

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, January 17, 2017
Minutes – Regular Meeting - 017**

CALL TO ORDER	TIME	P.M.
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A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, January 17, 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	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			6
7	Gary Walker	X			7
8	Jennifer Webb	X			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

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

None

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

NONE

SUPERINTENDENT'S UPDATE

IMPORTANT DATES	
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DATE	ACTIVITY/EVENT

APPROVAL OF MINUTES

Work Session Meeting – December 14, 2016
Regular Monthly Meeting – December 20, 2016

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, January 17,**

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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 =

SUPERINTENDENT'S REPORT (ENROLLMENT & HIB REPORT)

A. ACCEPTING ENROLLMENT STATISTICS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-190-228

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS DECEMBER 2016**

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 December 31, 2016	Difference
11-105-100-101-101-105	Pre-School Regular	9	14	+5
11-110-100-101-101-110	Kindergarten	25	30	+5

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11-120-100-101-101-401	First Grade	25	26	+1
11-120-100-101-101-402	Second Grade	28	28	0
11-120-100-101-101-403	Third Grade	24	31	+7
11-120-100-101-101-404	Fourth Grade	34	25	-11
11-120-100-101-101-405	Fifth Grade	40	32	-8
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	230	236	+6

;and

Month	Enrollment	Monthly Change
June 2016	230	
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		
February 2017		
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.

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, January 17, 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

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9	Joseph Bucs, President			X					9
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Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum =

CONTRACT ADMINISTRATION

A. TO EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER HVAC-7

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-030-226

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
AS AUTHORIZED REPRESENTATIVE OF THE
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
TO EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER HVAC-7
WITH THE HVAC & EXTERIOR IMPROVEMENTS CONTRACTOR
FOR THE CONSTRUCTION PROJECT
FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL**

WHEREAS, the New Jersey Department of Education made a final determination of eligibility for the costs of **renovations to the Springfield School** pursuant to N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-3.6 under project number 5010-050-14-1001-G04; and

WHEREAS, the Project Architect, Spiezle Architectural Group, and the Construction Manager, New Road Construction Management, have recommended the following allowance adjustment/change order for approval of the Board of Education:

Framan Mechanical Inc.	Contract for General Construction HVAC & Exterior Improvements
Change Order Initiated: January 5, 2017	Change Order Number: HVAC-7
COR 24 Additional electrical work revised total of \$14,852.25 COR 26 Transfer duct, kitchen duct, AHU-1 and roof jack substitution for revised total of \$10,464.46 COR 30 Add \$1,253.18	26569.89
Lump Sum Allowance Change Order Amount	
Original Contract Sum	3867300.00

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Net Change Orders Previously Authorized	29251.41
Contract Sum Prior To This Change Order	3896551.41
Contract Sum Increase/(Decrease) This Change Order	26569.89
New Contract Price After This Change Order	3,923,121.30
Contract Time Adjustment For This Change Order	0.00

WHEREAS; total number of change orders executed for a particular contract shall not cause the originally awarded contract price to be exceeded by more than 20 percent unless otherwise authorized by these rules. If proposed change orders do exceed the 20 percent limitation of (a)9 above, no work shall be performed or purchases made until the procedures of N.J.A.C. 5:30-11.9 have been completed. If the governing body determines issuance of the change order is not justifiable, a new contract shall be executed in accordance with the Local Public Contracts Law. This percentage of change orders to base contract, with the approval of this Resolution, is as follows:

ORIGINAL CONTRACT	TOTAL CHANGE ORDERS TO DATE	CHANGE ORDER PERCENTAGE
\$3,867,300.00	\$55,821.30	1.44%

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator/Secretary to the Board is hereby authorized to execute the above detailed allowance adjustment/change order as **HVAC-7**; and

BE IT FURTHER RESOLVED that the Business Administrator/Secretary to the Board shall make the required, if any, transfer of funds to affect the above change order and to increase/decrease the existing purchase order to reflect the change order amount.

