

Springfield Township Board of Education
Jobstown, NJ 08041
Wednesday, March 21, 2017
Minutes – Regular Meeting - 080

CALL TO ORDER	TIME	7:04 P.M.
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A **Regular Meeting** of the Springfield Township Board of Education will be held on **Wednesday, March 21, 2017** at **7:00 p.m.** in the Springfield Elementary School **Cafetorium**.

ROLL CALL OF BOARD MEMBERS AND STAFF

	Board of Education Member	Present	Late	Absent	
1	Andrew Eaton	X			1
2	Wade Hale, Vice President			X	2
3	Kristen Lippincott	X			3
4	Gregory Madia		7:11		4
5	Michael Ramalho	X			5
6	James Specca	X			6
7	Gary Walker		7:07		7
8	Jennifer Webb		7:15		8
9	Joseph Bucs, 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] Casey DeJoseph, Comptroller

PUBLIC NOTICE

“The New Jersey Open Public Meetings Law was enacted to insure the right to the public to have advance notice of and attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.” Pursuant to the provisions of this act, the Springfield Township Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof sent to: The Burlington County Times, Springfield Township Clerk, Board of Education members, and posted in the Springfield Township Board of Education Office and Springfield Township Municipal Building.

PLEDGE OF ALLEGIANCE

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

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SCHOOL AND COMMUNITY PRESENTATIONS

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

The Superintendent made a comment regarding the resignation letter of a fifth grade teacher.

APPROVAL OF MINUTES

Wednesday, February 8, 2017 - Work Session Meeting
Wednesday, February 8, 2017 – Closed Executive Session
Tuesday, March 21, 2017 – Regular Public Meeting

***** 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 Wednesday, February 21, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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6	James Specca	X		X				6
7	Gary Walker			X				7
8	Jennifer Webb					X		8
9	Joseph Bucs, 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 REPORT (ENROLLMENT & HIB REPORT)

A. ACCEPTING ENROLLMENT STATISTICS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-190-269

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS FEBRUARY 2017**

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

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

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

Expense Account #	Grade Level/Program	Count June 30, 2016	Count February 28, 2017	Difference
11-105-100-101-101-105	Pre-School Regular	9	14	5
11-110-100-101-101-110	Kindergarten	25	28	3
11-120-100-101-101-401	First Grade	25	27	2
11-120-100-101-101-402	Second Grade	28	28	0
11-120-100-101-101-403	Third Grade	24	32	8
11-120-100-101-101-404	Fourth Grade	34	25	-9
11-120-100-101-101-405	Fifth Grade	40	34	-6
11-130-100-101-101-406	Sixth Grade	32	45	13
11-212-100-101-101-100	Multiple Disabled	5	3	-2
11-215-100-101-101-100	Pre-School Disabled PT	5	2	-3
11-000-100-56X-60X-XXX	Out-of-District Placement	2	2	0
	TOTAL	229	240	11

Month	Enrollment	Monthly Change
June 2016	230	

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;and

July 2016	225	-5
August 2016	234	+9
September 2016	234	0
October 2016	234	0
November 2016	234	0
December 2016	236	+2
January 2017	242	+6
February 2017	240	-2
March 2017		
April 2017		
May 2017		
June 2017		

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

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

Joseph M. Bucs, President

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

***** **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 21, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

CONTRACT ADMINISTRATION

A. EXECUTE A CONTRACT FOR NEGOTIATIONS RESOURCE SERVICES WITH THE NEW JERSEY SCHOOL BOARDS ASSOCIATION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-230-280

**RESOLUTION AUTHORIZING THE PRESIDENT AND
THE INTERIM BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
TO EXECUTE A CONTRACT FOR NEGOTIATIONS RESOURCE SERVICES
WITH THE NEW JERSEY SCHOOL BOARDS ASSOCIATION**

WHEREAS, the Board of Education has identified a need for collective bargaining negotiations resource services for the Successor Agreement between the Springfield Township Board of Education and the Springfield Township Education Association; and

WHEREAS, the New Jersey School Boards Association, 413 West State Street, Trenton NJ 08618 has the negotiations resource services which include assistance in preparation for bargaining; at-the-table assistance; salary guide construction and negotiations; and assistance with mediation, fact-finding and super-conciliation and administrative services.

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/Board Secretary are hereby authorized to execute a contract for services with the New Jersey School Boards Association at the fee rate of one hundred and fifty dollars (\$150) for negotiations resource services and at the fee rate of fifty dollars (\$50) for administrative services with a maximum not-to-exceed two thousand dollars (2,000) without additional authorization.

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Name of Account	BOE NJSBA PUR TEC SRV	
Account Number	11-000-230-340-612-131	
Certification Date	March 7, 2017	
		2000.00

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Beginning Balance		
Contract Encumbrance Amount		-2000.00
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

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

Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

**B. EXECUTE A RENEWAL AGREEMENT AND ADDENDUM FOR A FOOD SERVICE
MANAGEMENT COMPANY**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-262-282

**RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY TO THE BOARD
TO EXECUTE A RENEWAL AGREEMENT AND ADDENDUM
FOR A FOOD SERVICE MANAGEMENT COMPANY
FOR THE 2017-2018 SCHOOL YEAR
PURSUANT TO N.J.S.A. 18A:18A-42.1 AND 7CFR PARTS 210.16 & 210.21**

WHEREAS, the Township of Springfield Board of Education desires to continue to provide food service for the District through the award of a food service management contract pursuant to N.J.S.A. 18A:18A-42.1 and 7CFR Parts 210.16 and 210.21; and

