begins employment with the district board of education in a certificated position in accordance with N.J.S.A. 18A:26-2 and 18A:27-4a; and

WHEREAS, (c) A provisional certificate shall last a maximum of two years and shall expire on July 31 of the second year regardless of issuance date; and

WHEREAS, (d) A provisional teacher holding provisional certification in and working under one endorsement may seek employment and be employed in more than one school district during the provisional time period prior to earning the standard certificate; and

WHEREAS, (e) The annual summative evaluation rating(s) from each prior employing school district shall constitute part of the record on which a principal shall base his or her standard certification determination, pursuant to N.J.A.C. 6A:9B-8.6; and

WHEREAS, (f) The provisional certificate must be issued each time a teacher is employed with a CE or CEAS by a different school district from the previous employing school district that submitted the initial provisional certificate documentation. However the two, four, and six year time restraints pursuant to N.J.A.C. 6A:9B-8.5 shall still apply; and

WHEREAS, The Springfield Township School District mentoring plan will be in effect during the school year beginning September 2016; and

WHEREAS, the School District mentoring plan has been developed in accordance with all the above mentoring program regulations for non-tenured teachers in their first year of employment, as specified in N.J.A.C. 6A:9B-8.4, including but not limited to, the following:

- [] All non-tenured teachers in their first year of employment receive a comprehensive induction to school district policies and procedures
- [] All non-tenured teachers in their first of employment receive individualized supports and activities
- [] All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing) have a one-on-one mentor upon beginning their contracted teaching assignment.
- [] All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing) participate in a one-year mentoring program.
- [] Each mentor teacher holds a teacher certificate, has at least three years of experience and has taught full-time for at least two years within the last five years.
- [] The mentor teacher does not serve as their mentee's direct supervisor nor conduct evaluations of teachers.
- [] Each mentor teacher demonstrates a record of success in the classroom, according to the stipulations in N.J.A.C. 6A:9-8.4(e)4 regarding summative evaluation ratings.*
- [] Each mentor teacher completes a comprehensive mentor training program that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, * the N.J. Professional Standards for Teachers, the Common Core State Standards, classroom observation skills, facilitating adult learning and leading reflective conversations about teaching practice.

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- [] The district mentoring has been submitted to the district board of education for review and fiscal impact.
- [] The district mentoring plan has been shared with each school improvement panel.
- [] Mentoring time is logged and mentor payments are handled through the district office.

	CRAIG VAUGHN
Signature, Chief School Administrator	Printed Name
SPRINGFIELD TOWNSHIP SCHOOL DISTRICT	MAY 13, 2016
District Name	Date

B. APPROVING A STANDARD OPERATING PROCEDURE FOR DETERMINATION OF ELIGIBILITY FOR HEALTH BENEFITS AND COMPLIANCE WITH THE AFFORDABLE CARE ACT - SECTION 1-002

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-230-076

RESOLUTION APPROVING A STANDARD OPERATING PROCEDURE FOR DETERMINATION OF ELIGIBILITY FOR HEALTH BENEFITS AND COMPLIANCE WITH THE AFFORDABLE CARE ACT - SECTION 1-002 AS PART OF AT STANDARD OPERATING PROCEDURES MANUAL PURSUANT TO N.J.A.C. 6A:23A-6.6

WHEREAS, N.J.A.C.6A:23A-6.6 “Standard Operating Procedures for Business Functions” provides that by July 1, 2009, each school district and county vocational school district shall establish SOPs for each task of function of the business operation for the district” ; and

WHEREAS, the “SOP manual shall include sections on each routine task of function of the following areas:

1. Accounting including general ledger, accounts payable, account receivable, payroll and fixed assets and year-end procedures for each
2. Cash management
3. Budget development and administration including task such as authorization of transfers and overtime
4. Position control
5. Purchasing including such tasks as preparation of requisitions, approval of purchase orders and encumbering of funds, bid and quote requirements and verification of receipt of goods and services
6. Facilities including administration of work and health and safety

