

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, February 16, 2016
Agenda – Regular Meeting**

CALL TO ORDER

A **Regular Meeting** of the Springfield Township Board of Education was held on Tuesday, February 16, 2016 at 6:00 p.m. in the Springfield Elementary School Library.

ROLL CALL OF BOARD MEMBERS AND STAFF

	Board of Education Member	Present	Late	Absent	
1	Joseph Bucs	X			1
2	Andrew Eaton, Vice President			X	2
3	Wade Hale	X			3
4	Kristen Lippincott	X			4
5	Michael Ramalho			X	5
6	Dennis Schmieder			X	6
7	James Specca			X	7
8	Jennifer Webb	X			8
9	Gregory Madia, President	X			9

Others present:

[X] Craig Vaughn, Chief School Administrator
[X] Bruce Benedetti, School Business Administrator / Board Secretary
[] Asia Michael, Assistant Principal
[] Shawn Dennis, Educational Facilities Manager
[X] Anthony W. Catania, Project Engineer – Spiezle Architectural Group
[]

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.

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PLEDGE OF ALLEGIANCE

The President led the Board and the assemblage in the Pledge of Allegiance.

Motion was made, with second, to table the agenda items as that the Board of Education can participate in an ethics training session from the New Jersey School Boards Association.

	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		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

A presentation was made by Anthony W. Catania, Project Engineer – Spiegle Architectural Group, on the window replacement bid. An extensive discussion ensued regarding the selection of alternates.

At the conclusion of the presentation, a motion was made, with second, to remove the agenda items from table and to proceed with the regular meeting.

	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		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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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 Board of Education 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.

The Project Engineer for the 2015 construction project, Anthony W. Catana – Spiegle Architectural Group, reviewed the bid results for the door and window replacement project. There was extensive discussion on the process given to the selection of the series of alternatives. The action of awarding the bid was scheduled for later on the Agenda.

CORRESPONDENCE

SUPERINTENDENT’S REPORT (ESTIMATED TIME: 15 MINUTES)

Enrollment

	June 30, 2015	February 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

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Out-of-District Placement	0	2	+2
Total	251	228	- 33

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 1, 2016	Reading Rocks Assembly Hosted by the Home & School Assoc.
March 2, 2016	Read Across America Day
March 4, 2016	Kindergarten & Preschool Round-up
March 8, 2016	Home & School Meeting-7:00 p.m.
March 10, 2016	Talent Show-6:30 p.m.
March 11, 2016	Women in History Assembly-Hosted by the Home & School Assoc.
March 15, 2016	Board of Education Meeting-6:30 p.m.
March 16, 2016	Northern Burlington High School National Honor Society Members to Read to Students
March 18, 2016	Home & School Spring Dance
March 24 thru April 1, 2016	Spring Break

ACTION ITEMS: (ESTIMATED TIME: 15 MINUTES)

REPORT OF THE SUPERINTENDENT

A. HIB Report

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

CERTIFICATION OF THE BOARD SECRETARY

IT IS HEREBY CERTIFIED that the HIB Report was duly approved by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, February 16, 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		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

Not Voting due to Conflict. Quorum =

B. Board of Education Goals

Be it resolved that the Springfield Township Board of Education approve the following goals, as listed below, for the 2015-2016 school year:

- The Board of Education will provide increased financial transparency by developing, in conjunction with the Superintendent and School Business Administrator, a line item specific budget for the 2016-2017 school year with open access to business office supporting documentation.
- The Board of Education will encourage all members to participate in training above and beyond the mandated courses per administrative code including, but not limited to, individual professional development and Board level workshops.

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- The Board of Education will review and reform policies and procedures to support community outreach and communication efforts on behalf of the Board, Administration, and school community.

CERTIFICATION OF THE BOARD SECRETARY

IT IS HEREBY CERTIFIED that the Board of Education goals were duly approved by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, February 16, 2016** in the Library at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

Not Voting due to Conflict. Quorum =

APPROVAL OF MINUTES

January 05, 2016 Reorganization Meeting
January 13, 2016 Work Session Meeting
January 13, 2016 Executive Meeting
January 19, 2016 Regular Meeting
January 19, 2016 Executive Meeting

FINANCE/FACILITIES

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A. 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 **December 2015** be approved as follows

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

Approve the Payroll Bills lists for **January 15, 2016** and **January 29, 2016**.

Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for **February 2016** in the amount of \$360,166.70.

B. Resolution approving the date for the holding of a public hearing on the Springfield Township 2016-2017 School Budget pursuant to N.J.S.A. 18A:22-13.

