

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, March 15, 2016  
Agenda – Regular Meeting**

<b>CALL TO ORDER</b>	<b>6:35 P.M.</b>
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A **Regular Meeting** of the Springfield Township Board of Education was held on Tuesday, March 15, 2016 at 6:30 p.m. in the Springfield Elementary School Library.

<b>ROLL CALL OF BOARD MEMBERS AND STAFF</b>
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	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  
[ X ] Shawn Dennis, Educational Facilities Manager

[ ] <b>PUBLIC NOTICE</b>
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"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.

<b>PLEDGE OF ALLEGIANCE</b>
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The President led the Board and the assemblage in the Pledge of Allegiance.

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**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**

1. Primetime request letter for use of the computer lab.

**SUPERINTENDENT'S REPORT – PUPIL ENROLLMENT & HIB REPORT**

**PUPIL ENROLLMENT**

	June 30, 2015	March 2016	Change +/-
Pre-School	12	14	+2
Mrs. Carter	5	4	-1
Kindergarten	32	26	-6
First Grade	29	25	-4
Second Grade	26	29	+3
Third Grade	35	24	-11
Fourth Grade	37	33	-4
Fifth Grade	36	39	+3
Sixth Grade	39	32	-7
Out of District	0	2	+2
Total	251	228	-23

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

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CERTIFICATION OF THE BOARD SECRETARY

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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, March 15, 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 =

**SUPERINTENDENT'S UPDATE**

**Information Enclosed**

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

**Important Dates**

March 16, 2016	Northern's National Honor Society Members to Visit Classrooms
March 18, 2016	Home & School 5 <sup>th</sup> & 6 <sup>th</sup> Grade Dance-7:00p.m.
March 22, 2016	Early Dismissal-Afternoon Parent Teacher Conference
March 23, 2016	Early Dismissal-Evening Parent Teacher Conference
March 24, 2016	Early Dismissal-Staff Professional Development Day
March 25 through April 1, 2016	School Closed-Spring Break



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April 4, 2016	School Re-opens from Spring Break
April 4 through May 13, 2016	PARCC Testing Window
April 9, 2016	H & S Ladies Bingo- Mt. Holly Moose Lodge No. 737
April 12, 2016	H & S Meeting-7:00 p.m.
April 1, 2016	Board of Education Meeting-6:30 p.m.

**APPROVAL OF MINUTES**

February 10, 2016 Work Session Agenda  
February 16, 2016 Regular Meeting Agenda  
February 16, 2016 Executive Meeting Agenda

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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, March 15, 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		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 =

**PAYMENT OF BILLS & 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 **January 2016** be approved as follows



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**A. AUTHORIZING THE PAYMENT OF BILLS OF THE GENERAL ACCOUNTS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS  
OF THE GENERAL ACCOUNTS AS CONTAINED  
ON THE CHECK REGISTER FROM FEBRUARY 22, 2016 TO MARCH 17, 2016  
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF FEBRUARY 2016**

**WHEREAS**, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period February 22, 2016 to March 17, 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	<b>FICA REIMBURSEMENT</b>	<b>1</b>	<b>7,661.36</b>
11	11-000-100	TUITION INSTRUCTION	1	4,516.80
	11-000-211	ATTENDANCE SERVICES	0	0.00
	11-000-213	HEALTH SERVICES	0	0.00
	11-000-216	SPEECH & RELATED SERVICES	0	0.00
	11-000-218	GUIDANCE SERVICES	0	0.00
	11-000-219	CHILD STUDY TEAM SERVICES	2	8,644.46
	11-000-221	IMPROVEMENT OF INSTRUCTION SERVICES	0	0.00
	11-000-222	EDUCATIONAL MEDIA SERVICES	1	5,110.17
	11-000-223	INSTRUCTIONAL STAFF TRAINING	1	1,671.93
	11-000-230	GENERAL ADMINISTRATION	10	4965.18
	11-000-240	SCHOOL ADMINISTRATION	0	0.00
	11-000-251	CENTRAL BUSINESS SERVICES	7	3,576.88
	11-000-252	INFORMATION TECHNOLOGY SERVICES	0	0.00
	11-000-261	MAINTENANCE SCHOOL FACILITIES	6	1,656.60
	11-000-262	CUSTODIAL SERVICES	5	8,107.68
	11-000-266	SECURITY SERVICES	0	0.00
	11-000-270	TRANSPORTATION SERVICES	1	13,704.57
	11-000-291	UNALLOCATED EMPLOYEE BENEFITS	4	69,557.62
	11-105-100	PRE-SCHOOL INSTRUCTION	0	0.00
	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	14	0.00
	11-212-100	MULIPLE DISABLED INSTRUCTION	0	7,420.77
	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

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	11-403-100	ENRICHMENT INSTRUCTION	0	0.00
		<b>TOTAL CURRENT FUND</b>	<b>37</b>	<b>128,932.66</b>
12	12-000-400	FACILITIES ACQUISITION	0	0.00
20	20-231-XXX	TITLE 1A	0	0.00
	20-250-XXX	IDEA BASIC	4	5,952.30
	20-251-XXX	IDEA PRE-SCHOOL	0	0.00
	20-270-XXX	TITLE 2A	0	0.00
	20-450-XXX	REAP	1	2,400.00
		<b>TOTAL SPECIAL REVENUE FUND</b>	<b>5</b>	<b>8,352.30</b>
		<b>FEBRUARY 29, 2016 PAYROLL</b>		<b>143,504.91</b>

<b>ACCOUNTS RECEIVABLE</b>	7,661.36
<b>CURRENT FUND</b>	128,932.66
<b>SPECIAL REVENUE FUND</b>	8,352.30
<b>FEBRUARY 29, 2016 PAYROLL</b>	143,504.91
<b>TOTAL</b>	<b>288,451.23</b>