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- 7. Security
- 8. Emergency preparedness
- 9. Risk management
- 10. Transportation
- 11. Food service
- 12. Technology systems
- 13. Information management”; and

WHEREAS, the Board of Education wishes to define full-time non-collectively bargained employee eligible for health benefits coverage at thirty (30) hours and to establish internal controls to comply with the Affordable Care Act; and

WHEREAS, the standard operating procedure is as follows:

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION STANDARD OPERATING & INTERNAL CONTROL PROCEDURES

Procedure Area	Business Office
Procedure Description	Determination of Eligibility for Health Benefits Compliance with the Affordable Care Act
Reference Number	SOP 1-002
Date BOE Approval	June 21, 2016
Revision Date(s)	

A full-time, non-collectively bargained employee is a non-collectively bargained employee who averages at least thirty (30) hours of service per week. The School District has the option to treat one hundred and thirty (130) hours of service as the monthly equivalent of thirty (30) hours of service per week so long as the rule is applied reasonably and consistently across the School District’s workforce.

The first important item for School Districts to understand is what counts toward the thirty (30) hours of service threshold that classifies a non-collectively bargained employee as a full-time non-collectively bargained employee. A non-collectively bargained employee must be credited with an hour of service for each hour the non-collectively bargained employee is paid or entitled to be paid for the performance of duties on the job. Additionally, a non-collectively bargained employee must be credited with an hour of service for each hour the non-collectively bargained employee is paid or entitled to be paid due to vacation, holiday, illness, incapacity, layoff, jury duty, military duty, or leave of absence.

Assuming a School District does not offer coverage to all of its non-collectively bargained employees, the School District will have to track each non-collectively bargained employee’s hours of service. For a non-collectively bargained employee paid on an hourly basis a non-collectively bargained employee’s actual hours of services must be calculated in accordance with the hours of service rules above discussed. However, the School District has three (3) options for counting hours of service, if a non-collectively bargained employee is not an hourly non-collectively bargained employee.

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1. First, the School District could count the non-collectively bargained employee's actual hours of service in the same manner it calculates the hours of service for hourly non-collectively bargained employees.
2. The second option credits a non-collectively bargained employee with eight (8) hours of service for each day the non-collectively bargained employee is credited with an hour of service under the hours of service rules discussed above.
3. The third option credits a non-collectively bargained employee with forty (40) hours of service per week for each week the non-collectively bargained employee is credited with an hour of service under the hours of service rules discussed above. The proposed rules prevent School Districts from manipulating a non-collectively bargained employee's hours of service under the second and third option.

Once the School District has a system in place that accurately tracks its non-collectively bargained employees' hours of service the next step is to classify a non-collectively bargained employee as a new full-time, non-collectively bargained employee, a seasonal non-collectively bargained employee, a variable hour non-collectively bargained employee or an ongoing non-collectively bargained employee. Different rules apply to each non-collectively bargained employee classification.

A new, full-time, non-collectively bargained employee is a non-collectively bargained employee who the School District reasonably expects to accumulate an average of at least thirty (30) hours of service per week. If a non-collectively bargained employee meets this definition and the School District sponsors a group health plan, the non-collectively bargained employee must be offered single coverage by the conclusion of the non-collectively bargained employee's initial three (3) calendar months or sooner at the discretion of the School District.

A seasonal, non-collectively bargained employee is not defined in the proposed regulations. Instead, School Districts will be permitted to use a reasonable, good faith interpretation of the term seasonal non-collectively bargained employee.

