

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday, January 19, 2016**  
**Agenda – Regular Meeting**

**Call to Order:** A **Regular Meeting** of the Springfield Township Board of Education was held on Tuesday, January 19, 2016 at 6:30 p.m. in the school library.

**Roll Call of Members:**

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

**Others present:**

Craig Vaughn, Superintendent; Mr. Bruce Benedetti, School Business Administrator/ Board Secretary; Shawn Dennis, Education 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 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.*

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There were no public comments.

**Correspondence**

**Superintendent's Report** *(Estimated time: 15 minutes)*

**Enrollment**

	June 30, 2015	January 2016
Pre-School	12	14
Mrs. Carter	5	4
Kindergarten	32	26
First Grade	29	25
Second Grade	26	29
Third Grade	35	23
Fourth Grade	37	31
Fifth Grade	36	39
Sixth Grade	39	32
Out-of-District Placement	0	2
Total	251	225

**Superintendent's Update**

**Information Enclosed**

- Curriculum & Instruction Report
- Technology Report
- Budget/Finance Report
- Personnel/Policy Report
- Nutriserve Cafeteria Report
- Nurse's Report
- Suspension Report

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

The Superintendent submits the following resolutions for approval:

**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 December wherein zero (0) incidents were reported.

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\*\*\*\*\*

*CERTIFICATION OF THE BOARD SECRETARY*

\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, January 19, 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		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/Facilities/Minutes**

The Superintendent submits the following resolutions for approval:

**a. Minutes:**

- December 9, 2015 Work Session
- December 9, 2015 Executive Session
- December 15, 2015 Regular Meeting

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

Be it resolved, by the Springfield Township Board of Education, that the claims for goods received and services rendered and certified to be correct by the Business Administrator along with 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 **November 2015** be approved as follows

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

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

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

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

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

Approve the Payroll Bills lists for **December 15, 2015** and **December 23, 2015**.

Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for **January 2016** in the amount of \$492,367.72

**c. Transfers:**

Approve the Business Administrator’s monthly report of transfers for December 2015, as itemized and listed below, documenting transfers in accordance with N.J.S.A. 18A:22-9.1.

From	To	Amount	Reason
11-000-230-270-000-000	11-000-291-241-000-000	\$3000.00	The appropriate amount was not budgeted.
11-000-221-102-000-000	11-000-221-800-000-000	\$4500.00	To cover tuition reimbursement.
11-212-100-106-000-000	11-212-100-500-000-000	\$3400.00	To cover other purchased services.

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**d. Use of Facility**

Be it resolved that the Springfield Township Board of Education approve the following use of facility request, as indicated below:

**Cafeteria - IROC Assembly**

Dates	Time	Person in Charge
2/8/2016	8:50 a.m.-11:00 a.m.	Craig Vaughn

**e. 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.

**f. Non-Resident Tuition Student for the 2016-2017 School Year**

Be it resolved that the Springfield Township Board of Education approve acceptance of one Kindergarten student, with acceptance of tuition revenue in accordance with district policy, for the 2016-2017 school year.

**g. Depository of School District Funds / Amended Signatories**

**WHEREAS**, N.J.S.A. 18A:17-34 provides for the Board of Education to designate certain depositories of school moneys; and

**WHEREAS**, it may be required from time to time to re-designate signatories to said accounts of such deposited school moneys; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the **Beneficial Bank, 1818 Market Street, Philadelphia PA 19103** shall be the depository for school district funds for accounts known as:

Name of Account	Account Number	Signatories
GENERAL ACCOUNT	XXXXXX0073	Gregory Madia President Andrew B. Eaton Vice President Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary

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	Any 2 of 5	Amy S. Lerner Treasurer of School Monies
PAYROLL ACCOUNT	XXXXXX0074  Any 2 of 3	Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
PAYROLL AGENCY ACCOUNT	XXXXXX0075  Any 2 of 3	Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
CAFETERIA ACCOUNT	XXXXXX0076  Any 2 of 3	Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
STUDENT ACTIVITY ACCOUNT	XXXXXX0077  Any 2 of 3	Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
UNEMPLOYMENT TRUST ACCOUNT	XXXXXX0078  Any 2 of 3	Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
CAPITAL RESERVE ACCOUNT	XXXXXX0079  Any 2 of 3	Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
FLEXIBLE SPENDING ACCOUNT	XXXXXX2178  Any 2 of 3	Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
NJ CASH MANAGEMENT	XXX-XXX1-171	Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary

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	Any 2 of 3	Amy S. Lerner Treasurer of School Monies
2015 REFERENDUM	XXXXXX5660	Craig Vaughn Superintendent of Schools Bruce M. Benedetti Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
	Any 2 of 3	

**BE IT FURTHER RESOLVED** that the Custodian/Treasurer of said account is and shall be **Amy S. Lerner** and that all disbursements for said account shall be made by instruments duly signed by the above designated officials of the Township of Springfield School District; and

**BE IT FINALLY RESOLVED** that only one of the required signatures shall be a facsimile.

**h. Certification of EWEG Reimbursement Requests**

**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
- 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 submits to the Board the following summary for the period ending **December 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	\$0	

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					<b>TOTAL 200 SERIES</b>		<b>\$0</b>
					<b>MONTHLY TOTAL</b>		<b>\$0</b>
15-16	250	IDEA BSC	200	300	PURCH PROF/TECH SVS	\$47765	
					<b>TOTAL 200 SERIES</b>		<b>\$47765</b>
					<b>MONTHLY TOTAL</b>		<b>\$47765</b>
15-16	251	IDEA PSD PSD	200	300	PURCH PROF/TECH SVS	\$5030	
					<b>TOTAL 200 SERIES</b>		<b>\$5030</b>
					<b>MONTHLY TOTAL</b>		<b>\$5030</b>
15-16	270	TITLE 2A	200	300	PURCH ED/PROF/TECH SVS	\$4770	
					<b>TOTAL 200 SERIES</b>		<b>\$4770</b>
					<b>MONTHLY TOTAL</b>		<b>\$4770</b>
15-16	450	OTH FED	200	300	PURCH ED/PROF/TECH SVS	\$13180	
					<b>TOTAL 200 SERIES</b>		<b>\$13180</b>
							<b>\$13180</b>
					<b>TOTAL - ALL GRANTS</b>		

**REIMBURSEMENT SUMMARY**

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	REIMB TO DATE	REMAINING PAYMENTS	PENDING REIMB	PRESENT ENCUMB	PRESENT REIMB	REMAINING BALANCE
TITLE1A	15-16	\$19478	\$0	\$19478	\$0	\$0	\$0	\$19478
IDEA BSC	15-16	\$73030	\$0	\$73030	\$0	\$4675	\$47765	\$20590
		\$5030		\$5030		\$0	\$5030	\$0



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IDEA PSD	15-16		\$0		\$0			
TITLE 2A	15-16	\$4893	\$0	\$4893	\$0	\$0	\$4770	\$123
OTH FED	15-16	\$25180	\$0	\$25180	\$0	\$12000	\$13180	\$0
		\$127611	\$0	\$127611	\$0	\$16675	\$70745	\$40191

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.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, January 19, 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		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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting  
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**CONTRACTS**

The Superintendent submits the following resolutions for approval:

**a. Authorization of Contract & Transfer of Funds**

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**WHEREAS**, certain students of the Township of Springfield School District have individualized education programs which requires the Township of Springfield Board of Education to purchase educational services pursuant to applicable New Jersey statutes and rules and regulations of the New Jersey State Board of Education; and

**WHEREAS**, pursuant to a communication from the Interim Executive County Superintendent, dated November 24, 2015, the determination was made that the subject student is the responsibility of the Springfield Township School District as the determination is that the student is an “Affidavit Student” pursuant to N.J.A.C. 6A:22-3.2; and

**WHEREAS**, the **GARFIELD PARK ACADEMY, 24 Glenolden Lane, Post Office Box #189, Willingboro, New Jersey 08046**, is a New Jersey Department of Education approved as a special education service provider for multiple handicapped pupils able to provide the education services for the **2015-2016 school year**; and

**WHEREAS**, the following number identified student(s) shall be provided the educational services at the tuition costs as detailed:

STUDENT ID#	PER DIEM COST	# OF DAYS	TOTAL TUITION COST
15-16AFFDVTSC	\$282.30	170	\$47991
<b>TOTAL COST</b>			\$47991

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Business Administrator/Board Secretary are hereby authorized to execute a special education tuition contract agreement for the above identified student(s) in the terms and amounts so indicated.