WHEREAS, N.J.S.A. 18A:18A-42.1 provides that a food service management contract may be renewed yearly for not more than four (4) additional years upon a finding by the Board of Education that the services are being performed in an effective and efficient manner; however, if a Board of Education elects to renew an existing contract with a food service management company, the terms and conditions of the existing contract shall remain substantially unchanged. At the time of renewal, any price increase shall not exceed the published Index Rate as defined in New Jersey Public Procurement Law of 1999, Chapter 440; the renewal fee shall not exceed the changes in the Index Rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and

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WHEREAS, Nutri-Serve Food Management, Inc., Post Office Box 297, 4431 Route 130 South, Burlington NJ 08016 general support services allowance and management fees shall not exceed **eight thousand seven hundred twelve dollars and fifty cents (\$8,712.50)** per school year during the period of the agreement. This will be divided into forty two (42) weekly payments; and

WHEREAS, the School District and **Nutri-Serve Food Management, Inc.** shall work together to ensure a financially sound operation and shall guarantee financial results for the **2017-2018** school year as follows. **Nutri-Serve Food Management, Inc.** guarantees that the bottom line on the operational financial report for the school year will be at break even or no subsidy to the bottom line of the School District. If the annual financial return falls short of the aforementioned amount, **Nutri-Serve Food Management, Inc.** shall pay the difference to District in an amount up to one hundred percent (100%) of **Nutri-Service's** annual Management Fee; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, hereby authorizes a one (1) year renewal of the agreement for food service management with **Nutri-Serve Food Management, Inc.** for the **2017-2018** school year.

CERTIFICATION OF THE PUBLIC AGENCY COMPLIANCE OFFICER

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

Bruce M. Benedetti
Public Agency Compliance Officer
Business Administrator/Secretary to the Board

Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

***** *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 21, 2017** in the **Media Center** 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	Andrew Eaton			X					1
2	Wade Hale, Vice President						X		2
3	Kristen Lippincott		X	X					3
4	Gregory Madia			X					4
5	Michael Ramalho			X					5
6	James Specca	X		X					6
7	Gary Walker			X					7
8	Jennifer Webb			X					8
9	Joseph Bucs, President			X					9

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

FINANCE & BUDGET

A. APPROVING THE ANTICIPATED REVENUE REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-270

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF FEBRUARY 2017 PURSUANT TO N.J.A.C. 6:23-2.11(c)2**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 20, requires that the board secretary report monthly to the board of education changes in anticipated revenue amounts and sources; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached revenue statement reports change in anticipated revenue is hereby acknowledged and accepted as compliance with N.J.A.C. 6:20-2.11(c)2.

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

**MONTHLY CERTIFICATION OF THE SECRETARY TO THE BOARD
REPORT ON CHANGES IN ANTICIPATED REVENUE**

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Pursuant to N.J.S.A. 6:20-2.11(c)2, I report the following February 28, 2017 changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

Bruce M. Benedetti
Business Administrator/Board Secretary

**TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION**

Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

**B. CERTIFYING THAT ANY REMITTANCE TO PURCHASE ORDERS GREATER THAN THE
APPROVED PURCHASE ORDER AMOUNT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-271

**RESOLUTION CERTIFYING THAT ANY REMITTANCE TO PURCHASE ORDERS
GREATER THAN THE APPROVED PURCHASE ORDER AMOUNT SHALL BE DETAILED
THROUGH THE APPROVAL OF THE MONTHLY CREDIT/DISBURSEMENT REPORT
PURSUANT TO N.J.A.C. 6A:23A-6.10
AND THAT THE BELOW REPORT IS FOR THE MONTH OF FEBRUARY 2017**

WHEREAS, N.J.A.C.6A:23A-6.10 provides that “a school district and county vocational school board shall adopt a policy establishing the approval process for any remittance of payment for invoice amounts greater than the approved purchase order; and

WHEREAS, the policy shall require the Business Administrator/Secretary to the Board to identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found that such an increased is warranted, the Business Administrator/Secretary to the Board shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is

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found that such an increase is not warranted, the purchase order shall be canceled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price; and

WHEREAS, the Business Administrator/Secretary to the Board shall review, on a monthly basis, edits/change reports, in particular the Credit/Disbursement Report, listing all payments made in excess of the originally approved purchase order amount to ensure that all payments are properly made are properly authorized prior to the commitment of any bill list disbursements; and

WHEREAS, a Credit-Disbursement Report has been developed by the School District's accounting software vendor, Asbury Park Computer Center, and said report is attached herein which details any changes in purchase order amounts; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached **February 2017** Credit-Disbursement Report detailing the changes is hereby approved and that any and all adjustments against Board of Education obligations therein enumerated for equipment, material and supplies, furnished and delivered and for work done and performed and certified as correct by the Secretary of the Board of Education, and when funds are available; and

BE IT FURTHER RESOLVED that the following summary details any and all adjustments to purchase orders disbursed during the month:

Account #	PO #	Vendor #	Liquidated	Paid	Excess	%
None						

Reason For Excess:

; and

BE IT FINALLY RESOLVED that a copy of the above Report shall be placed in the permanent minutes of the Board of Education.