A variable hour non-collectively bargained employee is a non-collectively bargained employee that based on the facts and circumstances at the non-collectively bargained employee's start date (the date the non-collectively bargained employee is first credited with an hour of service) the School District cannot determine if the non-collectively bargained employee is reasonably expected to average at least thirty (30) hours of service per week. An non-collectively bargained employee is also considered a variable hour non-collectively bargained employee if the non-collectively bargained employee is initially expected to accumulate thirty (30) or more hours of service per week for a limited duration and the School District cannot determine based on the facts and circumstances if the non-collectively bargained employee will average at least thirty (30) hours of service per week during the "Initial Measurement Period" (a term explained below).

If the School District that does not elect to use the safe harbor, it would be required to total each non-collectively bargained employee's hours of service on a monthly basis. This could be an issue for School Districts using a payroll system that operates every week or two weeks as these payroll periods will frequently overlap into two months. The following describes the safe harbor that has been created to assist School Districts.

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The safe harbor incorporates three (3) periods to simplify the process for School Districts when tracking an ongoing non-collectively bargained employee's hours of service. An ongoing non-collectively bargained employee is a non-collectively bargained employee who has been employed for at least one (1) Standard Measurement Period. The School District "Standard Measurement Period" is a time period of twelve (12) consecutive months. The School District will look back at each ongoing non-collectively bargained employee's total hours of service during the "Standard Measurement Period" to determine whether the non-collectively bargained employee averaged at least thirty (30) hours of service per week to be classified as full-time.

The Administrative Period associated with the Initial Measurement Period includes all periods between the start date and the date the non-collectively bargained employee is first allowed to participate in the School District's health plan not counting the Initial Measurement Period. This time frame cannot exceed ninety (90) days. Additionally, the Initial Measurement Period plus the Administrative Period cannot extend beyond the last day of the first calendar month beginning on or after the first anniversary of the non-collectively bargained employee's start date. If the non-collectively bargained employee's start date is the first day of a month, the rule will give the School District thirteen (13) months to offer a non-collectively bargained employee determined to be a full-time non-collectively bargained employee the opportunity to participate in the School District's health plan. If the non-collectively bargained employee's start date is any other day of the month besides the first day, the rule will give the School District thirteen (13) months plus a partial month to offer a non-collectively bargained employee determined to be a full-time non-collectively bargained employee the opportunity to participate in the School District's health plan.

C. APPROVING A NON-TAXPAYER FUNDED FIELD TRIP FOR THE 2016-2017 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-270-081

**RESOLUTION APPROVING A NON-TAXPAYER FUNDED FIELD TRIP
FOR THE 2016-2017 SCHOOL YEAR
PURSUANT TO BOARD OF EDUCATION POLICY #2340**

WHEREAS, the Springfield Township Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the school that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the school; and

WHEREAS, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study.

WHEREAS, the Board of Education shall approve all proposed field trips; and

**Springfield Township Board of Education
Jobstown, NJ 08041
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Agenda – Regular Meeting**

WHEREAS, the Superintendent of Schools has received a request for a field trip for the **2016-2017 school year** and recommends Board of Education approval of the trip as below listed, with the provision that all trip expenses are paid to the school district as reimbursements from third party payments or student charges:

Grade	Destination	Purpose	Tentative Date
6	YMCA Camp Ockanickon	Team Building Activities	September 2016

WHEREAS, the Board may authorize field trips for which all or part of the costs are borne by the pupils' parent(s) or legal guardian(s), except that no pupil in a special education class or pupil unable to pay the cost assessed shall be prohibited from attending a field trip. (N.J.S.A. 18A:36-21)

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that above non-taxpayer funded field trip for the **2016-2017 school year** are hereby approved.

***** *CERTIFICATION OF THE BOARD SECRETARY* *****

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was (were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, June 21, 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					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		X					6
7	James Specca		X	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* =

FACILITIES, SECURITY & TRANSPORTATION
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**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, June 24, 2016
Agenda – Regular Meeting**

A. AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-261-066

**RESOLUTION AUTHORIZING THE SUBMISSION
OF AN APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE
PURSUANT TO THE REQUIREMENTS OF
THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
FOR THE 2015-2016 SCHOOL YEAR**

WHEREAS, the Quality Single Accountability Continuum (QSAC) is the Department of Education's monitoring and evaluation system for public school districts. The system shifts the monitoring and evaluation focus from compliance to assistance, capacity-building and improvement. It is a single comprehensive accountability system that consolidates and incorporates the monitoring requirements of applicable state laws and programs and complements federally required improvements.