**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	
			<b>TOTAL</b>	

; 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 **February 2016** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
02/16/16	0073	0076	Federal Lunch Reimbursement	1,591.67
02/16/16	0073	0076	State Lunch Reimbursement	68.61
02/16/16	0073	0076	HHFKA Reimbursement	93.66
02/16/16	0073	0076	Federal Lunch Reimbursement	632.25
02/16/16	0073	6705	Balance Bond Proceeds	3,125,812.57
02/25/16	0075	0073	Agency Interest - February	12.69
02/25/16	0074	0073	Payroll Interest - February	12.70
				3,128,224.15

; and



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**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	118,681.41	0.00	118,681.41	0.00%
Apr 2016	0.00	0.00	0.00	0.00%
May 2016	0.00	0.00	0.00	0.00%
Jun 2016	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	118,681.41	0.00	118,681.41	0.00%

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
02/01/16	0073	0075	January 31, 2016 Agency Transfer	50,941.02
02/01/16	0073	0074	January 31, 2016 Payroll Transfer	135,374.97
02/12/16	0073	0075	Chapter 78 Withholding Transfer	921.66
02/12/16	0073	0075	Chapter 78 Withholding Transfer	921.66
02/12/16	0073	0075	Chapter 78 Withholding Transfer	921.66
02/12/16	0073	0075	Chapter 78 Withholding Transfer	1,368.68
02/12/16	0073	0075	Chapter 78 Withholding Transfer	6,018.69
02/12/16	0073	0075	Chapter 78 Withholding Transfer	6,018.69
02/12/16	0073	0075	Chapter 78 Withholding Transfer	6,018.19
02/12/16	0073	0075	Chapter 78 Withholding Transfer	6,092.19
02/12/16	0073	0075	Chapter 78 Withholding Transfer	6,121.38
02/12/16	0073	0075	Chapter 78 Withholding Transfer	6,121.38
02/12/16	0073	0075	Chapter 78 Withholding Transfer	6,965.18
02/12/16	0073	0075	Chapter 78 Withholding Transfer	6,965.18
02/12/16	0073	0075	Chapter 78 Withholding Transfer	6,972.76
02/12/16	0073	0075	Chapter 78 Withholding Transfer	7,164.02
02/12/16	0073	0075	Chapter 78 Withholding Transfer	16,198.02
02/12/16	0073	0075	February 12, 2016 Agency Transfer	50,605.91
02/12/16	0073	0074	February 12, 2016 Payroll Transfer	83,918.27
02/17/16	0073	0074	PERS Annual Payment	52,516.00
02/18/16	0073	0075	NJ Pension Underpayment	5,245.48



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02/29/16	0073	0075	February 29, 2016 Agency Transfer	50,406.72
				513,797.71

; 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 **February 22, 2016 to March 17, 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).

**B. DIRECTING THE DISTRIBUTION OF NET RETURNED SURPLUS FUNDS**

**RESOLUTION DIRECTING THE DISTRIBUTION  
OF THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION  
NET RETURNED SURPLUS FUNDS HELD IN TRUST BY THE  
BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND**

**WHEREAS**, the Springfield Township Board of Education, hereinafter referred to as BOARD, participated as a member district of the Burlington County Insurance Pool, Inc. (also known as the Burlington County Insurance Pool and Burlington County Insurance Pool Joint Insurance Fund), hereinafter referred to as FUND, for one or more of the FUND fiscal year beginning July 1, 2004, 2005, 2006, 2007, 2008 and/or 2011; and

**WHEREAS**, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq.; and

**WHEREAS**, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership; and

**WHEREAS**, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any available statutory surplus will be released by the FUND; and

**WHEREAS**, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND; and

**WHEREAS**, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for Incurred-But-Not-Reported claims, subject to the surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND; and

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**WHEREAS**, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein a return of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing a demand for an additional assessment from each participating member district of that FUND year; and

**WHEREAS**, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier collection of an additional assessment due to the possibility that a FUND year wherein an additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year; and

**WHEREAS**, the BOARD recognizes its Share of Available Statutory Surplus authorized to be released by the FUND is as shown below:

Dollar amounts of Surplus by FUND Fiscal Year

Released by the FUND's Board of Trustees – Valued as of June 30, 2014 Financial Position

<b>Fund Fiscal Year</b>	<b>Total FUND Release</b>	<b>BOARD's Share</b>
July 1, 2004 to June 30, 2005	\$100,000	\$372
July 1, 2005 to June 30, 2006	\$225,000	\$813
July 1, 2006 to June 30, 2007	\$225,000	\$719
July 1, 2007 to June 30, 2008	\$100,000	\$304
July 1, 2008 to June 30, 2009	\$100,000	\$307
July 1, 2011 to June 30, 2012	\$250,000	\$812
<b>Subtotal Current Distribution</b>	<b>\$1,000,000</b>	<b>\$3,326</b>
Aggregate Excess Loss Contingency Fund (Optional Distribution)	\$3,487,899	\$Not a Participant
<b>Total Distribution Available</b>	<b>\$4,487,899</b>	<b>\$3,326</b>

; and

**WHEREAS**, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

1. Direct the FUND to forward a check for the BOARD's full share to the BOARD,
2. Direct the FUND to apply the BOARD's share to the BOARD's 2015-2016 premium in the next FUND fiscal year (N.J.A.C. 11:15-4.21(e)) **(current FUND members only)**,
3. Direct the FUND to apply the BOARD's share to the FUND's Aggregate Excess Loss Contingency Fund, which provides both current member districts and former member districts with an available individual contingency balance for use in satisfying any possible need for a supplemental assessment for any year they were a member and an annual capacity to use all or a portion of a member district's available balance in offsetting future premiums, **or**
4. Direct the FUND to apportion the BOARD's share as a stated dollar amount among options 1, 2, & 3 above such that the sum total of allocated dollars equals the amount of the Total Distribution available to the BOARD as noted above.