WHEREAS, N.J.S.A. 18A:22-10 provides that upon the preparation of its budget, the Board of Education shall fix a date, place and time for the holding of a public hearing upon its annual budget and the amounts of money necessary to be appropriated for the use of the budget schools for the ensuing school year and the various items and purposes for which the same are to be appropriated and that said hearing shall be held before the Board of Education; and

WHEREAS, N.J.S.A. 18A:22-13 provides that on the date and at the time and place, so fixed, the board of education shall hold such public hearing at which the taxpayers and other interested persons shall have the opportunity to present objections and to be heard with respect to said budget and the amounts of money necessary to be appropriated and the various items and purposes for which the same are to be appropriated for the use of the public schools in the district for the ensuing school year; and

WHEREAS, the Board of Education wishes to establish the hearing date as **Tuesday, March 22, 2016**; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that a public hearing on the **2016-2017** school budget shall be held on **Tuesday, March 22, 2016 at 6:30 P.M. EST in the Springfield Township School Library, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey 08041** so that the taxpayers and others will have the opportunity to hear said budget.

C. Resolution certifying the EWEG reimbursement requests for the month ending January 31, 2016.

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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 has submits to the Board the following summary for the period ending **January 31, 2016** for review and certification; and

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
15-16	231	TITLE1A	200	300	PURCH PROF/TECH SVS	\$0	
					TOTAL 200 SERIES		\$0
					MONTHLY TOTAL		\$0
15-16	250	IDEA BSC	200	300	PURCH PROF/TECH SVS	\$0	
					TOTAL 200 SERIES		\$0
					MONTHLY TOTAL		\$0
15-16	251	IDEA PSD	200	300	PURCH PROF/TECH SVS	\$0	
					TOTAL 200 SERIES		\$0
					MONTHLY TOTAL		\$0
15-16	270	TITLE 2A	200	300	PURCH ED/PROF/TECH SVS	\$0	

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					TOTAL 200 SERIES		\$0
					MONTHLY TOTAL		\$0
15-16	450	OTH FED	200	300	PURCH ED/PROF/TECH SVS	\$0	
					TOTAL 200 SERIES		\$0
							\$0
TOTAL - ALL GRANTS							

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	\$47765	\$22095		\$3170
IDEA PSD	15-16	\$5030	\$0	\$5030	\$5030	\$0	\$0	\$0
TITLE 2A	15-16	\$4893	\$0	\$4893	\$4770	\$0	\$0	\$123
OTH FED	15-16	\$25180	\$0	\$25180	\$13180	\$12000	\$0	\$0
		\$127611	\$0	\$127611	\$93639	\$34095	\$0	\$22771

D. Authorization to Use of Facsimile Signatures for the 2015-2016 School Year

WHEREAS, New Jersey case law has held that a facsimile signature was valid. The decision stated that as long as there is no express statutory requirement of an original signature, no evidence of fraud, and no evidence of any other wrongdoing, then admittance of the facsimile signature is acceptable and valid as an original; and

WHEREAS, the Board of Education authorizes the Superintendent of Schools, the Treasurer of School Monies and/or the Business Administrator/Secretary to the Board, to prepare and utilize a facsimile signature, in lieu of their manual signature, and to affix such facsimile signature to any of the following instruments: checks; drafts; warrants; vouchers; or other instruments for the payment of money and necessary or desirable in connection with the withdrawal of Board of Education funds for and on its behalf. The individuals specified above may affix their manual or facsimile signature to the instruments identified so long as they continue to act as such officers/employees. The use of facsimile signatures is expressly approved by the Board of Education. Said checks, drafts, warrants, vouchers, or other instruments for the payment of money may be drawn or relate to the accounts of the School District with the various financial institutions (depositories/banks) with which the School District conducts business; and

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WHEREAS, the Board of Education directs that the financial institutions (depositories/banks), with which the School District does business, are authorized and requested to accept, honor, cash, pay or transfer, without limit as to the amount or without further inquiry, checks bearing the authorized signature(s) as provided by the immediately preceding paragraph whether tendered in payment of an individual obligation or deposited in the account of the School District. The Business Administrator/Secretary to the Board is directed to provide written notice of the adoption of any facsimile signature to the depository from which funds are to be withdrawn, which notice shall include a description of the device to be used, a specimen of such facsimile signature; and

WHEREAS, facsimile signature is defined to include, but is not limited to, the reproduction of any authorized signature by a metal plate or by a photographic, photostatic, mechanical device or rubber stamp signature. The actual facsimile signature should be maintained under the care, custody and control of the Business Administrator/Secretary to the Board and, as further precaution, all checks must be entered into the check register; and

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.