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Category	Description	Amount
Account Title	TUIT PRV INSTATE SY GARF	
Expend Account #	11-000-100-566-601-698	
Certification Date	January 15, 2015	
Beginning Balance		
Contract Encumbrance Amount		-\$47991

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Revised Balance	<i>Reduction made for tuition paid to date in the amount of \$11009.70.</i>	-\$36981.30
Transfer From Account Title	TUITION PRVT SCH DISAB IN STAT	
Transfer From Expend Account #	11-000-100-566	
Beginning Balance Transfer From	\$35568.45	
Transfer To/From Amount	-\$35568.45	\$35568.45
Ending Balance Transfer From	\$0	
Transfer From Account Title	HEALTH BENEFITS	
Transfer From Expend Account #	11-120-100-270	
Beginning Balance Transfer From	\$13298.47	
Transfer To/From Amount	-\$1412.85	\$1412.85
Ending Balance Transfer From	\$11885.62	
Ending Balance		\$0

Fiscal Notes:

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*CERTIFICATION OF THE BOARD SECRETARY*

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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

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

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**PERSONNEL MATTERS**

The Superintendent submits the following resolutions for approval:

**a. Substitute Instructional Assistant**

Be it resolved that the Springfield Township Board of Education approve the following individual, as listed below, for the position of substitute instructional assistant for the 2015-2016 school year:

Name	Effective Dates
Rachelle Guevara	January 20, 2016 – June 30, 2016

\*Pending the results of the Criminal History Review

**b. Substitute Bus Driver**

Be it resolved that the Springfield Township Board of Education approve the following individual, as listed below, for the position of substitute bus driver for the 2015-2016 school year at a rate of \$20 per hour:

Name	Effective Dates
Barbara Santaniello	January 20, 2016 – June 30, 2016

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1	Joseph Bucs						X		1
2	Andrew Eaton, Vice President			X					2

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

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**POLICY**

Be it resolved that the Springfield Township Board of Education approve the following policies and regulations, as listed below, for second reading.

File Code	Name
Policy 1240 Regulation 1240	Evaluation of Superintendent
Policy 3221 Regulation 3221	Evaluation of Teachers
Policy 3222 Regulation 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
Policy 3223 Regulation 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
Policy 3224 Regulation 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
Policy 3431.1	Family Leave
Policy 4431.1	Family Leave
Policy 5337	Service Animals
Policy 5516	Use of Electronic Communication and Recording Devices (ECRD)

**Motion to table Policy**

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1	Joseph Bucs						X		1
2	Andrew Eaton, Vice President		X	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					7
8	Jennifer Webb			X					8
9	Gregory Madia, President			X					9

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**Motion to amend the motion to table Policy**

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3	Wade Hale	X		X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho		x	X					5

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6	Dennis Schmieder						X		6
7	James Specca			X					7
8	Jennifer Webb			X					8
9	Gregory Madia, President			X					9

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**Public Comment #2:** *(Not to exceed 30 minutes)*  
 There were no public comments.

**Resolution to Hold Closed Meeting**

*Be it resolved that Springfield Township Board of Education will adjourn to Closed Session for a discussion pursuant to Section 7b of the Open Public Meetings Act. A general description of the matters to be discussed are as follows: Legal Issue, Attorney/Client Privilege and Personnel. The discussion on these topics will be disclosed to the public at the next public meeting of the Board or as soon thereafter as the circumstances and nature of the subjects permit.*

**Motion to enter Executive Session**

**Time: 7:22 P.M.**

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4	Kristen Lippincott			X					4
5	Michael Ramalho	X		X					5
6	Dennis Schmieder						X		6

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

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**Motion to return to Regular Session**

**Time: 8:16 P.M.**

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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

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**Motion to adjourn**

**Time: 8:17 P.M.**

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 Jobstown Road, Jobstown, New Jersey.

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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

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SPRINGFIELD TOWNSHIP  
 BOARD OF EDUCATION

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Bruce M. Benedetti  
 Secretary to the Board