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**NOW THEREFORE**, the BOARD directs the FUND to distribute the BOARD's share of its Net Distribution as follows (**check the one box that applies**):

- ☐ Forward a check in the full amount to the BOARD.  
**X** Apply the full amount to the BOARD's next 2015-2016 premium (current FUND members only),  
☐ Apply the full amount to the BOARD's share of the FUND's Aggregate Excess Loss Contingency Fund.  
☐ Distribute the full amount among options 1, 2 & 3 as follows:

**Option 1 - \$\_\_\_\_\_ , Option 2 - \$\_\_\_\_\_ , Option 3 - \$\_\_\_\_\_.**

\_\_\_\_\_  
**Bruce M. Benedetti**  
**Secretary to the Board**

**C. 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.

**D. APPROVAL USE OF FACILITIES**

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

**Gymnasium & Athletic Field- Springfield Township Recreation**

<b>Dates</b>	<b>Time</b>	<b>Person in Charge</b>
3-12-16 to 6-11-16	Wed 3:30 pm-6:30 pm Sat 9:00 am-12:00 pm	Greg Bogle

**Co  
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**r Lab-Primetime**

3/17, 4/14, 4/28, 5/12,5/26 & 6/12	4:15 pm-5:00 pm	Julius M. Dix IV-Primetime
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**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, March 15, 2016** in the Library at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.



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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
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 =

<b>CONTRACT ADMINISTRATION</b>
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The Superintendent submits the following resolutions for approval of change orders and other 2015 Construction Project related items:

**A. AUTHORIZING EXECUTION AN ALLOWANCE CHANGE ORDER [INCREASE/DECREASE] NUMBER M-2**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD  
AS AUTHORIZED REPRESENTATIVE OF THE  
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION  
TO EXECUTE AN ALLOWANCE CHANGE ORDER [INCREASE/DECREASE] NUMBER M-2  
WITH THE BOILER REPLACEMENT CONTRACTOR FOR THE CONSTRUCTION PROJECT  
FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL**

**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, Spiegle Architectural Group, and the Construction Manager, New Road Construction Management, have recommended the following change order for approval of the Board of Education:

<b>Surety Mechanical Services of NJ, LLC</b>	Contract for General Construction Boiler Replacement
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Change Order Initiated: July 17, 2015	Change Order Number: <b>M-2</b>
Install (2) shutoff valves with drains on the hot water heating supply and return lines to isolate boiler room from distribution piping.	1841.44
<b>Lump Sum Allowance Change Order Amount</b>	<b>1841.44</b>
Original Contract Sum	305000.00
Net Change Orders Previously Authorized	0.00
Contract Sum Prior To This Change Order	305000.00
Contract Sum Increase/(Decrease) This Change Order	0.00
New Contract Price After This Change Order	305000.00
Contract Time Adjustment For This Change Order	0.00

**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 **M-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 reduce the existing purchase order to reflect the change order amount.

**B. AUTHORIZING THE EXECUTION AN ALLOWANCE CHANGE ORDER [INCREASE/DECREASE] NUMBER M-3**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD  
AS AUTHORIZED REPRESENTATIVE OF THE  
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION  
TO EXECUTE AN ALLOWANCE CHANGE ORDER [INCREASE/DECREASE] NUMBER M-3  
WITH THE BOILER REPLACEMENT CONTRACTOR FOR THE CONSTRUCTION PROJECT  
FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL**

**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

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**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:

<b>Surety Mechanical Services of NJ, LLC</b>	Contract for General Construction Boiler Replacement
Change Order Initiated: September 10, 2015	Change Order Number: <b>M-3</b>
Enlarge existing opening to boiler room, including excavation, footing extension, reinforced masonry wall and installation of new access doors. \$15,000.00.	15000.00
<b>Lump Sum Allowance Change Order Amount</b>	<b>15000.00</b>
Original Contract Sum	305000.00
Net Change Orders Previously Authorized	0.00
Contract Sum Prior To This Change Order	305000.00
Contract Sum Increase/(Decrease) This Change Order	15000.00
New Contract Price After This Change Order	320000.00
Contract Time Adjustment For This Change Order	0.00

**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 **M-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 reduce the existing purchase order to reflect the change order amount.

**C. AUTHORIZING THE EXECUTE AN ALLOWANCE CHANGE ORDER [INCREASE/DECREASE] NUMBER M-4**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD  
AS AUTHORIZED REPRESENTATIVE OF THE**



**Springfield Township Board of Education  
Jobstown, NJ 08041  
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**SPRINGFIELD TOWNSHIP BOARD OF EDUCATION  
TO EXECUTE AN ALLOWANCE CHANGE ORDER [INCREASE/DECREASE] NUMBER M-4  
WITH THE BOILER REPLACEMENT CONTRACTOR FOR THE CONSTRUCTION PROJECT  
FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL**

**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, Spiegle Architectural Group, and the Construction Manager, New Road Construction Management, have recommended the following change order for approval of the Board of Education:

<b>Surety Mechanical Services of NJ, LLC</b>	Contract for General Construction Boiler Replacement
Change Order Initiated: November 17, 2015	Change Order Number: <b>M-4</b>
Credit to Owner in the amount of -\$5,869.28 for unused allowance.	-5869.28
<b>Lump Sum Allowance Change Order Amount</b>	<b>-5869.28</b>
Original Contract Sum	305000.00
Net Change Orders Previously Authorized	15000.00
Contract Sum Prior To This Change Order	320000.00
Contract Sum Increase/(Decrease) This Change Order	-5869.28
New Contract Price After This Change Order	314130.72
Contract Time Adjustment For This Change Order	0.00

**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 **M-4**; 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 reduce the existing purchase order to reflect the change order amount.