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

Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

C. CERTIFYING THAT NO ADVERTISED APPROPRIATION EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-272

**RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION
EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT
FOR THE MONTH OF FEBRUARY 2017
ESTABLISHED PURSUANT TO PUBLIC LAW 2004, C. 73
AND RECOGNIZING THE SUBMISSION TO THE EXECUTIVE COUNTY BUSINESS OFFICIAL
A REQUEST FOR APPROVAL OF THE TRANSFER THAT EXCEED TEN PERCENT**

WHEREAS, Public Law 2004, C. 73 requires New Jersey Department of Education Commissioner approval of transfers in any general fund account greater than ten percent (10%) on a cumulative basis; and

WHEREAS, a report has been developed by the School District's accounting software vendor, Asbury Park Computer Center and said report is attached herein; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached February 2017 monthly transfer report detailing the percentage change in transfers is hereby approved; and

BE IT FURTHER RESOLVED that the Interim Business Administrator shall submit an application for approval of the following transfers that exceed to ten percent (10%) limit:

Account Number	YTD Net Transfer	YTD Transfer %	Explanation
11-000-100-XXX	-37750	-55.74	BCSSSD to Mission One
11-000-240-XXX	-26015	-100.00	Elimination of Principal Position
12-XXX-XXX-73X	3835	100.00	Carry Over Purchase Order

;and

BE IT FINALLY RESOLVED that a copy of the report shall be placed in the permanent minutes of the Board of Education.

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BOARD OF EDUCATION

Joseph M. Bucs, President

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ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

D. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#16/17-RM-080-251-273

**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING FEBRUARY 28, 2017**

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 **February 28, 2017** for review and certification; and

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
16-17	231	TITLE1A	100	101	SALARIES OF TEACHERS	358.54	
				610	GENERAL SUPPLIES		
					TOTAL 100 SERIES		358.54

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			200	200	PERSONAL SRV EMP BENEF		
				500	OTHER PURCHASED SERVICES		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
16-17	250	IDEA BSC	100	565	TUIT COUNTY SPEC SERV		
				566	TUIT PRIV HAND IN STATE		
					TOTAL 100 SERIES		
			200	300	PURCH PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
16-17	251	IDEA PSD	100	565	TUIT COUNTY SPEC SERV		
					TOTAL 100 SERIES		
					MONTHLY TOTAL		
16-17	270	TITLE 2A	200	300	PURCH ED/PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
16-17	450	OTH FED	200	300	PURCH ED/PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
					TOTAL - ALL GRANTS		358.54

REIMBURSEMENT SUMMARY

GRANT		TOTAL	REIMB	PENDING	REMAINING	PRESENT	PRESENT	REMAIN
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424
425
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PROGRAM	YEAR	FUNDS AVAILABLE	TO DATE	PAYMENTS	PAYMENTS	ENCUMB	REIMB	BALANCE
TITLE1A	16-17	28672.60	2834.00	15402.00	10436.60	6194.11	358.54	1920.00
IDEA BSC	16-17	73738.00	21756.00	17120.00	34862.8	24356.80	0.00	10506.00
IDEA PSD	16-17	5021.00	5021.00	0.00	0.00	0.00	0.00	0.00
TITLE 2A	16-17	4576.00	0.00	0.00	4576.00	0.00	0.00	4576.00
OTH FED	16-17	4279.00	0.00	0.00	0.00	519.48	0.00	3759.52
TOTAL		116,286.60	29,611.00	32,522.00	49,875.40	31,070.39	358.54	20,761.52

Fiscal Note:

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

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

Joseph M. Bucs, President

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

E. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-274

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF FEBRUARY 28, 2017 FOR THE 2016-2017 PROGRAM YEAR
PURSUANT TO BOARD OF EDUCATION STANDARD OPERATING PROCEDURE 3-003
TO MONITOR THE % OF EXPENDITURE TO CONTROL CARRY-OVER WAIVER REQUESTS
UNDER GUIDANCE OF THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
FISCAL MANAGEMENT - RESTRICTED REVENUES**

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

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

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

; and

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

GRANT	GAAP ACCT	YEAR	CURRENT APPROPR	TOTAL EXPENDED	TOTAL ENCUMBERED /CARRYOVER	UNEXPENDED DOLLAR BALANCE	UNEXPENDED PERCENT BALANCE
TITLE 1A	20-231	16-17	28672.60	20558.49	6194.11	1920.00	7%
IDEA BSC	20-250	16-17	73738.00	38875.20	24356.80	10506.00	14%
IDEA PSD	20-251	16-17	5021.00	5021.00	0.00	0.00	0%
TITLE 2A	20-270	16-17	4576.00	0.00	0.00	4576.00	100%
REAP	20-294	16-17	4279.00	0.00	519.48	3759.52	88%

; and

WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above summary represents the monthly certification of grant expenditures for the program year **2016-2017** No Child Left Behind, IDEA Part B, REAP Grant; and

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

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Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

F. PROVIDING FOR A SECRETARY TO THE BOARD'S MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-275

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF FEBRUARY 2016
PURSUANT TO N.J.A.C. 6:20-2.13(d) AND N.J.S.A. 18A:22.8.1**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 20, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

WHEREAS, the certification of the Secretary to the Board must demonstrate that no budgetary line item account, which are understood by the rule to be the advertised section of the New Jersey Department of Education prescribed budget, has obligations and contractual orders which exceed annual appropriations for said line item accounts in accordance with the Monthly Line Item Budget Report; and

WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the below certification are hereby acknowledged and accepted as compliance with N.J.A.C. 6:20-2.13(d) and N.J.S.A. 18A:22.8.1.

**MONTHLY CERTIFICATION OF THE SECRETARY TO THE BOARD
BUDGETARY LINE ITEM STATUS**

**Springfield Township Board of Education
Jobstown, NJ 08041
Wednesday, March 21, 2017
Minutes – Regular Meeting - 080**

Pursuant to N.J.S.A. 6:20-2.13(d), I certify that as of **February 28, 2017** no budgetary line item account has obligations and payments, understood as contractual orders, which in total exceed the amount appropriated by the Township of Springfield Board of Education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8.1.