WHEREAS, the requirements of Temporary (leased buildings or TCUs - 6A:26-3.13), Dual Use and Change of Use spaces have required approvals in place are part of the NJQSAC Checklist.; and

WHEREAS, the below Application details the request for dual use of educational space.

APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE 2016-2017 SCHOOL YEAR

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual use educational space must be obtained from the Executive County Superintendent annually.

County: Burlington District: Springfield
Township: _____

School: Springfield Township Elementary School

Room Number/Name: 13 State Approved Use: Instruction

Requested Use: Basic Skills Instruction And: Basic Skills Instruction

Number of students and teachers (total) in each group: Student/Teacher and: Student/Teacher

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Jobstown, NJ 08041
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Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.): Bookshelf

Submit the following with this application:

A sketch of the space showing room size, location of exit doors, fire detection systems, ventilation systems and divider, must accompany this form.

The Board of Education approved the Dual Use Application for the 2016-2017 school year on 6-21-2106 (Date).

***** A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____
(Chief School Administrator) (Date)

(School Business Administrator) (Date)

FOR EXECUTIVE COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office: _____

Inspected by: _____

_____ Approved as is _____ Not approved

_____ Approved subject to the following conditions: _____

(Executive County Superintendent)

Revised (8-14-13) County Office

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Superintendent of Schools and the Interim Business Administrator are hereby authorized to execute and submit an Application for Dual Use of Educational Space for the **2016-2017** school year.

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-068

**RESOLUTION CERTIFYING THAT MONTHLY FIRE AND SCHOOL SECURITY DRILLS
HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.S.A. 18A:41-1**

**Springfield Township Board of Education
Jobstown, NJ 08041
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WHEREAS, N.J.S.A. 18A:41-1 requires that school administrators shall organize and conduct at least one fire drill and one school security drill each month within the schools hours, including any summer months during which the school is open for instructional programs; and

WHEREAS, all teachers of all schools, whether occupying buildings of one or more stories, shall keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill; and

WHEREAS, during the academic year, schools are required to hold a minimum of two of each of the following security drills: Active Shooter; Evacuation (non-fire); Bomb Threat; and Lockdown; and

WHEREAS, districts are required to annually submit the “Security Drill Statement of Assurance: provided by the Department of Education to their county office of education by June 30 of each year; and

WHEREAS, the “Security Drill Record Form” provided by the Department of Education shall be completed by all schools and retained at the district level. The following information is required:

1. Date and time;
2. Type (specify what was drilled);
3. Duration;
4. Weather conditions;
5. Participants (i.e. students, staff, faculty, law enforcement, fire);
6. Brief description of what occurred and procedures followed.

; and

WHEREAS, the following is a summary table of the fire and school security drills recently conducted in the School District:

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	07/14/2015	August N/A
Type of Drill	Fire Drill	N/A
Duration of Drill	38 Seconds	N/A
Weather Conditions	Cloudy	N/A
Participants of Drill	Facilities Manager/Principal	N/A
Brief Description of What Type of Drill	Fire	N/A
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn		
Person(s) overseeing Security Drill:		

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Jobstown, NJ 08041
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**Springfield Township Board of Education
 Jobstown, NJ 08041
 Tuesday, June 21, 2016
 Agenda – Regular Meeting**

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	9/9/2015	9/25/2015
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	76 Seconds	64 Seconds
Weather Conditions	Hazy	Sunny
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal
Brief Description of What Type of Drill	Fire	Fire
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn		
Person(s) overseeing Security Drill:		