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**D. APPROVING THE CONSTRUCTION FUND BILL LIST**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION APPROVING THE CONSTRUCTION FUND BILL LIST  
UNDER DEPARTMENT OF EDUCATION PROJECT # 5010-050-14-1001  
FOR THE MONTH ENDING MARCH 31, 2016**

**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

**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	Remaining Balance	Payment	Amount
MTB LLC	3920	Roofing Contractor	71,160.75	-36259.13	34,901.62
New Roads Construction	3915	Construction Management	59,947.00	-6000.00	53,947.00
				-42,259.13	

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

Expenditure Account #	Account Title	Budget	Expended	Encumber	Payment	Available
30-000-400-340-378-015	CNSTRCT MNGR SRV	115250.00	-55303.00	-53947.00	-6000.00	0.00
30-000-400-390-310-015	PRINT SRV	2500.00	-2500.00	0	0	0.00
30-000-400-390-369-015	CNTRCTANALYS SRV	5250.00	-2900.00	0	0	2350
30-000-400-390-377-015	FINANCE ADVR SRV	10000.00	-10000.00	0	0	0.00
30-000-400-390-401-015	ARCH/ENGR SRV	218839.36	-218839.36	0	0	0.00
30-000-400-390-474-015	BOND LEGAL SRV	13561.93	-13561.93	0	0	0.00
30-000-400-450-929-015	BOILER RPR SRV	314130.72	-314130.72	0	0	0.00
30-000-400-450-931-015	HVAC RPR SRV	3420313.99	0	0	0	3,420,313.99
30-000-400-450-948-015	ROOF RPR SRV	302500.00	-231339.25	-34901.62	-36259.13	0.00
30-000-400-450-949-015	WINDOW RPR SRV	432783.00	0	-432783.00	0	0.00
30-000-400-450-952-015	SECURITY RPR SRV	200000.00	0	0	0	200,000.00
30-000-400-890-426-015	FEES & LIC EXP	1496.00	-1316.00	0	0	180.00
30-000-400-890-666-015	SDA GRANT EXP	31250.00	0	0	0	31,250.00
30-000-400-890-931-015	SOFT HVAC EXP	1045431.00	0	0	0	1,045,431.00
30-000-400-890-949-015	SOFT WINDOW EXP	102000.00	0	0	0	102,000.00
30-000-400-890-952-015	SOFT SECURITY EXP	50000.00	0	0	0	50,000.00
		6,265,306.00	-849,890.00	-521,631.62	-42,259.13	4,851,524.99



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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 above payments for the construction project for renovations to the Springfield Township Elementary School are hereby approved.

**E. ESTABLISHING A FIELD CHANGE ORDER AMOUNT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION ESTABLISHING A FIELD CHANGE ORDER AMOUNT  
FOR THE BUSINESS ADMINISTRATOR SECRETARY TO THE BOARD  
FOR THE CONSTRUCTION UNDER DOE PROJECT #5101-050-14-1001  
AND SDA PROJECT #5010-050-014-G3DY**

***WHEREAS,*** the Springfield Township Board of Education has authorization to expend bond proceeds and Schools Development Authority for renovations to the Springfield Elementary School under the above project approvals; and

***WHEREAS,*** the Board of Education recognizes the need to grant permission to approve field change orders to the Business Administrator/Secretary to the Board in order to expedite the ongoing construction project; and

***WHEREAS,*** it is understood that the change shall be scheduled for Board of Education approval at the next public meeting; and

***WHEREAS,*** 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

***WHEREAS,*** 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

***WHEREAS,*** 18A:18A-37, c. provides that all contracts that are in the aggregate less than fifteen percent (15%) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution; and

***WHEREAS,*** the bid threshold with a Qualified Purchasing Agent Certificate is thirty six thousand dollars and no cents (\$36,000.00); and

***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 give official approval of field change orders in an amount not-to-exceed above cited bid threshold.



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**F. CONTRACT FOR HVAC AND SITE UPGRADES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT  
FOR HVAC AND SITE UPGRADES  
UNDER COMMISSION NO. 15K022 – 2015 REFERENDUM  
AND APPROVING A TRANSFER OF FUNDS**

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

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

**WHEREAS,** the **HVAC and site upgrades project** was advertised for the submission of sealed bids on **Friday, March 11, 2016 at 1:00 P.M.** and at which time the sealed bids were publicly opened and read; and

**WHEREAS,** the following sealed bids the **Springfield School HVAC and site upgrades** were submitted:

DESCRIPTION	Framan Mechanical Inc.	GDS Mechanical Inc.
BASE BID	\$3,855,000	\$3,768,000
ALTERNATES		
AB-01: Auxiliary Well	\$15,000	\$78,000
AB-02a: Kindergarten Toilet Room Hot Water	\$18,300	\$26,000
AB-02b: Kindergarten Toilet Room Renovations	\$11,300	\$108,000
AB-03: Concrete Sidewalk and Curb	\$45,000	\$94,000
AB-04: Site Upgrade at Parking Lot	\$16,000	\$35,000
AB-05: Prefabricated Canopy	\$6,000	\$38,000
AB-06: Railing Restoration – Court Yard B	\$5,000	\$28,000
AB-07: Boiler Room Lintel Restoration	\$5,000	\$12,000
AB-08: Storage Containers	\$30,000	\$48,000
AB-09: Sprinkler System	\$690,000	\$830,000
AB-10: Music Room Casework	\$44,000	\$14,000
AB-11: Ceiling and Lighting (Media Center, Office, Nurse's Suite	\$34,000	\$58,000
AB-12: Classroom Economizer	-\$20,000	-\$38,000
TOTAL	\$4,754,600	\$5,099,000