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CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	30-000-400-450-931-015	
Account Title	HVAC RPR SRV	
Certification Date	January 12, 2017	
Beginning Balance		0.00
Contract Encumbrance Account		-26,569.89
Revised Balance		-26,569.89
Transfer Fr Account Number	30-000-400-890-931-015	
Transfer Fr Account Title	SOFT HVAC EXP	

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Transfer Fr Opening Balance	219,988.87	
Transfer Fr/To Amount	-26,569.89	26,569.89
Transfer Fr Ending Balance	193,418.98	
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

B. TO EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER HVAC-8

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-030-227

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
AS AUTHORIZED REPRESENTATIVE OF THE
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
TO EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER HVAC-8
WITH THE HVAC & EXTERIOR IMPROVEMENTS CONTRACTOR
FOR THE CONSTRUCTION PROJECT
FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL**

WHEREAS, the New Jersey Department of Education made a final determination of eligibility for the costs of **renovations to the Springfield School** pursuant to N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-3.6 under project number 5010-050-14-1001-G04; and

WHEREAS, the Project Architect, Spiezle Architectural Group, and the Construction Manager, New Road Construction Management, have recommended the following allowance adjustment/change order for approval of the Board of Education:

Framan Mechanical Inc.	Contract for General Construction HVAC & Exterior Improvements
Change Order Initiated: January 5, 2017	Change Order Number: HVAC-8
COR 28 Penetrations in Kitchen for revised total of \$13,766.77 COR 29 Removal of existing pitch pockets for \$2,070.74 COR 31 Chain link fence for \$2,470.19 Credit of \$4,500 for grounds reparation by Owner.	13807.70
Lump Sum Allowance Change Order Amount	13807.70

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Original Contract Sum	3867300.00
Net Change Orders Previously Authorized	55821.30
Contract Sum Prior To This Change Order	3,923,121.30
Contract Sum Increase/(Decrease) This Change Order	13807.70
New Contract Price After This Change Order	3,936,929.00
Contract Time Adjustment For This Change Order	0.00

WHEREAS; total number of change orders executed for a particular contract shall not cause the originally awarded contract price to be exceeded by more than 20 percent unless otherwise authorized by these rules. If proposed change orders do exceed the 20 percent limitation of (a)9 above, no work shall be performed or purchases made until the procedures of N.J.A.C. 5:30-11.9 have been completed. If the governing body determines issuance of the change order is not justifiable, a new contract shall be executed in accordance with the Local Public Contracts Law. This percentage of change orders to base contract, with the approval of this Resolution, is as follows:

ORIGINAL CONTRACT	TOTAL CHANGE ORDERS TO DATE	CHANGE ORDER PERCENTAGE
\$3,867,300.00	\$69,629.00	1.80%

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator/Secretary to the Board is hereby authorized to execute the above detailed change order as **HVAC-8**; and

BE IT FURTHER RESOLVED that the Business Administrator/Secretary to the Board shall make the required, if any, transfer of funds to affect the above change order and to increase/decrease the existing purchase order to reflect the change order amount.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator/Secretary to the Board is hereby authorized to execute the above detailed allowance adjustment/change order as **HVAC-8**; and

BE IT FURTHER RESOLVED that the Business Administrator/Secretary to the Board shall make the required, if any, transfer of funds to affect the above change order and to increase/decrease the existing purchase order to reflect the change order amount.

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CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT

**Springfield Township Board of Education
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Account Number	30-000-400-450-931-015	
Account Title	HVAC RPR SRV	
Certification Date	January 12, 2017	
Beginning Balance		0.00
Contract Encumbrance Account		-13807.70
Revised Balance		-13,807.70
Transfer Fr Account Number	30-000-400-890-931-015	
Transfer Fr Account Title	SOFT HVAC EXP	
Transfer Fr Opening Balance	194,672.16	
Transfer Fr/To Amount	-13807.70	13807.70
Transfer Fr Ending Balance	180,864.46	
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

C. AMENDING THE APPROVAL PROFESSIONAL SERVICES CONTRACT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-215-232

**RESOLUTION AMENDING THE APPROVAL PROFESSIONAL SERVICES CONTRACT
FOR IN-SCHOOL INSTRUCTIONAL ASSISTANT SERVICES
FOR THE 2016-2017 SCHOOL YEAR FOR SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
AND APPROVING A TRANSFER OF FUNDS**