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	10/15/2015	11/09/2015
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	78 Seconds	76 Seconds
Weather Conditions	Sunny	Sunny
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal
Brief Description of What Type of Drill	Fire	Fire
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn		
Person(s) overseeing Security Drill:		

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	12/03/2015	1/29/2016
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	78 Seconds	81 Seconds
Weather Conditions	Windy	Light Rain
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal

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 Jobstown, NJ 08041
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Brief Description of What Type of Drill	Fire	Fire
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn		
Person(s) overseeing Security Drill:		

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	02/19/2016	3/9/2016
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	77 Seconds	58 Seconds
Weather Conditions	Cloudy	Sunny
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal
Brief Description of What Type of Drill	Fire	Fire
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn		
Person(s) overseeing Security Drill:		

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	04/07/2016	05/23/2016
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	61 Seconds	58 Seconds
Weather Conditions	Cloudy	Partly Sunny
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal
Brief Description of What Type of Drill	Fire	Fire
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn		
Person(s) overseeing Security Drill:		

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, June 21, 2016
Agenda – Regular Meeting**

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that it hereby certifies that the above monthly fire and school security drills have been conducted in accordance with N.J.S.A. 18A:41-1.

B. CERTIFYING THAT MONTHLY FIRE AND SCHOOL SECURITY DRILLS HAVE BEEN CONDUCTED

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-068

RESOLUTION CERTIFYING THAT MONTHLY FIRE AND SCHOOL SECURITY DRILLS HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.S.A. 18A:41-1

WHEREAS, N.J.S.A. 18A:41-1 requires that school administrators shall organize and conduct at least one fire drill and one school security drill each month within the schools hours, including any summer months during which the school is open for instructional programs; and

WHEREAS, all teachers of all schools, whether occupying buildings of one or more stories, shall keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill; and

WHEREAS, during the academic year, schools are required to hold a minimum of two of each of the following security drills: Active Shooter; Evacuation (non-fire); Bomb Threat; and Lockdown; and

WHEREAS, districts are required to annually submit the “Security Drill Statement of Assurance: provided by the Department of Education to their county office of education by June 30 of each year; and

WHEREAS, the “Security Drill Record Form” provided by the Department of Education shall be completed by all schools and retained at the district level. The following information is required:

1. Date and time;
2. Type (specify what was drilled);
3. Duration;
4. Weather conditions;
5. Participants (i.e. students, staff, faculty, law enforcement, fire);
6. Brief description of what occurred and procedures followed.

; and

WHEREAS, the following is a summary table of the fire and school security drills recently conducted in the School District:

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	07/14/2015	August N/A

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Type of Drill	Fire Drill	N/A
Duration of Drill	38 Seconds	N/A
Weather Conditions	Cloudy	N/A
Participants of Drill	Facilities Manager/Principal	N/A
Brief Description of What Type of Drill	Fire	N/A
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn Person(s) overseeing Security Drill:		

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	9/9/2015	9/25/2015
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	76 Seconds	64 Seconds
Weather Conditions	Hazy	Sunny
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal
Brief Description of What Type of Drill	Fire	Fire
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn Person(s) overseeing Security Drill:		

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	10/15/2015	11/09/2015
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	78 Seconds	76 Seconds
Weather Conditions	Sunny	Sunny
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal
Brief Description of What Type of Drill	Fire	Fire
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn Person(s) overseeing Security Drill:		

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SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	12/03/2015	1/29/2016
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	78 Seconds	81 Seconds
Weather Conditions	Windy	Light Rain
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal
Brief Description of What Type of Drill	Fire	Fire
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn Person(s) overseeing Security Drill:		

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	02/19/2016	3/9/2016
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	77 Seconds	58 Seconds
Weather Conditions	Cloudy	Sunny
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal
Brief Description of What Type of Drill	Fire	Fire
Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn Person(s) overseeing Security Drill:		

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	04/07/2016	05/23/2016
Type of Drill	Fire Drill	Fire Drill
Duration of Drill	61 Seconds	58 Seconds
Weather Conditions	Cloudy	Partly Sunny
Participants of Drill	Facilities Manager/Principal	Facilities Manager/Principal
Brief Description of What Type of Drill	Fire	Fire

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Person(s) overseeing Fire Drill: Mr. Dennis and Mr. Vaughn
Person(s) overseeing Security Drill:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that it hereby certifies that the above monthly fire and school security drills have been conducted in accordance with N.J.S.A. 18A:41-1.