Bruce M. Benedetti
Business Administrator/Secretary to the Board

**TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION**

Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

G. RATIFYING THE TRANSFER OF FUNDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-276

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR FEBRUARY 2017
PURSUANT TO N.J.S.A. 18A:22-8**

WHEREAS, N.J.S.A. 18A:22-8, designates the Superintendent of Schools to approve transfers among line items between meetings of the Board of Education; and

WHEREAS, it became necessary to transfer funds among certain line items between the monthly meetings of in the month of **February 2017**, recorded as adjustments according to the attached report, so as to provide for the thorough and efficient education of Springfield Township School District pupils; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached transfers are hereby ratified.

Springfield Township Board of Education
Jobstown, NJ 08041
Wednesday, March 21, 2017
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TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION

Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

H.) AUTHORIZING THE PAYMENT OF BILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-277

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
OF THE GENERAL ACCOUNTS AS CONTAINED
ON THE CHECK REGISTER FOR MARCH 21, 2017
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF FEBRUARY 2017**

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of **February 21, 2017 to March 21, 2017**; 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		FICA REIMBURSEMENT –	1	7,335.65
10		FICA REIMBURSEMENT –	1	7,335.25
		TOTAL FUND 10	2	14,670.90
11	11-000-XXX	UNDISTRIBUTED EXPEND	43	62,181.02
	11-190-XXX	REGULAR PROGRAM UNDISTR	10	3533.21
	11-213-XXX	RESOURCE ROOM	0	0
	11-215-XXX	PRESCH. DISAB. PART-TIME	1	1540.00
	11-230-XXX	BASIC SKILLS/REMEDIAL	0	0
	11-403-XXX	OTHER INSTR PROGRAMS	0	0

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	11-999-XXX	POSTING ACCOUNTS	0	0
			54	67,254.23
11	11-000-291	SESHBP PAYMENT -3-31-17	1	73,994.76
		TOTAL FUND 11		
12	12-000-400	FACILITIES ACQUISTION	0	0
		TOTAL FUND 12	0	0
20	20-231-XXX	TITLE 1A	0	0
	20-250-XXX	IDEA BASIC	1	4270.40
	20-251-XXX	IDEA PRE-SCHOOL	0	0
	20-270-XXX	TITLE 2A	0	0
	20-450-XXX	REAP	1	229.04
		TOTAL FUND 20	2	4,499.44
30	30-000-XXX	UNDIST EXPENDITURE	0	0
		TOTAL FUND 30	0	0
40	40-701-510	INTEREST ON BONDS	0	0
		TOTAL FUND 40	0	0
62	62-910-310	SCHOOL NUTRITION	5	7440.88
		TOTAL FUND 62	5	7440.88
81	81-190-100	UNEMPLOYMENT TRUST	0	0
		TOTAL FUND 81	0	0
82	82-000-520	FLEXIBLE SPENDING	0	0
		TOTAL FUND 82	0	0
90	90-000-100	PAYROLL/AGENCY	0	0
		TOTAL FUND 90	0	0
95	95-40X-210	STUDENT ACTIVITY	1	33.14
		TOTAL FUND 95	1	33.14

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
			NONE	
			TOTAL	

; and

WHEREAS, the 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:

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MONTH	BILL LIST \$	MANUAL CK \$	TOTAL CK \$	MANUAL CK %
Jul 2016	0.00	0.00	0.00	0.00%
Aug 2016	142,242.19	0.00	142,242.19	0.00%
Sep 2016	181,368.74	0.00	181,368.74	0.00%
Oct 2016	124,323.87	0.00	124,323.87	0.00%
Nov 2016	118,400.27	0.00	118,400.27	0.00%
Dec 2016	182,901.45	0.00	182,901.45	0.00%
Jan 2017	262,682.27	0.00	262,682.27	0.00%
Feb 2017	309,064.15	0.00	309,064.15	0.00%
Mar 2017	79,227.69	0.00	79,227.69	0.00%
Apr 2017	0	0.00	0	0.00%
May 2017	0	0.00	0	0.00%
Jun 2017	0	0.00	0	0.00%
TOTAL	1,400,210.63	0.00	1,400,210.63	0.00%

; and

WHEREAS, the below bank transfer(s) are for payroll and agency accounts during the month of **January 2017** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
2-15-17	0073	0074	PAYROLL	82,258.25
2-15-17	0073	0075	AGENCY WITHHOLDING	66,992.72
			TOTAL	149,250.97
2-28-2017	0073	0074	PAYROLL	83,617.94
	0073	0075	AGENCY WITHHOLDING	67,763.81
			TOTAL	151,381.75

; and

WHEREAS, the Board of Education wishes to authorize interfund bank transfers during the month of **February 2017** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
2/8/2017	0075	0078	Unemployment Trust	333.43
2/8/2017	0075	0078	Unemployment Trust	462.27
2/14/2017	0075	2178	Flexible Spending Account	30.00
2/14/2017	0075	2178	Flexible Spending Account	127.50
2/16/2017	0073	0075	TPAF Shortage	47.00
2/23/2017	6705	0073	Change Order Fund 30 Turf Repair	4500.00
2/28/2017	0075	2178	Flexible Spending Account	127.50
2/28/2017	0075	2178	Flexible Spending Account	30.00
			TOTAL	5,657.70

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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 payment of bills on **February 21, 2017 to March 21, 2017** 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).

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

Joseph M. Bucs, President

Bruce M. Benedetti
Interim Business Administrator

I. **PROVIDING FOR THE BOARD OF EDUCATION'S MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-278

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS
[BOARD SECRETARY'S REPORT]
FOR THE MONTH OF FEBRUARY 2017 PURSUANT TO N.J.A.C. 6A:23-2:11.c)**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 23, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

WHEREAS, the Board of Education must certify that, to the best of its knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the Springfield Township School District's financial obligations for the remainder to the **2016-2017** Fiscal Year; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that a certification are hereby given, after review of the Line Item Status Report, and upon consultation with the appropriate District officials, to the best of its knowledge no major account or fund has been over expended in violation of New Jersey statutes and code.

