

**Springfield Township Board of Education
Jobstown, NJ 08041
Wednesday, March 8, 2017
Agenda – Work Session - 039**

CALL TO ORDER

TIME:

7:00 P.M.

A **Work Session** of the Springfield Township Board of Education will be held on **Wednesday, March 8, 2017** at **7:00 p.m.** in the Springfield Elementary School **Media Center**.

PUBLIC NOTICE

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

PLEDGE OF ALLEGIANCE

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

ROLL CALL OF BOARD MEMBERS AND STAFF

	Board of Education Member	Present	Late	Absent	
1	Joseph Bucs	X			1
2	Andrew Eaton	X			2
3	Wade Hale	X			3
4	Kristen Lippincott	X			4
5	Gregory Madia		X		5
6	Michael Ramalho			X	6
7	James Specca	X			7
8	Gary G. Walker	X			8
9	Jennifer Webb	X			9

Others present:

[X] Craig Vaughn, Chief School Administrator

[X] Bruce Benedetti, School Business Administrator / Board Secretary

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- [] Shawn Dennis, Educational Facilities Manager
[] Asia Michael, Assistant Principal

SCHOOL & COMMUNITY PRESENTATIONS

**John J. Maley, CPA
Holman Frenia Allison P.C.
PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)
June 30, 2016**

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.

FINANCE & BUDGET

**A. APPROVING THE DATE FOR THE HOLDING OF A PUBLIC HEARING ON THE
SPRINGFIELD TOWNSHIP 2017-2018 SCHOOL BUDGET**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-WS-067-251-265

**RESOLUTION APPROVING THE DATE FOR THE HOLDING OF A PUBLIC HEARING
ON THE SPRINGFIELD TOWNSHIP 2017-2018 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

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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, April 25, 2017.**

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 **2017-2018** school budget shall be held on **Tuesday, April 25, 2017 at 7:00 P.M. EST in the Springfield Township Elementary School Media Center, 2146 Jacksonville-Jobstown Road, Jobstown NJ 08041** so that the taxpayers and others will have the opportunity to hear said budget.

B. CERTIFYING THAT THE BOARD OF EDUCATION HAS RECEIVED THE REPORT OF AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2016

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #15/16-WS-067-251-267

**RESOLUTION CERTIFYING THAT THE BOARD OF EDUCATION
HAS RECEIVED THE REPORT OF AUDIT FOR THE
FISCAL 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 by duly noted on the meetings; and

WHEREAS, the "**Report of Audit For The Fiscal Year Ending June 30, 2016**" of the Township of Springfield School District has been filed with the Office of the Business Administrator by the Springfield Township Public School Accountant, John J. Maley, Jr., Certified Public Accountant, Bordentown, New Jersey 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.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the "**Report Of Audit For The Year Ending June 30, 2016**" has been received and discussed at the **Work Session on Wednesday, March 8, 2017** in accordance with N.J.S.A. 18A-23-1 et seq.

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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 **Work Session Meeting** held on **Wednesday, March 8, 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					2
2	Wade Hale, Vice President			X					3
3	Kristen Lippincott	X		X					4
4	Gregory Madia			X					5
5	Michael Ramalho						X		6
6	James Specca		X	X					7
7	Gary G. Walker			X					8
8	Jennifer Webb			X					9
9	Joseph Bucs, President			X					

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

PREPARATION OF TUESDAY, MARCH 21, 2017 AGENDA

*The Superintendent of Schools and the Interim Business Administrator reviewed each item on the **March 21, 2017** Regular Public Meeting with the Board.*

NEW BUSINESS MATTERS

OLD BUSINESS MATTERS

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

BEGIN CLOSED EXECUTIVE SESSION

TIME:

8:40 P.M.

A. AUTHORIZING THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION TO MEET IN CLOSED EXECUTIVE SESSION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-067-251-284

**Springfield Township Board of Education
Jobstown, NJ 08041
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**RESOLUTION AUTHORIZING THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
TO MEET IN CLOSED EXECUTIVE SESSION
PURSUANT TO THE NEW JERSEY OPEN PUBLIC MEETINGS ACT
PUBLIC LAW 1975, c.231**

WHEREAS, 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

WHEREAS, the President of the Board of Education has determined that such a circumstance exists which warrants a closed executive session under **item #4** as above indicated and that the conducting of a closed executive session was duly authorized by the adoption of this Resolution. The subject to be discussed is as follows:

Personnel Matters – 2017-2018 Budget Statement

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, pursuant to N.J.S.A. 10:4-6 et seq, that it meet in executive session closed to the public for the discussion of a matter which falls under a statutory exception to the New Jersey Open Public Meetings Act and that said closed session will be held on **Wednesday, March 8, 2017**; and

BE IT FURTHER RESOLVED the closed executive session discussions will pertain to the above mentioned items and that the minutes of the closed executive session will be disclosed after the Board of Education takes formal action or after the reason for the discussions in closed session no longer exists.