; and

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**WHEREAS**, after consultation among the Chief School Administrator, the Interim Business Administrator, Educational Facilities Manager, the Project Architect and the Construction Manager the following combination of base bid plus selected alternates [Base Bid + Alt AB-01 + Alt AB-02b + Alt AB-05 & Alt AB-12 (deduct)] is recommended:

DESCRIPTION	Framan Mechanical Inc.	GDS Mechanical Inc.
BASE BID	\$3,855,000	\$3,768,000
ALTERNATES		
AB-01: Auxiliary Well	\$15,000	\$78,000
AB-02b: Kindergarten Toilet Room Renovations	\$11,300	\$108,000
AB-05: Prefabricated Canopy	\$6,000	\$38,000
AB-12: Classroom Economizer	-\$20,000	-\$38,000
TOTAL	3,867,300	3,954,000

; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Interim Business Administrator/Secretary to the Board (Purchasing Agent) are hereby authorized to execute a contract for the Springfield School door and window replacement with **Framan Mechanical, Inc., 259 New Brunswick Avenue, Fords, New Jersey 08863**, in the amounts as above outlined.

\*\*\*\*\*

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Category	Description	Amount
Name of Account	HVAC RPR SRV	
Account Number	30-000-400-450-931-015	
Certification Date	March 11, 2016	
Beginning Balance		
Contract Encumbrance Amount		\$3,420,313.99
Ending Balance		-\$3,867,300.00
Transfer Fr Account Number	SOFT HVAC EXP	-\$446,986.01
Transfer Fr Account Title	30-000-400-890-931-015	
Transfer Fr Beginning Balance	\$1,045,431.00	
Transfer Amount	-\$446,986.01	\$446,986.01
Transfer Fr Ending Balance	\$598,444.99	
Beginning Balance		
Ending Balance		\$0.00

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Fiscal Notes:

\_\_\_\_\_  
Bruce M. Benedetti  
Business Administrator/Board Secretary

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

**CERTIFICATION OF THE PUBLIC AGENCY COMPLIANCE OFFICER**

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

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

	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 MATTERS**

**A. RETROACTIVELY APPROVING THE ANNUAL APPOINTMENT OF THE AUTHORIZED REPRESENTATIVE**

**RESOLUTION RETROACTIVELY APPROVING THE ANNUAL APPOINTMENT OF THE  
SECRETARY TO THE BOARD AND DESIGNATING SAID APPOINTMENT  
AS THE BOARD OF EDUCATION'S AUTHORIZED REPRESENTATIVE  
PURSUANT TO N.J.S.A. 18A:17-5**



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**WHEREAS,** N.J.S.A. 18A:17-5 provides that a Board of Education shall appoint a board secretary for a term to expire not later than June 30 of the calendar year next succeeding that in which the board of education shall have been organized, but he shall continue to serve after the expiration of his term until his successor is appointed and qualified; and

**WHEREAS, Bruce M. Benedetti, 265 Delaware Avenue, Roebling, New Jersey 08554,** serves as Interim Board Secretary and the Board of Education wishes to appoint said individual in accordance with N.J.S.A. 18A:17-5; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **Bruce M. Benedetti, 265 Delaware Avenue, Roebling, New Jersey 08554,** shall be appointed as Secretary to the Board for the **2015-2016** school year beginning **January 14, 2016** and to designate him as the authorized representative of the Board of Education thus investing the duties and responsibilities provided by statute to said position; and

**BE IT FURTHER RESOLVED** that no additional compensation shall be granted above that provided to the subject employee by his appointment as the certified Interim School Business Administrator.

**B. APPOINTING THE CUSTODIAN OF GOVERNMENT RECORDS**

**RESOLUTION RETROACTIVELY APPOINTING THE CUSTODIAN OF GOVERNMENT RECORDS  
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT**

**WHEREAS,** N.J.S.A. 47:1A-1.1, "The Open Public Records Act" (OPRA) 18A:18A-2 provides that any government record that has been made, maintained or kept on file in the course of the official business by any State, local or regionally funded agency, including school boards, should be available for review and/or purchase; and

**WHEREAS,** N.J.S.A. 47:1A-1.1 et seq. stipulates that a Custodian of Government Records shall be officially designated by formal action of a public agency's director or governing body; and

**WHEREAS,** any member of the public seeking to inspect public records of the Springfield Township School District shall make application in writing on the "Application to View or Obtain Copies of Springfield Township School District Governmental Record" which identifies the record or records sought to be inspected and/or copied; and

**WHEREAS,** such inspection shall be made only at reasonable times during regular business hours and without interference with the conduct of the affairs of the office or other place where such records are kept or maintained within seven (7) days of the request; provided, however, that in the event that said records are not readily available or research is necessary to supply the information sought, the Custodian shall have at least two (2) weeks to comply with the request; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **Bruce M Benedetti, Interim Business Administrator/Secretary to the Board** is hereby appointed as the Custodian of Government

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Records for the Township of Springfield School District for the period of time from **January 14, 2016 to June 30, 2016** and is duly assigned the authority, responsibility and accountability for the review and/or copying of public records; and

**BE IT FINALLY RESOLVED** that no additional compensation shall be granted above that provided to the subject employee by appointment as the Custodian of Government Records.

**C. DESIGNATING THE INTERIM BUSINESS ADMINISTRATOR/BOARD SECRETARY AS THE PUBLIC AGENCY COMPLIANCE OFFICER**

**RESOLUTION RETROACTIVELY DESIGNATING THE INTERIM BUSINESS ADMINISTRATOR/BOARD SECRETARY AS THE PUBLIC AGENCY COMPLIANCE OFFICER FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

**WHEREAS**, N.J.A.C. 17:27-3.5 and subsection 6(f) of Public Law 1975, c.127 requires that each public agency of the State of New Jersey annually designate an existing officer or employee as its Public Agency Compliance Officer; and

**WHEREAS**, "public agency" means any State, county, municipality or other political subdivision of New Jersey, or any agency of or authority created by any of the foregoing; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **Bruce M Benedetti, Interim Business Administrator/Secretary to the Board, 265 Delaware Avenue, Roebling, New Jersey 08554**, is hereby designated as the Public Agency Compliance Officer for the Township of Springfield School District for the period of time from **January 14, 2016 to June 30, 2016**; and

**BE IT FURTHER RESOLVED** that the Public Agency Compliance Officer shall be responsible for ensuring the District's compliance in accordance with N.J.A.C. 17:27-3.5 and that there shall be no additional compensation granted to the incumbent in his capacity as Interim School Business Administrator for the designation and that the New Jersey Department of the Treasury, Affirmative Action Office, shall be notified of the designation.