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

Springfield Township Board of Education
Jobstown, NJ 08041
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TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION

Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

J. APPROVAL OF THE REPORT OF THE TREASURER OF SCHOOL MONIES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-279

**RESOLUTION APPROVAL OF THE REPORT OF THE
TREASURER OF SCHOOL MONIES FOR FEBRUARY 2017
PURSUANT TO N.J.S.A. 18A:17-36**

WHEREAS, N.J.S.A. 18:4-14 mandates that all public school districts utilize an accounting system that is consistent with generally accepted accounting principles; and

WHEREAS, the Report of the Treasurer of School Monies serves as a mechanism that allows the treasurer to meet the requirements mandated by N.J.S.A. 18A:17-36 as it provides for an independent accounting of all cash transactions for a given period of time; and

WHEREAS, Amy Lerner, Springfield Township Treasurer of School Monies, has submitted the attached report which has been distributed, reviewed and accepted by the Board of Education; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the February 2017 Report of the Treasurer of School Monies is hereby accepted and approved.

TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION

**Springfield Township Board of Education
Jobstown, NJ 08041
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Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

**K. APPROVING A CORRECTIVE ACTION PLAN FOR THE ANNUAL AUDIT FOR THE YEAR
ENDING JUNE 30, 2016**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-251-288

**RESOLUTION APPROVING A CORRECTIVE ACTION PLAN
FOR THE ANNUAL AUDIT FOR THE YEAR ENDING JUNE 30, 2016
IN ACCORDANCE WITH N.J.S.A. 18A:23-1**

WHEREAS, N.J.S.A. 18A:23-5 requires that the Board of Education receive the annual audit at a regularly scheduled public meeting and that it should cause the recommendations of the audit to be read and to be discussed and that the discussion be duly noted on the meetings; and

WHEREAS, Resolution #16/17-WS-067-251-267 certifies, the "Report of Audit For The Fiscal Year Ending June 30, 2016" of the Township of Springfield School District had been filed with the Office of the Business Administrator by the Springfield Township Public School Accountant, John J. Maley, Jr., Certified Public Accountant, HOLMAN FRENIA ALLISON P.C., 6 East Park Street, Post Office Box 614, Bordentown, New Jersey 08505 as per the requirements of N.J.S.A. 18A:23-3; and

WHEREAS, N.J.S.A. 18A:23-4 further requires that the Secretary to the Board of Education shall have prepared a summary of the audit recommendations and that a copy of said summary shall be available for distribution at the public meeting and that said action was taken during the Regular meeting of **March 8, 2017**; and

WHEREAS, N.J.S.A. 18A:23-3 states, in part, that the Commissioner annually shall publish a summary of such recommendations as made for each school district and the steps which have been taken in each district for their implementation and the following is the corrective action plan for the Township of Springfield School District:

CORRECTIVE ACTION PLAN

NAME OF DISTRICT:	Springfield Township
TYPE OF AUDIT:	General Purpose Financial Statements

**Springfield Township Board of Education
Jobstown, NJ 08041
Wednesday, March 21, 2017
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DATE OF MEETING:	March 21, 2017
CONTACT PERSON:	Bruce M. Benedetti, Interim Business Administrator
TELEPHONE NUMBER:	(609)
COUNTY:	Burlington

RECOMMENDATION NUMBER	FINDINGS & RECOMMENDATION	CORRECTIVE ACTION PLAN	RESPONSIBLE PERSON	COMPLETION DATE OF IMPLEMENTATION
1. Examination of Claims	<p>Finding 2016-1:</p> <p>It was noted during our testing that the claimant's certification was missing on purchase orders of various funds in the District.</p> <p>That the District's personnel appropriately receive certification for all claims in accordance with internal control procedures set forth by the District.</p>	The internal controls prior to February 2016 are uncertain but since that time internal controls have been put in place to assure all payments have the appropriate claimant signatures during processing.	<p>Bruce M. Benedetti Interim Business Administrator</p> <p>Julia Stewart Accounts Payable Clerk</p>	June 30, 2017
2. Board Secretary's Record	<p>Finding 2016-2:</p> <p>It was noted during our testing that the District did not file by August 1st is Board Secretary's annual report with the county superintendent's office and that the district did not render financials to the board on a monthly basis.</p> <p>That the District file, in accordance with N.J.S.A. 18A:17-10 and N.J.S.A. 18A: 17-36, it Board Secretary reports with the county superintendent's office and Board of Education as required.</p>	All appropriate reports are sent to the designated location when due.	Bruce M. Benedetti Interim Business Administrator	June 30, 2017
3. Board Secretary's Record	<p>Finding 2016-3:</p> <p>IT was noted during our testing that the District did not receive Commissioner approval for line item transfers exceeding 10 percent on a cumulative basis from general fund appropriation accounts and appropriations accounts advertised as administration.</p> <p>The District receives the necessary approval, in compliance with N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A-13.3(g), for line item transfers that exceed 10 percent on a cumulative basis.</p>	<p>The transfer was made to cover a shortfall in appropriation that occurred early in FY2015-2016. A request for approval was retroactively submitted but was not approved by the County Office.</p> <p>Improved budgeting will reduce the need for transfers and thus excess transfer approvals.</p>	Bruce M. Benedetti Interim Business Administrator	June 30, 2017
4. Board Secretary's Record	<p>Finding 2016-4:</p> <p>It was noted during our testing that</p>	There were instances where voucher payroll line-items were overspent by the submission of payment requests. The over-expenditure is usually found by the "Negative Balances"	Bruce M. Benedetti Interim Business Administrator	June 30, 2017