IT IS HEREBY CERTIFIED that the Finance items were duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, February 16, 2016** in the Library at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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9	Gregory Madia, President			X					9
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CONTRACT ADMINISTRATION

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT
FOR DOOR AND WINDOW REPLACEMENT
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 door and window project was advertised for the submission of sealed bids on **Tuesday, February 9, 2016 at 3:00 P.M.** and at which time the sealed bids were publicly opened and read; and

WHEREAS, the following sealed bids the Springfield School door and window replacement were submitted:

	Jersey Architectural & Door Supply	Levy Construction Company	Peter V. Pirozzi Construction	SMBA Construction LLC
BASE BID	390217	484600	519986	546000
ALTERNATES				
AL-1: Allowances				
AB-1: Aluminum Storefront 39	15616	26000	22402	24000
AB-2: Gym Door Replacement	16091	24000	23483	25000
AB-3: Insulated Panel Replacement	14450	17600	8443	17000
AB-4: Integral Blinds	12500	74000	72190	14000
AB-5: Exterior Façade Renovation	23885	12600	53896	15000
AB-6: Casework Replacement	68140	77600	54835	50000
	540899	716400	755235	691000

; and

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 + Alt1 + Alt3 = Alt4] is recommended:

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	Jersey Architectural & Door Supply	Levy Construction Company	Peter V. Pirozzi Construction	SMBA Construction LLC
BASE BID	390217	484600	519986	546000
ALTERNATES				
AL-1: Allowances				
AB-1: Aluminum Storefront 39	15616	26000	22402	24000
AB-2: Gym Door Replacement				
AB-3: Insulated Panel Replacement	14450	17600	8443	17000
AB-4: Integral Blinds	12500	74000	72190	14000
AB-5: Exterior Façade Renovation				
AB-6: Casework Replacement				
	432783	602200	623021	601000

; 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 **Jersey Architectural and Door Supply, 722 Adriatic Avenue, Atlantic City, New Jersey 08401**, in the amounts as above outlined.

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

**CERTIFICATION OF AVAILABILITY OF FUNDS
NEW LINE ITEM ACCOUNT**

Category	Description	Amount
Name of Account	DOOR & WINDOW RPR SRV	
Account Number	30-000-400-450-949-015	
Certification Date	February 10, 2016	
Beginning Balance		0
Contract Encumbrance Amount		-432783
Ending Balance		-432783
Transfer Fr Account Number	PROF SERVICES	
Transfer Fr Account Title	30-422-400-390-000-000	
Transfer Fr Beginning Balance	1281009.22	
Transfer Amount	-432783	432783
Transfer Fr Ending Balance	848226.22	
Beginning Balance		

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Ending Balance		0
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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

CERTIFICATION OF THE BOARD SECRETARY

IT IS HEREBY CERTIFIED that the foregoing contract administration section was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, February 16, 2016** in the Library at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs			X					1
2	Andrew Eaton, Vice President						X		2
3	Wade Hale	X		X					3
4	Kristen Lippincott		X	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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Not Voting due to Conflict. Quorum =

PERSONNEL MATTERS

- A. 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**

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. 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

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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 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. Resolution Retroactively Designating the Interim Business Administrator/ Board Secretary as the Public Agency Compliance Officer for the Township of Springfield 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,**

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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. 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

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,

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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. Resolution Retroactively Approving the Appointment of an Attendance Officer of the Springfield Township School District pursuant to N.J.S.A. 18A:38-32 and authorizing the President and Secretary to the Board to execute a contract agreement for the 2015-2016 school year

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:

**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.

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F. Resolution approving the designation of a Board Parliamentarian

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 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.

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; 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: 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**

Name	Position	FT / PT	Step 14/15	Salary 14/15
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
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

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Spennato, Clarene	Teacher	PT .7	BA Step 19	59,781
Traino, Ashley	Teacher	FT	MA Step 8	59,848
Weir, Catherine	Teacher	FT	MA Step 8	59,848
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

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**

Name	Position	FT / PT	Step 14/15	Salary 14/15
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**.