C. CERTIFYING THAT SCHOOL BUS EMERGENCY DRILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-RM-172-067

**RESOLUTION CERTIFYING THAT SCHOOL BUS EMERGENCY DRILLS
HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.A.C. 6A:27-11.2**

WHEREAS, N.J.A.C. 6A:27-11.2 requires that school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and that all other students shall receive school bus evacuation at least once within the school year; and

WHEREAS, the school bus driver and bus aide shall participate in the emergency exit drills; and

WHEREAS, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity; and

WHEREAS, drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but not limited to, the following:

1. Date of the drill
2. Time of day the drill was conducted
3. School Name
4. Location of the drill
5. Route number(s) included in the drill
6. Name of school principal, or person(s) assigned, who supervised the drill

; and

WHEREAS, the following is a summary table of the recent school bus evacuation drills conducted in the School District:

DATE	TIME	SCHOOL	LOCATION	DRIVER	ROUTE #	SUPERVISOR
05/12/2016	1:47	Springfield	Front Circle	Mr. Bob Albert	S1	Mr. Vaughn Mrs. Michael

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						Mr. Acampora
05/12/2016	1:30	Springfield	Front Circle	Mr. Robert Wainwright	S2	Mr. Vaughn Mrs. Michael Mr. Acampora
05/12/2016	1:05	Springfield	Front Circle	Ms. Mary Kumpel	S3	Mr. Vaughn Mrs. Michael Mr. Acampora
05/12/2016	1:10	Springfield	Front Circle	Mr. Gail Young	S4	Mr. Vaughn Mrs. Michael Mr. Acampora
05/12/2016	1:38	Springfield	Front Circle	Mr. Ray Rue	S5	Mr. Vaughn Mrs. Michael Mr. Acampora

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that it hereby certifies that the above school bus emergency evacuation drills have been conducted in accordance with N.J.A.C. 6A:27-11.2.

***** *CERTIFICATION OF THE BOARD SECRETARY* *****

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was (were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, June 21, 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					1
2	Andrew Eaton, Vice President		X	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					7
8	Jennifer Webb	X		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 =

OLD BUSINESS MATTERS

**Springfield Township Board of Education
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NEW BUSINESS MATTERS

MOTION WAS MADE, WITH SECOND, TO APPROVE THE ANNUAL EVALUATION OF THE CHIEF SCHOOL ADMINISTRATOR.
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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	X					4
5	Michael Ramalho						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 =

Vice President EATON raised the issue of conducting a cost analysis of the Preschool/Kindergarten program in the School District.

Board Member LIPPINCOTT commented on what a quality program was conducted for this year's 6th grade graduation exercise.

PUBLIC COMMENT #2– SHALL NOT EXCEED THIRTY (30) MINUTES
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MOTION TO ADJOURN	TIME	9:00P.M.
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***** *CERTIFICATION OF THE BOARD SECRETARY* *****

IT IS HEREBY CERTIFIED that the foregoing motion was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, June 21, 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					1
2	Andrew Eaton, Vice President			X					2
3	Wade Hale			X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho						X		5

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6	Dennis Schmieder			X					6
7	James Specca	X		X					7
8	Jennifer Webb		X	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 =

SPRINGFIELD TOWNSHIP
 BOARD OF EDUCATION

 Bruce M. Benedetti
 Secretary to the Board