

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday, November 17, 2015**  
**Agenda – Regular Meeting**

**Call to Order:** A **Regular Meeting** of the Springfield Township Board of Education was held on Tuesday, November 17, 2015 at 6:30 p.m. in the school library.

**Roll Call of Members:**

Andrew Eaton, President-Absent  
Gregory Madia, Vice President-Present  
Joseph Bucs-Present  
Christopher Corbo-Absent  
Wade Hale-Absent  
Kristen Lippincott-Present  
Michael Ramalho-Absent  
Dennis Schmieder-Present  
James Specca-Present

**Others present:**

Craig Vaughn; Dr. Joseph Cappello

**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 Vice President led the Board and the assemblage in the Pledge of Allegiance.

**Public Comment #1:** *(Not to exceed 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. Public Comment #2 is for general comments or statements.*

There were no public comments.

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**Correspondence**

- Employment Contract Approval for Dr. Joseph Cappello
- QSAC Statement of Assurance (SOA) Submission Complete and Accepted

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

**ENROLLMENT**

	June 30, 2015	November 2015
Pre-School	12	14
Mrs. Carter	5	4
Kindergarten	32	25
First Grade	29	25
Second Grade	26	29
Third Grade	35	23
Fourth Grade	37	30
Fifth Grade	36	38
Sixth Grade	39	33
Out-of-District Placement	0	2
Total	251	223

**Superintendent’s Update**

**Information Enclosed**

- Curriculum & Instruction Report
- Technology Report
- Budget/Finance Report
- Personnel/Policy Report
- School Bus Emergency Evacuation Drill Report
- Nurse’s October Report
- Suspension Report

**Important Dates**

**November**

- 18 Early Dismissal-Evening P/T Conferences
- 19 Early Dismissal-Afternoon P/T Conferences
- 23 Entertainment Day-Parents of K-4
- 24 Thanksgiving Feast-11:00 am
- 24 Student Recital-7:00pm
- 25 Early Dismissal-Thanksgiving Break
- 26& 27 School Closed-Thanksgiving Break

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**December**

- 4 Early Dismissal-Staff Development
- 9 B.O.E.Work Session 6:30 pm
- 15 B.O.E. Meeting-6:30 pm
- 18 Academic Achievement/Principal's List Awards Ceremony
- 22 Winter Concert-7:00 pm
- 23 Early Dismissal-Winter Break Begins through January 1, 2016

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

**a. HIB Report**

Be it resolved that the Springfield Township Board of Education accepts the Superintendent's report on Harassment, Intimidation and Bullying for the month of October wherein zero (0) incidents were reported.

**Motion: Bucs**

**Second: Specca**

**Roll Call Vote: 5/0**

**FINANCE/FACILITIES/MINUTES**

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

**a. Minutes:**

- October 14, 2015 Work Session Minutes
- October 14, 2015 Executive Meeting Minutes
- October 20, 2015 Regular Meeting Minutes

**b. Payment of Bills and Financial Reports:**

Approve the report of the Board Secretary and the monthly certification that no budgetary line item has been over-expended in violation of N.J.A.C. 6A:23-1-22 for **September 2015.**

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

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

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

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

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Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for **November 2015** in the amount of \$534,491.11.

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

<b>From</b>	<b>To</b>	<b>Amount</b>	<b>Reason</b>
11-000-211-100-000-000 Attendance Soc/Work	11-000-218-104-000-000 Guidance	\$37,852.50	Salary is split in two accounts was not budgeted as a 50%-50% split.
11-000-262-610-000-000 Custodial Supplies	11-000-262-520-000-000 Insurance	\$1667.00	Additional premium added amount is being transferred within same function.
11-000-221-102-000-000 Supervision of Inst.	11-000-222-600-000-000 Media Supplies	\$157.00	Supply account overspent by this amount.
11-000-221-102-000-000 Supervision of Inst.	11-000-222-300-000-000 Media Purchase/Tech Services	\$2500.00	To cover line item deficit.