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 **Work Session Meeting** held on **Wednesday, March 8, 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						2

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2	Wade Hale, Vice President		X					3
3	Kristen Lippincott		X					4
4	Gregory Madia		X					5
5	Michael Ramalho					X		6
6	James Specca	X						7
7	Gary G. Walker		X					8
8	Jennifer Webb		X					9
9	Joseph Bucs, President		X					

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

END CLOSED EXECUTIVE SESSION	TIME:	9:30 P.M.
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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 **Work Session Meeting** held on **Wednesday, February 8, 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					2
2	Wade Hale, Vice President		X						3
3	Kristen Lippincott			X					4
4	Gregory Madia			X					5
5	Michael Ramalho						X		6
6	James Specca	X		X					7
7	Gary G. Walker			X					8
8	Jennifer Webb			X					9
9	Joseph Bucs, President			X					

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. CERTIFYING BANKED CAP BOARD DISCUSSION AND ADOPTION FOR USE IN THE
FY2017-2018 BUDGET STATEMENT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**Springfield Township Board of Education
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RESOLUTION #16/17-WS-067-251-260

**RESOLUTION CERTIFYING BANKED CAP BOARD DISCUSSION
AND ADOPTION FOR USE IN THE FY2017-2018 BUDGET STATEMENT
PURSUANT TO N.J.S.A.18A:7F-39 AND N.J.A.C. 6A:23A-10.3(b)**

WHEREAS, N.J.S.A.18A:7F-39 was amended in 2010 to allow a school district that has not been granted approval to exceed the tax levy cap by separate proposal to bank the unused tax levy for use in any of the next three succeeding budget years; and

WHEREAS, the maximum allowable amount to be raised by taxation under N.J.S.A.18A:7F-39 includes the 2 percent increase over a district's prior year adjusted tax levy including enrollment adjustment, plus the automatic adjustments for increase in health care costs and increase in deferred pension costs, and plus or minus the adjustment for shift in responsibility to or from another district or entity; and

WHEREAS, in accordance with N.J.A.C.6A:23A-10.3(b)a district can request use of banked cap only after it has fully exhausted all eligible statutory spending authority in the budget year. The code also requires districts requesting use of banked cap to submit a board resolution along with the minutes of the board meeting where the banked cap request was discussed and adopted; and

WHEREAS, the board resolution must contain the following:

1. The need for and amount of the unused spending authority to be included in the base budget.
2. Statement that said need must be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

; and

WHEREAS, the following is a summary of the Cap Banking Eligibility for the 2017-2018 budget year:

Name	Generated in 2014-15	Generated in 2015-16	Generated in 2016-17	Generated in 2017-18
Prebudget Year Adjusted Tax Levy	3450248	3519253	3541694	3322101
Increase in Health Care Costs	25935	58350	0	44201
Increase in Deferred PERS Pension	0	0	0	0
Increase in Shifted Responsibility	0	0	0	0
Decrease in Shifted Responsibility	0	0	0	0
Tax Levy Cap	3476183	3577603	3541694	3369141
Tax Levy	3450249	3472249	3240838	3403826
CDL and CDBG	0	0	0	0
Banked Cap Available Next 3 Years	25934	105354	300856	
Requested Use in Prior Years	0	0		
Requested Use in Current Year	-25934	-12599		
Amount Expiring 2017-18	25934	0	0	
Available Carried Forward	0	92755	300856	
Available for 2018-19				393611

; 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 Interim Business Administrator is authorized to submit a request for the use thirty eight thousand five hundred thirty three dollars (\$38,533); and

BE IT FURTHER RESOLVED that the need for the use of banked cap are personnel related negotiations, payment for accumulated sick leave; increase in speech teacher hours, an adjustment in employer share social security and outdoor storage facilities. It is stated that the need will be completed by the end of the **2017-2018** school year; and

BE IT FINALLY RESOLVED that the Interim Business Administrator shall transmit a certified copy of this resolution to the Burlington County Executive Business Administrator.

B. AUTHORIZING GUIDELINES FOR THE USE OF BOND PROCEEDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-WS-067-251-264

**RESOLUTION AUTHORIZING GUIDELINES FOR THE USE OF BOND PROCEEDS
FOR A MULTI-YEAR PAYDOWN FOR USE TO REDUCE ANNUAL PRINCIPAL AMOUNTS IN
CONJUNCTION WITH TO USE OF BANKED CAP ON A MULTI-YEAR BASIS**

WHEREAS, the proceeds of bonds may only be used by a type II school district for the costs of the project for which the bonds were authorized to be issued by the voters of the district under N.J.S.A. 18A:24-47; and

WHEREAS, under the Educational Facilities Construction and Financing Act, N.J.S.A.18A:7G-5(o), proceeds on hand after the completion of a project may only be used to pay down principal. They can no longer be re-appropriated; and