**D. APPOINTING THE INTERIM BUSINESS ADMINISTRATOR/BOARD SECRETARY AS THE DISTRICT QUALIFIED PURCHASING AGENT**

**RESOLUTION RETROACTIVELY APPOINTING THE INTERIM BUSINESS ADMINISTRATOR/BOARD SECRETARY AS THE DISTRICT QUALIFIED PURCHASING AGENT FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT**

**WHEREAS**, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and



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**WHEREAS,** 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

**WHEREAS,** 18A:18A-37, c. provides that all contracts that are in the aggregate less than fifteen percent (15%) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution; and

**WHEREAS,** the bid threshold with a Qualified Purchasing Agent Certificate is thirty six thousand dollars and no cents (\$36,000.00) resulting in a quote threshold of five thousand four hundred dollars and no cents (\$5,400.00); and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **Bruce M. Benedetti, Interim Business Administrator/Secretary to the Board, 265 Delaware Avenue, Roebling, New Jersey 08554-1934,** is hereby appointed as the District Qualified Purchasing Agent for the Township of Springfield School District for the period of time from **January 14, 2016 to June 30, 2016** and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Springfield Township Board of Education; and

**BE IT FURTHER RESOLVED** that Bruce M. Benedetti, District Qualified Purchasing Agent, is hereby authorized to award contracts on behalf of the Springfield Township Board of Education that are less than fifteen percent (15%) of the bid threshold without soliciting competitive quotations; and

**BE IT FURTHER RESOLVED** that Bruce M. Benedetti, District Qualified Purchasing Agent, is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed fifteen percent (15%) of the bid threshold but less than the bid threshold; and

**BE IT FINALLY RESOLVED** that no additional compensation shall be granted above that provided to the subject employee by his appointment as the certified Interim School Business Administrator.

**E. APPROVING THE APPOINTMENT OF THE ATTENDANCE OFFICER**

**RESOLUTION RETROACTIVELY APPROVING THE APPOINTMENT OF THE ATTENDANCE  
OFFICER OF THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT PURSUANT TO N.J.S.A.  
18A:38-32**

**WHEREAS,** N.J.S.A. 18A:38-32 provides that the board of education of each school district shall appoint a suitable number of qualified persons to be designated as attendance officers and shall affix their compensation; and

**WHEREAS,** the Superintendent of Schools submits the following individual for reappointment to the position of Attendance Officer:

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**Asia M. Michael  
23 Brentwood Drive  
Burlington NJ 08016**

***NOW, THEREFORE, BE IT RESOLVED*** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, a contract shall be issued for the Attendance Officer for **the period of time from July 1, 2015 to June 30, 2016.**

***BE IT FINALLY RESOLVED*** that no additional compensation shall be granted above that provided to the subject employee by appointment as Attendance Officer.

**F. DESIGNATING THE APPOINTMENT OF THE BOARD PARLIAMENTARTIAN**

**RESOLUTION DESIGNATING THE APPOINTMENT OF THE BOARD PARLIAMENTARTIAN**

***WHEREAS,*** all regular and special meetings shall be conducted in accordance with Robert's Rules of Procedure. In questions concerning procedure, the Board President shall rule after consulting the rules; and

***WHEREAS,*** to assist the Board President in the determination on any and all parliamentary inquiries the Board of Education wishes to appoint a Board Parliamentarian; and

***WHEREAS,*** according to Robert's Rules of Order - Appointed Officers or Consultants - the duties for the Board Parliamentarian shall be as follows:

1. The president, knowing in advance the business to come before the assembly, should confer with the parliamentarian before the meetings open, and during recess, in order to anticipate any problems that may arise and to avoid, as much as he can, frequent consultation during meetings. There is no set rule for the number of additional functions a parliamentarian may be asked to perform;
2. During a meeting the work of the parliamentarian should be limited to giving advice to the chair and, when requested, to any other member. It is also the duty of the parliamentarian - as inconspicuously as he can - to call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm. Only on the most involved matters should the parliamentarian actually be called upon to speak; and the practice should be avoided if at all possible. The parliamentarian should be seated next to the chair, so as to be convenient for consultation in a low voice, but the chair should try to avoid checking with the parliamentarian too frequently or obviously. After the parliamentarian has expressed an opinion on a point, the chair has the duty to make the final ruling and, in doing so, has the right to follow the advice of the



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- parliamentarian, or to disregard it,
3. In the event that there remains a question on any parliamentary inquiry which is not finalized as a result of the deliberations of the president and the parliamentarian, the matter shall be referred to the Board Solicitor for a determination. The matter before the Board shall be tabled pending the determination of the Board Solicitor.

; and

***NOW, THEREFORE, BE IT RESOLVED*** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the **Bruce M. Benedetti, Interim Business Administrator/Secretary to the Board**, shall be hereby appointed as Board Parliamentarian from the effective **February 16, 2016** until the **2016 reorganization** of the Board of Education.