Name	Position	FT / PT	Step 14/15	Salary 14/15
Buffa, Denise	Ed Assist	FT 6.75 hrs	Step 8	21,799
Capra, Annette	Ed Assist	PT 4.5 hrs	Step 5	13,167
Gonzalez, Margaret	Ed Assist	PT 4.75 hrs	Step 8	15,343
Grupp, Virginia	Ed Assist	PT 4.75 hrs	Step 7	14,801

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Lockwood, Janet	Ed Assist	FT 6.75 hrs	Step 8*	22,999
Preisig, Sherry	Ed Assist	PT 4.75 hrs	Step 4*	13,935
Thorn, Jack	Lunch Aide	PT 2.5 hrs	Step 5	7,315
Wassall, Karen	Ed Assist	FT 6.75 hrs	Step 8	21,799
Knewasser, Joseph	Maintenance	FT 8 hrs	Step 8	39,695
Lopez, Luis	Custodian	PT 5 hrs	Step 8	21,708
Polhamus, Danella	Custodian	FT 8 hrs	Off Guide	45,301
Webster, John	Custodian	PT 5 hrs	Step 3	18,936

*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**

Name	Position	FT / PT	Step 15/16	Salary 15/16
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	72,562
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 6	59,018
Millerline, Marisela	Teacher	PT .4	MA Step 8	24,159
Palazzi, Alisa	Teacher	FT	BA Step 8	56,198
Pence, Heather	Teacher	FT	BA Step 7	55,571
Pine, Barbara	Teacher	FT	BA Step 9	57,078
Ricciani, JoAnn	Nurse	FT	BA Step 9	57,078

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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
Traino, Ashley	Teacher	FT	MA Step 9	61,278
Weir, Catherine	Teacher	FT	MA Step 9	61,278

K. 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 **2015-2016 school year**

Name	Position	FT / PT	Step 15/16	Salary 15/16
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**.

Name	Position	FT / PT	Step 15/16	Salary 15/16
Buffa, Denise	Ed Assistant	FT 6.75 hrs	Step 8	22,312
Capra, Annette	Ed Assistant	PT 4.5 hrs	Step 6	13,923
Gonzalez, Margaret	Ed Assistant	PT 4.75 hrs	Step 8	15,704

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Grupp, Virginia	Ed Assistant	PT 4.75 hrs	Step 8	15,704
Lockwood, Janet	Ed Assistant	FT 6.75 hrs	Step 8*	23,512
Preisig, Sherry	Ed Assistant	FT 6.75 hrs	Step 5*	21,412
Thorn, Jack	Lunch Aide	PT 2.5 hrs	Step 6	7,735
Wassall, Karen	Ed Assistant	FT 6.75 hrs	Step 8	22,312
Schwarzwalder, Heather	Ed Assistant	PT 4.75 hrs	Step 1	13,414
Knewasser, Joseph	Maintenance	FT 8 hrs	Step 8	40,628
Lopez, Luis	Custodian	PT 5 hrs	Step 8	22,224
Polhamus, Danella	Custodian	FT 8 hrs	Off Guide	46,366
Webster, John	Custodian	PT 5 hrs	Step 4	19,536

*includes \$1200 professional development stipend

IT IS HEREBY CERTIFIED that the **foregoing Resolutions were tabled due to a question of conflict and the maintenance of quorum** by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, February 16, 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	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 =

UNFINISHED BUSINESS

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No unfinished business was reviewed by the Board.

NEW BUSINESS

No new business was introduced to the Board.

PUBLIC COMMENT #2– SHALL NOT EXCEED THIRTY (30) MINUTES
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RESOLUTION TO HOLD CLOSED SESSION
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TIME:8:12

P.M.

N.J.S.A. 10:4-6 et seq provides that a public body may hold a closed session under certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of the exceptions being as follows:

1. items forbidden by specific legal action
2. right to receive federal funds
3. invasion of individual privacy
4. collective bargaining negotiations
5. purchase/lease/acquisition of real property
6. items where immediate disclosure would impair public safety
7. investigation of violations of law
8. attorney-client privilege
9. terms and conditions of employment/personnel matters
10. penalty or loss of license to an individual

The matter for discussion falls under exception #9. The topic shall be about the Interim Business Administrator/Board Secretary position. 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.

RESOLUTION TO ADJOURN

TIME: 8:29

P.M.

CERTIFICATION OF THE BOARD SECRETARY

IT IS HEREBY CERTIFIED that a **motion to adjourn** was duly approved by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, February 16, 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	
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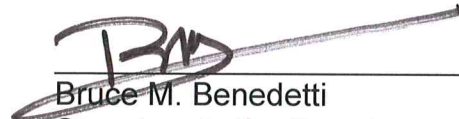
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								*	
1	Joseph Bucs	X		X					1
2	Andrew Eaton, Vice President						X		2
3	Wade Hale		X	X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho						X		5
6	Dennis Schmieder						X		6
7	James Specca						X		7
8	Jennifer Webb			X					8
9	Gregory 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 = 9

SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION


 Bruce M. Benedetti
 Secretary to the Board