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

CALL TO ORDER	TIME:	7:03 P.M.

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

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
[ ] Shawn Dennis, Educational Facilities Manager
[ ] Asia Michael, Assistant Principal
[X] Casey DeJoseph, Candidate – Comptroller & School Business Official

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.

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.

PREPARATION OF TUESDAY, FEBRUARY 21, 2017 AGENDA

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

NEW BUSINESS MATTERS

OLD BUSINESS MATTERS

1. *Estimated Tuition Calculations*

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

BEGIN CLOSED EXECUTIVE SESSION	TIME:	7:15 P.M.

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-039-251-251

RESOLUTION AUTHORIZING THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION

Springfield Township Board of Education
Jobstown, NJ 08041
Wednesday, February 8, 2017
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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:

Discussion Board Secretary Position

Springfield Township Education Association
Correspondence Dated February 3, 2017
Sick Leave Bank Policy

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, February 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.

_____
Joseph M. Bucs, President

_____
Bruce M. Benedetti
Interim Business Administrator

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

********** ***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		X					3
3	Kristen Lippincott			X					4
4	Gregory Madia			X					5
5	Michael Ramalho		X	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:**	**7:52 P.M.**

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

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

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FINANCE & BUDGET

MOTION TO APPROVE ITEMS A, B, & C.

A. CERTIFYING REQUIRED INFORMATION TO SUPPORT ADDITIONAL BALANCES APPROPRIATED AND ADDITIONAL FUND BALANCES ANTICIPATED

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-WS-039-251-238

RESOLUTION CERTIFYING REQUIRED INFORMATION TO SUPPORT ADDITIONAL BALANCES APPROPRIATED AND ADDITIONAL FUND BALANCES ANTICIPATED IN THE SCHOOL DISTRICT BUDGET STATEMENT FOR THE SCHOOL YEAR 2016-2017 AS REQUIRED BY THE NEW JERSEY DEPARTMENT OF EDUCATION

WHEREAS, the Board of Education has been advised that it is required to support any estimate of additional fund balances appropriated and anticipated in fiscal year **2016-2017** in the recapitulation of balances contained in the School District Budget Statement for the School Year **2017-2018**; and

WHEREAS, the below Review of Estimated Fund Balance provides detailed justification for the entries made to the recapitulation of balances contained in the School District Budget Statement for the School Year **2017-2018**:

	(A)	(B)	C)	(D)	(E)
	Beginning	Balances	By Line		
Support Documentation	1610	1620	1630	1640	1650
Amounts from Recapitulation of Balances - Fund 10			0	0	
Support for lines 1620 and 1630					
Board Resolutions:					
None					
SUBTOTALS			**0**		
Under Estimated Revenues:					

Review in Conjunction with Prior Yr CAFR Schedule J-15					
Unbudgeted Investment Income on Bonded Projects				0	
Sub-Total Under Estimated Revenues:				0	
Unexpended Appropriations:					
Unencumbered Appropriation Balances				0	
Large Amounts with No Justification				0	
Unbudgeted or Under Budgeted Surplus				0	
11-000-219-610-201-137				1000.00	
11-000-221-500-450-139				3500.00	
11-000-221-610-327-139				2000.00	
11-000-222-300-452-178				16607.00	
11-000-223-390-127-221				1500.00	
11-000-261-340-260-115				3000.00	
11-000-261-610-202-115				3900.00	
11-000-261-890-000-115				3800.00	
11-000-270-503-610-118				3000.00	
11-000-270-513-417-118				3500.00	
11-190-100-320-338-120				4615.00	
11-190-100-320-355-100				2000.00	
11-190-100-890-421-112				3000.00	
Sub-Total Unexpended Appropriations:				53,684.00	
Deposit to Capital Reserve					
Deposit to Maintenance Reserve					
Net Sub-total w/Budgeted Reserve					
Purchase Orders:				0	
Prior Year Canceled POs				0	
Old Outstanding POs No Longer Necessary				0	
Transfer to Food Service:				0	

Amount of Budgeted Transfer Not Needed Due to a Large Retained Earnings Balance from the Prior Year				0	
TOTAL ADDITIONAL BALANCE ANTICIPATED DURING THE 2017-2018 BUDGET YEAR					
Total amounts must agree with the applicable line on Recapitulation of Balances component of as noted above.		(NOTE 1)	(NOTE 2)	(NOTE 3)	

NOW, THEREFORE, BE IT RESOLVED by the Township of Florence Board of Education, County of Burlington, State of New Jersey, that the above required information is hereby certified and that the Business Administrator/Secretary to the Board shall make the entries in the recapitulation of balances contained in the School District Budget Statement for the School Year **2017-2018**.