Springfield Township Board of Education
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	<p>the Board of Education incurred obligations in excess of the amount appropriated by the Board in the applicable line-item account or program category account before line-item transfers were approved</p> <p>That the District receives necessary approval for line-item transfers, in compliance with N.J.A.C.6A:16-10, prior to the over-expenditure of any line-item account.</p>	<p>process. In some instances, certain payroll over expenditures were not addressed immediately after payroll.</p>		
5. Board Secretary's Record	<p>Finding 2016-5:</p> <p>It was noted during our testing that the District has not implemented certain efficiency standards required by N.J.S.A.18A:55-3, including the maximization of the District's participation in the federal Universal Service Program (E-Rate).</p> <p>That the District submits E-Rate reimbursement claims in accordance with N.J.S.A. 18A:55-3.</p>	<p>Due to a communications breakdown between Springfield and NBRHS, Springfield did not follow-up on the submission of all documentation for the E-Rate application.</p> <p>Springfield will establish internal controls to maximize participation in the E-Rate Program.</p>	<p>Bruce M. Benedetti Interim Business Administrator</p>	<p>June 30, 2017</p>
6. Board Secretary's Record	<p>Finding 2016-6:</p> <p>It was noted during our testing that the District does not maintain appropriate supporting documentation for revenues of the District.</p> <p>It is recommended that the District maintain the appropriate supporting documentation for revenues of the District according to internal control procedures set forth by the District./</p>	<p>The internal control prior to February 2016 cannot be ascertained but since that time detailed supporting documentation is on file for all deposits.</p>	<p>Bruce M. Benedetti Interim Business Administrator</p> <p>Julia Stewart Accounts Payable Clerk</p>	<p>June 30, 2017</p>
7. Treasurer's Records	<p>Finding 2016-7:</p> <p>It was noted during our audit that accurate monthly reconciliations of all bank accounts are not being prepared prior to the completion of the Board Secretary's monthly report due to a lack of maintaining a general ledger.</p> <p>That the District maintain its general ledger and accurately reconcile bank accounts on a monthly basis in accordance with N.J.D.A.18A:17-9.</p>	<p>Prior to February 2016, general ledger funds were not established on the software accounting system. Treasurer Reports were little more than bank reconciliations.</p> <p>Significant effort has been put into creating and maintaining general ledger accounts for all funds.</p>	<p>Bruce M. Benedetti Interim Business Administrator</p>	<p>June 30, 2017</p>
8. Student Body Activities	<p>Finding 2016-8:</p> <p>It was noted during our testing of student activities that the appropriate supporting documentation is not being maintained for receipts and reimbursements.</p>	<p>Prior to February 2016, there did not exist appropriate internal controls within the student activities account. All transactions were off-line from the general ledger. The entire system is now on the accounting/budgeting software with necessary internal controls.</p>	<p>Bruce M. Benedetti Interim Business Administrator</p>	<p>June 30, 2017</p>

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	It is recommended that the District reevaluate internal control procedures surrounding student activities so that proper supporting documentation may be maintained for receipts and disbursements.			
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CERTIFICATION OF CHIEF SCHOOL ADMINISTRATOR

I, Craig Vaughn, Chief School Administrator, hereby certify the contents of this Resolution, as the Corrective Action Plan for the school year ending **June 30, 2016**.

Craig Vaughn
Chief School Administrator
Superintendent of Schools

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the Corrective Action Plan of the "**Report Of Audit For The Year Ending June 30, 2016**" be submitted to the New Jersey Department of Education in accordance with N.J.S.A. 18A-23-3 et seq.

BE IT FURTHER RESOLVED that a true copy of this Resolution with Corrective Action Plan be forwarded to the Office of the Burlington County Executive Superintendent of Schools.

**TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION**

Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/ Secretary

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 21, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

**Springfield Township Board of Education
Jobstown, NJ 08041
Wednesday, March 21, 2017
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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Andrew Eaton			X					1
2	Wade Hale, Vice President						X		2
3	Kristen Lippincott			X					3
4	Gregory Madia			X					4
5	Michael Ramalho			X					5
6	James Specca	X		X					6
7	Gary Walker			X					7
8	Jennifer Webb		X	X					8
9	Joseph Bucs, President			X					9

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

PERSONNEL & NEGOTIATIONS

**A. APPROVING THE SUPERINTENDENT OF SCHOOL'S RECOMMENDATION(S) FOR
SUBSTITUTE POSITION(S)**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-190-285

**RESOLUTION APPROVING THE SUPERINTENDENT OF SCHOOL'S
RECOMMENDATION(S) FOR SUBSTITUTE POSITION(S)
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, the Superintendent of Schools is vested with the authority to recommend the hiring of certain personnel with the School District; and

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

NAME	ADDRESS
Jacob Wainwright	910 Jacksonville-Mount Holly Road, Bordentown NJ 08505
Karen Venditti	14 Faulkner Court, Burlington NJ 08016

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

Springfield Township Board of Education
Jobstown, NJ 08041
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Joseph M. Bucs, President

Bruce M. Benedetti
Interim Business Administrator

B. ACCEPTING THE RESIGNATION NOTICE OF A FIFTH GRADE TEACHER – PCR #: V-ET5002

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-120-283

**RESOLUTION ACCEPTING THE RESIGNATION NOTICE
OF A FIFTH GRADE TEACHER – PCR #: V-ET5002
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

WHEREAS, the Superintendent of Schools received the following correspondence on **March 15, 2017** from **Alisa Palazzi, 6th Grade Teacher, Springfield Township School:**

March 15, 2017

Dear Superintendent Craig Vaughn and the Springfield Board of Education:

This letter serves as my formal resignation from the Springfield Township School District effective June 30, 2017. I have accepted a position in the Mansfield Township School District as a BSI Teacher and Literacy Coach for grades K-6 which will officially begin on September 1 2017.