**G. AMENDED SALARIES: TENURED TEACHING STAFF**

Be it resolved that the salaries of the following teaching staff members, as listed below, were approved for the **2014-2015 school year**

<b>Name</b>	<b>Position</b>	<b>FT / PT</b>	<b>Step 14/15</b>	<b>Salary 14/15</b>
Angelastro, Amy	Teacher	FT	MA Step 16	75,155
Batchler, Andrea	Teacher	FT	BA Step 19	85,402
Browning, Cathryn	Teacher	FT	MA Step 19	89,602
Bucko, Cheryl	Teacher	FT	BA Step 16	70,955
Carter, Patricia	Teacher	FT	MA Step 13	66,344
DeMinco, Jamie	Teacher	FT	MA Step 10	62,108
Kolev, Wendy	Teacher	FT	BA Step 12	60,795
Linton, Kelly	Teacher	FT	BA Step 16	70,955
Luyber, Jonathan	Teacher	FT	MA Step 13	66,344
McIntyre, Erica	Teacher	FT	MA Step 5	57,840
Millerline, Marisela	Teacher	PT .4	MA Step 7	23,688
Palazzi, Alisa	Teacher	FT	BA Step 7	55,021
Pence, Heather	Teacher	FT	BA Step 6	54,268
Pine, Barbara	Teacher	FT	BA Step 8	55,648
Ricciani, JoAnn	Nurse	FT	BA Step 8	55,648
Schleider, Justin	Teacher	FT	MA Step 5	57,840

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Schweitzer, Rebecca	Social Worker	FT	MA Step 15	70,486
Secouler, Sandra	Teacher	FT	BA Step 19	85,402
Seitz, Tracy	Teacher	FT	BA Step 19	85,402
Sepessy, Patricia	Teacher	FT	BA Step 19	85,402
Spennato, Clarene	Teacher	PT .7	BA Step 19	59,781.40
Traino, Ashley	Teacher	FT	MA Step 8	59,848
Weir, Catherine	Teacher	FT	MA Step 8	59,848

**H. AMENDED SALARIES: NON-TENURED TEACHING STAFF**

Be it resolved that the salaries of the following teaching staff members, as listed below, were approved for the **2014-2015 school year**

<b>Name</b>	<b>Position</b>	<b>FT / PT</b>	<b>Step 14/15</b>	<b>Salary 14/15</b>
Bencivengo, Jillian	Teacher	FT	BA Step 1	52,040
Weaver, Chelsea	Teacher	FT	BA Step 1	52,040
Jarvela, Adam	Teacher	PT .7	BA Step 3	36,988
Pestridge, Samantha	Teacher	FT	BA Step 2	52,440
Roats, Theresa	Teacher	FT	MA Step 1	56,240
Supple, Rene	Teacher	FT	MA Step 4	57,440

**I. AMENDED SALARIES: SUPPORT STAFF**

Be it resolved that the salaries for the following support staff, as listed below, were approved for the **2014-2015 school year**.

<b>Name</b>	<b>Position</b>	<b>FT / PT</b>	<b>Step 14/15</b>	<b>Salary 14/15</b>
Buffa, Denise	Ed Assistant	FT 6.75 hours	Step 8	21,799
Capra, Annette	Ed Assistant	PT 4.5 hours	Step 5	13,165.33
Gonzalez, Margaret	Ed Assistant	PT 4.75 hours	Step 8	15,340.04
Grupp, Virginia	Ed Assistant	PT 4.75 hours	Step 7	14,799.59



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Lockwood, Janet	Ed Assistant	FT 6.75 hours	Step 8*	22,999
Preisig, Sherry	Ed Assistant	PT 4.5 hours	Step 4*	13,937.33
Thorn, Jack	Lunch Aide	PT 2.5 hours	Step 5	7,314.07
Wassall, Karen	Ed Assistant	FT 6.75 hours	Step 8	21,799
Knewasser, Joseph	Maintenance	FT 8 hours	Step 8	39,695
Lopez, Luis	Custodian	PT 5 hours	Step 8	21,708
Polhamus, Danella	Custodian	FT 8 hours	Off Guide	45,301
Webster, John	Custodian	PT 5 hours	Step 3	18,932.50

\*includes \$1200 professional development stipend

**J. AMENDED SALARIES: TENURED TEACHING STAFF**

Be it resolved that the salaries of the following teaching staff members, as listed below, were approved for the **2015-2016 school year**

<b>Name</b>	<b>Position</b>	<b>FT / PT</b>	<b>Step 15/16</b>	<b>Salary 15/16</b>
Angelastro, Amy	Teacher	FT	MA Step 17	80,374
Batchler, Andrea	Teacher	FT	BA Step 19	86,502
Browning, Cathryn	Teacher	PT .8	MA Step 19	72,561.60
Bucko, Cheryl	Teacher	FT	BA Step 17	76,174
Carter, Patricia	Teacher	FT	MA Step 14	68,400
DeMinco, Jamie	Teacher	FT	MA Step 11	64,038
Kolev, Wendy	Teacher	FT	BA Step 13	62,694
Linton, Kelly	Teacher	FT	BA Step 17	76,174
Luyber, Jonathan	Teacher	FT	MA Step 14	68,400
McIntyre, Erica	Teacher	FT	MA Step 5	58,390
Millerline, Marisela	Teacher	PT .4	MA Step 8	24,159
Palazzi, Alisa	Teacher	FT	BA Step 8 +9	57,248
Pence, Heather	Teacher	FT	BA Step 7	55,571
Pine, Barbara	Teacher	FT	BA Step 9	57,078

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Ricciani, JoAnn	Nurse	FT	BA Step 9	57,078
Schleider, Justin	Teacher	FT	MA Step 6	59,018
Schweitzer, Rebecca	Social Worker	FT	MA Step 16	75,705
Secouler, Sandra	Teacher	FT	BA Step 19	86,502
Seitz, Tracy	Teacher	FT	BA Step 19	86,502
Sepessy, Patricia	Teacher	FT	BA Step 19	86,502
Spennato, Clarene	Teacher	PT .7	BA Step 19	60,551.40
Traino, Ashley	Teacher	FT	MA Step 9	61,278
Weir, Catherine	Teacher	FT	MA Step 9	61,278