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Joseph M. Bucs, President

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Bruce M. Benedetti
Interim Business Administrator

B. APPROVING 2017-2018 TRAVEL & RELATED EXPENDITURE AMOUNTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-039-251-256

RESOLUTION APPROVING 2017-2018 TRAVEL & RELATED EXPENDITURE AMOUNTS PURSUANT TO P.L. 2005 C. 132 AS DEFINED IN N.J.C.A. 6A:23B-1.1

WHEREAS, N.J.C.A. 6A:23B-1.2 provides that "each district board of education or charter school board of trustees shall establish in the annual school budget a maximum expenditure amount that may be allotted to travel and expense reimbursement; and

WHEREAS, N.J.C.A. 6A:23B-1.2 further provides that "each district board of education or charter school board of trustees shall ensure through its policy and procedures that all travel by its employees and board members is educationally necessary and fiscally prudent, and shall include the requirement that all travel and expense reimbursement:

1. Are directly related to and within the scope of the employee or board member current responsibilities;
2. Are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;
3. Are in compliance with State travel reimbursement guidelines as established by the Department of Treasury

; and

WHEREAS, N.J.C.A. 6A:23B-1.2 further provides that "any district board of education or charter school board of trustees that violates its established maximum travel expenditure as set forth in N.J.C.A. 6A:23B-1.2 (b), or that otherwise is not in compliance with travel limitations may be subject to sanctions by the Commissioner as authorized including reduction in State aid in an amount equal to any excess expenditure; and

WHEREAS, the Board of Education determines that the below **2017-2018** budgeted line item amounts shall serve as travel and expense maximums for the upcoming budget year pursuant to N.J.C.A. 6A:23B-1-1:

Account Series	Account Description	Maximum Amount
11-000-219	CST WRKSHP REG	500
11-000-223	STF DEVLP WRKSHP REG	11800
11-000-230	BOE WRKSHP REG	1000
11-000-240	BUS OFF WRKSHP REG	500
11-000-251	BUS OFF REG BUS TRVL	100
20-231-200	T1A READ RECOV SRV 7/8	14000
	TOTAL MAXIMUM AMOUNT	**27,900**

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above maximum travel and related expense reimbursement amounts are approved for the **2017-2018** school year; and

BE IT FURTHER RESOLVED that the Business Administrator/Secretary to the Board shall report monthly expenditures against the established **2017-2018** maximum amounts to provide assurance that the maximum amounts have not been exceeded.

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Joseph M. Bucs, President

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Bruce M. Benedetti
Interim Business Administrator/Board Secretary

C. <u>AUTHORIZING THE INTERIM BUSINESS ADMINISTRATOR TO SUBMIT A FORMAL WRITTEN REQUEST FOR A SEMI WAIVER</u>

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-039-251-255

RESOLUTION AUTHORIZING THE INTERIM BUSINESS ADMINISTRATOR TO SUBMIT A FORMAL WRITTEN REQUEST FOR A SEMI WAIVER TO THE BURLINGTON COUNTY EXECUTIVE COUNTY SUPERINTENDENT PURSUANT TO N.J.A.C. 6A:23A-5.3

WHEREAS, New Jersey Department of Education (hereinafter "NJDOE") Accountability Regulations, N.J.A.C. 6A:23A-5.3, require every school district and county vocational school district, *with the exception of any district that obtains a waiver*, to take appropriate steps to maximize participation in the Special Education Medicaid Initiative (hereinafter "SEMI") by following the policies and procedures and to comply with all program requirements; and

WHEREAS, school districts projected to have more than forty (40) Medicaid Eligible/Special Education students for the FY17 school year must participate in the SEMI program These districts must include the district budgeted revenue projection in the FY17 district budget; and

WHEREAS, school districts that are eligible for a SEMI waiver, including those with a projection revenue of $0, are required to submit a formal written request accompanied by a board resolution to the Executive County Superintendent in order to be exempt from the SEMI program requirements; and

WHEREAS, the FY2016-2017 Medicaid-Eligible/Special Education Student Count, as issued by the NJDOE, is seventeen (17) students; and

WHEREAS, the count of seventeen (17) students renders the Springfield Township School District eligible for a SEMI waiver; and

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 formal written request, to the Burlington County Executive County Superintendent, for a waiver of SEMI requirements.

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Joseph M. Bucs, President

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Bruce M. Benedetti
Interim Business Administrator/Board Secretary

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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		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		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 =

D. CERTIFYING BANKED CAP BOARD DISCUSSION AND ADOPTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-039-251-260

RESOLUTION CERTIFYING BANKED CAP BOARD DISCUSSION AND ADOPTION FOR USE IN THE 2017-2018 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	47040
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	3369141
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**	**-56537**		
Amount Expiring 2017-18	25934	0	0	
Available Carried Forward	0	**48817**	**300856**	
Available for 2018-19				**349673**

; and

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 **eighty two thousand four hundred seventy one dollars ($82,471)**; and

BE IT FURTHER RESOLVED that the need for the use of banked cap are personnel related for the negotiated increase in length of school day, payment for accumulated sick leave; increase in speech teacher hours and an adjustment in employer share social security and 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.

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Joseph M. Bucs, President

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Bruce M. Benedetti
Interim Business Administrator/Board Secretary

MOTION TO TABLE ITEM D.

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

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1	Andrew Eaton		X	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		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:**	**P.M.**

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

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3	Kristen Lippincott			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	X					8
9	Joseph Bucs, President			X					9

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SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION

364
365 _____
366 Bruce M. Benedetti
367 Secretary to the Board
{SEAL}