**d. District Travel**

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

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

**e. Approval - Use of Facility**

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

**Gymnasium-Home & School**

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<b>Dates</b>	<b>Time</b>	<b>Person in Charge</b>
11/21/15	5:00 pm – 10:00 pm	Traci Kownacki

**Gymnasium-Blood Drive**

<b>Dates</b>	<b>Time</b>	<b>Person in Charge</b>
12/7/15	12:30 pm - 8:00 pm	Craig Vaughn

**Cafeteria-Parent Workshop**

<b>Dates</b>	<b>Time</b>	<b>Person in Charge</b>
1/12/16	7:30 pm - 8:30 pm	Rebecca Schweitzer

**Media Center – Holiday Shop**

<b>Dates</b>	<b>Time</b>	<b>Person in Charge</b>
12/7/15 – 12/11/15	9:00 am – 3:30 pm	Christine Sullivan

**Motion: Specca**

**Second: Schmieder**

**Roll Call Vote: 5/0 (Bucs voted No on Item B)**

**Curriculum**

**a. Approval – Curriculum Revisions**

Based on the recommendation of the Superintendent, I move that the following revised curriculum guides be approved as indicated below:

Curriculum Guide	Grade Level(s)	Standards Alignment
English Language Arts	K-6	Common Core 2014
Comprehensive Health & Physical Education	K-6	NJ Core Curriculum Content Standards (NJCCCS) 2014
Mathematics	K-6	Common Core 2014
Social Studies	K-6	NJCCCS 2014
Technology	PreK – 6	NJCCCS 2014
Visual & Performing Arts	PreK – 6	NJCCCS 2014
World Language	K – 6	NJCCCS 2014

**b. Approval – 5 year Curriculum Review Matrix**

Based on the recommendation of the Superintendent, I move that the Board Of Education approve the District's 5 year curriculum review matrix.

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**Motion: Specca  
Roll Call Vote: 5/0**

**Second: Schmieder**

**PERSONNEL**

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

**a. Approval – Payment for Additional Hours**

It is recommended that the Springfield Township Board of Education approve the following additional hours at the negotiated contract rate of \$40 per hour for 7.5 hours of translation services listed below:

<b>Staff Member</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Rate of Pay</b>
Marisela Millerline	Translation Services	Dates TBD, but not to exceed 7.5 hours or \$300	\$40 per hour

**b. Approval – Substitute Custodians**

It is recommended that the Board of Education approve the appointment of David Shafer and Mary Marinos as substitute custodians for the 2015-2016 school year at a rate of \$15.89 per hour.

**c. Approval – Part Time Instructional Assistant**

It is recommended that the Board of Education approve the appointment of the following individual, as indicated below, for the 2015-2016 school year:

<b>Name</b>	<b>Position / Hours</b>	<b>Effective Dates</b>	<b>Salary</b>
Heather Schwarzwaldner	Instructional Assistant 4.75 hours per day	12/1/15 – 6/30/16	\$13,417 Per Annum, Prorated

**d. Approval – Amended Hours & Salary Confidential Administrative Assistant to the Board Secretary / Business Administrator**

It is recommended that the Board of Education approve amending the hours and salary of the following employee, as indicated below, for the remainder of the 2015-2016 school year:

<b>Name / Position</b>	<b>Hours / Salary / Effective Dates</b>	<b>Hours / Salary / Effective Dates</b>
Noor Stoin / Confidential Administrative Assistant to the Board Secretary / Business	From: 8 hours daily, 3 days per week / \$18,000 /	To: 8 hours daily, 4 days per week / \$24,000 /

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Administrator	7/1/15 – 6/30/16	11/18/15 – 6/30/16 to include benefits.
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**e. Approval – Per Diem Services for Payroll**

It is recommended that the Board of Education approve the per diem rate and dates of service for the following individual, as listed below, to provide services in conjunction with the completion of payroll functions:

<b>Name</b>	<b>Service(s) Provided</b>	<b>Per Diem Rate</b>	<b>Effective Dates</b>
Cathy Turner	Completion of payroll	\$20.48 per hour	11/1/15 – 1/31/16

**Motion: Schmieder**  
**Roll Call Vote: 5/0**

**Second: Specca**

**UNFINISHED BUSINESS**

Mr. Specca distributed materials regarding a workshop he attended.

**NEW BUSINESS**

Change of location for the December Board of Education Meetings

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

Mr. Smith spoke regarding the goals of local boards. He also spoke on education reform and the concept of a book entitled “Beyond Measures.” He also gave two books to the Board.

**Motion to adjourn:**

**Time:** 7:25 pm

**Motion: Specca**

**Second: Lippincott**

**Roll Call Vote: 5/0**

Respectfully submitted,

Dr. Joseph Cappello  
Interim School Board Administrator/Board Secretary