**K. AMENDED SALARIES: SUPPORT STAFF**

Be it resolved that the salaries of the following teaching staff members, as listed below, were approved for the **2015-2016 school year**

<b>Name</b>	<b>Position</b>	<b>FT / PT</b>	<b>Step 15/16</b>	<b>Salary 15/16</b>
Bencivengo, Jillian	Teacher	FT	BA Step 2	52,990
Weaver, Chelsea	Teacher	FT	BA Step 2	52,990
Jarvela, Adam	Teacher	PT .7	BA Step 4	37,653
Pestridge, Samantha	Teacher	FT	BA Step 3	53,390
Roats, Theresa	Teacher	FT	MA Step 2	57,190
Supple, Rene	Teacher	FT	MA Step 5	58,390
Csolak, Bridget	Teacher	FT	MA Step 4	57,990

**L. AMENDED SALARIES: SUPPORT STAFF**

Be it resolved that the salaries for the following support staff, as listed below, were approved for the **2015-2016 school year**.

<b>Name</b>	<b>Position</b>	<b>FT / PT</b>	<b>Step 15/16</b>	<b>Salary 15/16</b>
Buffa, Denise	Ed Assistant	FT 6.75 hours	Step 8	22,312
Capra, Annette	Ed Assistant	PT 4.5 hours	Step 6	13,920.67



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Gonzalez, Margaret	Ed Assistant	PT 4.75 hours	Step 8	15,701.04
Grupp, Virginia	Ed Assistant	PT 4.75 hours	Step 8	15,701.04
Lockwood, Janet	Ed Assistant	FT 6.75 hours	Step 8*	23,512
Preisig, Sherry	Ed Assistant	FT 6.75 hours	Step 5*	21,412
Thorn, Jack	Lunch Aide	PT 2.5 hours	Step 6	7,733.70
Wassall, Karen	Ed Assistant	FT 6.75 hours	Step 8	22,312
Schwarzwalder, Heather	Ed Assistant	PT 4.75 hours	Step 1	13,417
Knewasser, Joseph	Maintenance	FT 8 hours	Step 8	40,628
Lopez, Luis	Custodian	PT 5 hours	Step 8	22,221.25
Polhamus, Danella	Custodian	FT 8 hours	Off Guide	47,326
Webster, John	Custodian	PT 5 hours	Step 4	19,541.25

\*includes \$1200 professional development stipend

**M. RESIGNATION SUPERVISOR OF CURRICULUM AND INSTRUCTION**

Resolved, that the Board of Education regrestfully accepts the resignation of John Acampora, Supervisor of Curriculum and Instruction, effective June 30, 2016.

IT IS HEREBY CERTIFIED that the foregoing Resolutions were duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, March 15, 2016** in the Library at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

**APPROVAL OF ITEMS A TO 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*

**Springfield Township Board of Education  
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*due to Conflict. Quorum =*

**APPROVAL OF ITEMS G TO M**

	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
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*

**POLICY AND CURRICULUM/INSTRUCTION**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION AUTHORIZING SUBMISSION AND ANNUAL REVIEW OF A  
COMPREHENSIVE EQUITY PLAN REPORT  
FROM 2016-2017 THROUGH 2018-2019  
PURSUANT TO N.J.A.C. 6A:7**

**WHEREAS,** N.J.A.C. 6A:7 outlines responsibilities for achieving and maintaining compliance with all state and federal laws governing equity in educational programs, which includes the development of a three-year Comprehensive Equity Plan to ensure compliance with equality and equity requirements; and

**WHEREAS,** the Comprehensive Equity Plan will enable school districts to develop comprehensive and cost-effective plans to concentrate time and resources in identifying and resolving all equity needs affecting the school district's pupils and staff as specified in relevant federal and state statutes and regulations; and

**WHEREAS,** the School District Affirmative Action Officer has developed the Multi-Year Equity Plan Report and has submitted the Plan for Board of Education review and acceptance at the regular monthly meeting of **March 15, 2016**; and

**WHEREAS,** the Comprehensive Equity Plan must be reviewed on an annual basis and a statement of assurance of its implementation be submitted to the Burlington County Office of Education and the Office of Specialized Populations no later than September 1<sup>st</sup> of each year; 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 Comprehensive Equity Plan Report is hereby accepted and has been reviewed as required annually; and

**BE IT FURTHER RESOLVED** that the Township of Springfield Board of Education shall submit the Annual Statement of Assurance of CEP Implementation to the Burlington County Office of Education and the Office of Specialized Populations.

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**CERTIFICATION OF THE BOARD SECRETARY**

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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, March 15, 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 =

<b>UNFINISHED BUSINESS</b>
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1. Policy revisions to electronic devices, i.e. cell phones and pagers.

<b>NEW BUSINESS</b>
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<b>PUBLIC COMMENT #2– SHALL NOT EXCEED THIRTY (30) MINUTES</b>
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Wayne Smith  
1830 Jacksonville-Jobstown Road  
Columbus, NJ 08022

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
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1. Mr. Smith commented on his attendance at the student talent show. He focused on the organization and the controlling role played by the students.
2. Mr. Smith also commented on several presentations he attended that were given by the Northern Burlington Regional High School on proposed building renovations through the referendum process.

<b>RESOLUTION TO ADJOURN</b>	<b>7:35 P.M.</b>
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*CERTIFICATION OF THE BOARD SECRETARY*

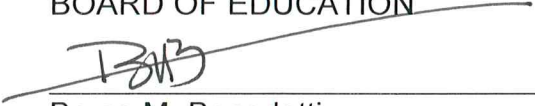
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IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, March 15, 2016** in the Library at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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