My experiences at Springfield Township School have been truly fulfilling, and I have learned a great deal from my colleagues and my students. I am grateful for the ability to have experienced various grade levels of teaching during my tenure with Springfield, and I am lucky to have had the experience of being a Special Educator as well as a General Educator. Additionally, I was able to further my education at the College of New Jersey, with the help of Springfield Township School, due to my passion for literacy. It is this passion that is leading me on my journey to become a Literacy Coach. Although I will miss Springfield Township School, I will carry all of these meaningful experiences with me.

Thank you for the opportunity to have worked in this wonderful district for the past nine years and for all that you do for the students and staff at Springfield.

*Sincerely,
Alisa Palazzi*

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation hereby accepted effective **June 30, 2017**; and

**Springfield Township Board of Education
Jobstown, NJ 08041
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BE IT FURTHER RESOLVED that the posting of the vacancy is hereby authorized as per the following number:

VACANCY/NEW POSITION	CERTIFICATION REQUIREMENT	POSTING NUMBER
5 th GRADE TEACHER	ELEMENTARY EDUCATION	#16/17-080-288-5thTCH/RPL

**TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION**

Joseph M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/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 21, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

CURRICULUM & TECHNOLOGY

**Springfield Township Board of Education
Jobstown, NJ 08041
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A. APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-223-281

**RESOLUTION APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT
FOR SPRINGFIELD TOWNSHIP SCHOOL DISTRICT EMPLOYEES
PURSUANT TO P.L. 2007, C.53 AND BOARD OF EDUCATION POLICY #6471**

WHEREAS, Public Law 2007, c.53 provides for the regulation of travel expenditures which are those costs paid by the school district using local, State, or federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district board of education members, to the following four types of travel events:

- [1] training and seminars which means all regularly scheduled, formal residential and non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
- [2] conventions and conferences which means general programs, sponsored by professional associations on a regular basis. Which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
- [3] regular school district business which means all regular official business travel, including attendance at meetings, conferences and any other gathering which are not covered by the definitions included in other section of P.L. 2007, c.53;
- [4] retreats which means meetings with school district employees and school board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

; and

WHEREAS, a board of education implemented Policy #6471 which regulates travel expenditures for School District employees and school board members that are in accordance with P.L. 2007, c.53;

WHEREAS, each district board of education shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with P.L. 2007, c.53 and Board of Education Policy #6471, and shall provide auditable information;

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WHEREAS, the below listing has been submitted for approval by the Board of Education:

Employee Name	Dennis, S				
District Assignment	Operations				
Travel Date(s)	March 13th-15 th 2017				
Travel Destination	Atlantic City NJ				
Travel Type	Automobile				
Sponsoring Entity	NJSBGA				
Event Description	NJSBGA Expo				
Funding Source	Grant				
Account Series	20-450-200-300				
Registration Fee	0				
Meal Allowance	0				
Mileage Estimate	119.04				
Tolls & Other Transportation	0				
Hotel/Motel Rate	0				
Miscellaneous Exp (Parking)	0				
TOTAL	119.04				

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

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	20-450-200-300-120-6/7	
Account Title	REAP PUR SRV 6/7	
Certification Date	March 7, 2017	

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Beginning Balance		3759.52
Contract Encumbrance Account		-119.04
Ending Balance		3,640.48

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

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

Joseph M. Bucs, President

Bruce M. Benedetti
Interim Business Administrator

B. APPROVING HOMEBOUND INSTRUCTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-150-286

**RESOLUTION APPROVING HOMEBOUND INSTRUCTION
PURSUANT TO N.J.A.C. 6:28-4.5(c)
FOR A PUPIL IDENTIFIED AS #2016593
AND APPROVING A TRANSFER OF FUNDS**

WHEREAS, the Township of Springfield Board of Education finds individual circumstances which require District pupils, public and non-public, to receive homebound instruction for periods of time; and

WHEREAS, N.J.A.C. 6:28-4.5(c) provides that instruction shall be provided for pupils confined to a hospital, convalescent home, other medical institution or at residence for at least a two (2) week period of time and determined by the school physician to need home instruction or classified by the child study team as educationally disabled and case law supporting the providing of home instruction to suspended students who posed a substantial danger pursuant to New Jersey case law RR -v- Board of Education of Shore Regional, 109 NJ sup, 337 Chancery Division, 1970; and

WHEREAS, a pupil of the district has been assigned homebound instruction, provided by Springfield Township School District certified staff, **Wendy Kolev**, based upon the recommendation of **The Children's Hospital of Philadelphia**, Philadelphia, Pennsylvania, which is expected to last more than two (2) weeks; 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 above homebound instruction is hereby approved at the determined rate of **forty dollars and no cents (\$40.00) per hour**; and

BE IT FURTHER RESOLVED that the homebound instruction period of this subject approval shall begin on **March 14, 2017 through April 13, 2017 [estimate twenty five (25) hours]**, and that any and all extensions shall be approved subject to N.J.A.C. 6:28-4.5 (a) 7.