WHEREAS, the Interim Business Administrator has certified and submitted the 'SCHOOL BUSINESS ADMINISTRATOR CERTIFICATION UPON SUBSTANTIAL COMPLETION' and the Spiezle Architectural Group, Inc. has certified and submitted the 'DESIGN CONSULTANT CERTIFICATION UPON SUBSTANTIAL COMPLETION' on February 23, 2017; and

WHEREAS, the proceeds on hand are as follows:

Source Description	Amount
Cash on Hand – Bank Account 236075689	64,805.10
NJSDA Substantial Construction Completion 15.0%	343,854.30
NJSDA Final Completion Checklist 5.0%	114,618.30
TOTAL	523,277.70

WHEREAS, the Board of Education wishes to use a draw down schedule to apply the proceeds on hand over a multi-year period to lessen the impact on the taxpaying public. The draw down schedule is as below listed:

Budget Year	Principal Due	Proceeds Applied	Proceeds Balance
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			523,278
2017-2018	149,000	149,000	374,278
2018-2019	155,000	108,500	265,778
2019-2020	155,000	93,000	172,778
2020-2021	160,000	80,000	92,778
2021-2022	165,000	66,000	26,778
2022-2023	170,000	26,778	0

WHEREAS, N.J.S.A.18A:7F-39 was amended in 2010, effective beginning 2011-112, to allow a school district that has not been granted approval to exceed the tax levy cap by a separate proposal to “bank” the unused tax levy for use in any of the next three succeeding budget years; and

WHEREAS, the following summary provides suggested use of banked cap over the next three (3) years;

Budget Year	Banked Cap Used	Banked Cap Balance
		432,144
2017-2018	-38533	393611
2018-2019	-196806	196806
2019-2020	-196806	0

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the above guidelines will be considered in the development of the 2017-2018 budget year and subsequent budget years as soon delineated.

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-WS-067-251-266

**RESOLUTION AUTHORIZING TRANSMITTAL OF THE 2017-2018 SCHOOL BUDGET
BY THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
PURSUANT TO N.J.S.A. 18A:22-7**

WHEREAS, N.J.S.A. 18A:22-7 provides that the board of education shall prepare a budget for the school district for the ensuing year, the 2017-2018 budget, and to transmit to the Department of Education County Office on or before **Thursday, March 9, 2017**; and

WHEREAS, the Springfield Township Board of Education has reviewed the proposed budget and wishes to transmit said budget to the Office of the Burlington County Superintendent of Schools with the following **2017-2018** general fund, special revenue fund and debt service fund total budget as well as the **2017-2018** general fund and debt service fund local tax levy amounts:

TOTAL 2017-2018 BUDGET

FUND	AMOUNT
	4,826,273

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Current Fund - Fund 11	
Capital Outlay - Fund 12	29,459
Special Revenue Fund - Fund 20	97,145
Debt Service Fund - Fund 40	287,129
TOTAL	5,238,997

2017-2018 TAX LEVIES

FUND	AMOUNT
Current Fund - Fund 10	3,404,835
Debt Service Fund - Fund 40	132,396
TOTAL	3,536,222

WHEREAS, the following is a summary of conditions in the School District Budget Statement for the School Year **2017-2018**:

1. The Local Tax Levy amount of \$3,404,835 is above the Tax Levy Cap Calculation amount by \$38,533.
2. The Total Adequacy Spending of \$4,168,478 is above the District Adequacy Budget of \$2,669,884 by \$1,498,594.
3. The 2016-2017 Local Tax Levy of \$3,240,838 above the Minimum Tax Levy of \$2,269,858 by \$970,980.

WHEREAS, the Springfield Township School District's per pupil cost for administration must be less than or equal to the lower of either the regional limit or the School District's inflated **2017-2018** original budgeted per pupil cost for administration and the below summary table certifies compliance:

	Revised Budget 2016-17	Approved Change 2016-17	Regional Limit 2017-18	Budget 2017-19
TOTAL ADMINISTRATIVE COSTS PER PUPIL	1893	1839	2032	1893

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 transmittal of the **2017-2018** school year budget is hereby authorized; and

BE IT FURTHER RESOLVED that the Board of Education certifies that the total administrative costs per pupil in the **2017-2018** Annual School District Budget Statement are below or equal to the required limit.

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CERTIFICATION OF THE BOARD SECRETARY *****

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

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

MOTION TO ADJOURN	TIME:	9:30 P.M.
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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 **Work Session Meeting** held on **Wednesday, March 8, 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 G. 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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364 *Not Voting due to Conflict. Quorum =*

365 SPRINGFIELD TOWNSHIP
366 BOARD OF EDUCATION
367

368 _____
369 Bruce M. Benedetti
370 Secretary to the Board

{SEAL}