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-150-100-101-130-406	
Account Title	GRD6 HOME INST PAY	
Certification Date	March 13, 2017	
Beginning Balance		256.00
Contract Encumbrance Account		-1000.00
Revised Balance		- 744.00
Transfer Fr Account Number	11-190-100-610-233-100	
Transfer Fr Account Title	UNDIST CMPTR SUP	
Transfer Fr Opening Balance	2543.93	
Transfer Fr/To Amount	-744	744.00
Transfer Fr Ending Balance	1,799.93	
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

**TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION**

James M. Bucs, President

ATTEST:

Bruce M. Benedetti
Interim Business Administrator/Secretary

**Springfield Township Board of Education
Jobstown, NJ 08041
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C. APPROVING THE 2017-2018 SCHOOL CALENDAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-190-254

**RESOLUTION APPROVING THE 2017-2018 SCHOOL CALENDAR
PURSUANT TO POLICY 8210 AND ARTICLE III, SECTION BOF THE AGREEMENT BETWEEN THE
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND THE SPRINGFIELD TOWNSHIP
EDUCATION ASSOCIATION**

WHEREAS, the Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district; and

WHEREAS, the Board shall determine annually the days when the school will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session; and

WHEREAS, a school day shall consist of not less than four hours of actual instruction, except that in an approved Kindergarten, one continuous session of two and one half hours may be considered a full day. A half-day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods; and

WHEREAS, an approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c) ; and

WHEREAS, the Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse pupils for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district; and

WHEREAS, the Superintendent shall in consultation with local associations, annually prepare and submit to the Board a school calendar no later than May 1. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the pupils of this district; and

WHEREAS, ARTICLE III, Work Year/Work Day/Work Hours – Support Staff, Section A. provides that "Staff will be notified by the end of the school year of the calendar for the upcoming school year comprising the 182 working days.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the attached submitted 2017-2018 calendar is hereby approved.

**Springfield Township Board of Education
Jobstown, NJ 08041
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Joseph M. Bucs, President

Bruce M. Benedetti
Interim Business Administrator

D. AMENDING THE 2017-2018 SCHOOL CALENDAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-190-287

**RESOLUTION AMENDING THE 2017-2018 SCHOOL CALENDAR
PURSUANT TO POLICY 8210 AND ARTICLE III, SECTION BOF THE AGREEMENT BETWEEN THE
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND THE SPRINGFIELD TOWNSHIP
EDUCATION ASSOCIATION**

WHEREAS, the Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district; and

WHEREAS, the Board shall determine annually the days when the school will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session; and

WHEREAS, a school day shall consist of not less than four hours of actual instruction, except that in an approved Kindergarten, one continuous session of two and one half hours may be considered a full day. A half-day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods; and

WHEREAS, an approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c) ; and

WHEREAS, the Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse pupils for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district; and

WHEREAS, the Superintendent shall in consultation with local associations, annually prepare and submit to the Board a school calendar no later than May 1. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the pupils of this district; and

WHEREAS, the following revisions to the 2016-2017 school calendar are hereby recommended for approval by the Superintendent of Schools:

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IN SESSION DAYS LOST	IN SESSION DAY ADDED
Thursday, February 9, 2017	Friday, April 21, 2017
Tuesday, March 14, 2017	Thursday, April 20, 2017

WHEREAS, ARTICLE III, Work Year/Work Day/Work Hours – Support Staff, Section A. provides that “Staff will be notified by the end of the school year of the calendar for the upcoming school year comprising the 182 working days.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the attached submitted **2017-2018** calendar is hereby approved.

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

Joseph M. Bucs, President

Bruce M. Benedetti
Interim Business Administrator

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 21, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

POLICIES & PROCEDURES

**Springfield Township Board of Education
Jobstown, NJ 08041
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A. APPROVING BOARD OF EDUCATION 2016/2017 POLICY, BYLAWS AND REGULATION REVISIONS UPON FIRST READING AND INTRODUCTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-080-221-268

**RESOLUTION APPROVING BOARD OF EDUCATION
2016/2017 POLICY, BYLAWS AND REGULATION REVISIONS
UPON FIRST READING AND INTRODUCTION**

WHEREAS, with the adoption of policies and procedures, procedures shall conform, in all respects, to the bylaws of the Board of Education concerning agenda and meetings. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the Board's consideration.

WHEREAS, the policy coordinator shall ascertain any conflicts between proposed and existing policies and bring them to the attention of the Board of Education at the first reading of the draft. Policies may be adopted on second reading by a majority vote of the members of the Board of Education present and voting or may be further revised until consensus is reached; and

WHEREAS, the following is the first reading for revisions to the, which include:

File Code	Name
5111.01	Tuition for Nonresident Students
Policy Guide 2460	Special Education
Regulation Guide 2460	Special Education
Regulation Guide 2460.1	Special Education - Location, Identification, and Referral
Regulation Guide 2460.8	Special Education - Free and Appropriate Public Education
Regulation Guide 2460.9	Special Education - Transition From Early Intervention Programs to Preschool Programs
Regulation Guide 2460.15	Special Education - In-Service Training Needs for Professional and Paraprofessional Staff
Policy Guide 2467	Surrogate Parents and Foster Parents
Regulation 5513	Care of School Property

NOW, THEREFORE, BE IT RESOLVED that the policies and/or amendments included in the said policies and regulation listed above, are hereby scheduled for **second reading and adoption on March 21, 2017**; and

**Springfield Township Board of Education
Jobstown, NJ 08041
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Joseph M. Bucs, President

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

***** **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 21, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

FACILITIES, SECURITY & TRANSPORTATION

NONE

OLD BUSINESS MATTERS

1. *Estimated Tuition Calculations*

NEW BUSINESS MATTERS

PUBLIC COMMENT #2– SHALL NOT EXCEED THIRTY (30) MINUTES

**Springfield Township Board of Education
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Angela Lancat addressed the Board and asked that when considering tuition rates for preschool that the Board consider the financial impact on parents like her who may have multiple children in the district; with higher tuition rates she may longer be able to afford to send her children to the District.

MOTION TO ADJOURN	TIME	8:00 PM
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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 21, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

{SEAL}