WHEREAS, N.J.S.A. 18A:18A-4.1 provides for the use of competitive contracting in lieu of public bidding; and

WHEREAS, certain students of the Township of Springfield School District have individualized education programs which requires the Township of Springfield Board of Education to purchase educational services pursuant to applicable New Jersey statutes and rules and regulations of the New Jersey State Board of Education; and

WHEREAS, the Township of Springfield Board of Education recognizes the need for the professional services of instructional assistant as per Child Study Team recommendations for special education students; and

WHEREAS, Mission One Educational Staffing Services, LLC, 800 North Kings Highway, Suite 410, Cherry Hill, NJ 08034, is duly qualified, by experience and qualifications, to perform the professional services as required of a staffing service.

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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 President and Secretary to the Board are hereby authorized to execute a contract for professional services with **Mission One Educational Staffing Services, LLC** starting **July 1, 2016 through June 30, 2017**.

CHARGE/ PER FULL DAY	DAYS/ PER YEAR	ANNUAL CHARGE
\$133.17 <u>\$140.00</u>	180	\$23,970.60 <u>\$25,200.00</u>

BE IT FURTHER RESOLVED, the increase of six dollars and eighty three cents (\$6.83) is for a pro-rated one hundred and three (103) days making the revised encumbrance amount seven hundred three dollars and forty nine cents (\$703.49); and

BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Business Administrator/Secretary to the Board are hereby authorized to execute a contract for instructional assistant services with **Mission One Educational Staffing Services, LLC**, for **FY2015-2016**.

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ENCUMBRANCE ADJUSTMENT

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-215-100-320-395-100	
Account Title	PSD IA SRV	
Certification Date	July 12, 2016	
Beginning Balance		0.00
Contract Encumbrance Account		15,791.10
Encumbrance Increase		703.49
Revised Encumbrance Balance		16,494.59

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

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CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT

**Springfield Township Board of Education
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Account Number	11-215-100-320-395-100	
Account Title	PSD IA SRV	
Certification Date	January 11, 2017	
Beginning Balance		0
Contract Encumbrance Account		-703.49
Revised Balance		- 703.49
Transfer Fr Account Number	11-213-100-610-235-180	
Transfer Fr Account Title	RC MATH KIT SUP	
Transfer Fr Opening Balance	1,413.76	
Transfer Fr/To Amount	-703.49	703.49
Transfer Fr Ending Balance	710.27	
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

D. TO EXECUTE AN ALLOWANCE ADJUSTMENT NUMBER D&W-5

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-030-236

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/
SECRETARY TO THE BOARD**

**AS AUTHORIZED REPRESENTATIVE OF THE
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION**

**TO EXECUTE AN ALLOWANCE ADJUSTMENT NUMBER D&W-5
WITH THE DOOR & WINDOW REPLACEMENT CONTRACTOR
FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL**

WHEREAS, the New Jersey Department of Education made a final determination of eligibility for the costs of **renovations to the Springfield School** pursuant to N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-3.6 under project number 5010-050-14-1001-G04; and

WHEREAS, the Project Architect, Spiezle Architectural Group, and the Construction Manager, New Road Construction Management, have recommended the following change order for approval of the Board of Education:

Jersey Architectural Door & Supply Inc.	Contract for General Construction Door and Window Replacement
Change Order Initiated: October 5, 2016	Change Order Number: D&W-5

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39 Wing Gang Bathrooms *New Closers Boys and Girls Rm *Add Push Pull on Boys Rm Stage Door West *Provide Credit for Panic Bar Kitchen *Classroom Function – Lock Nurses Bathroom *Privacy Function Lock 93 Wing Electrical Closet *Store Room Function Lock 93 Wing Gang Bathroom *Push Pull on Boys and Girls Rm (X2) 93 Wing Faculty Bathroom *Privacy Function – Lock <i>A total of \$3,719.00 will be billed against the allowance leaving a balance of \$14,127.00.</i>	0.00
Lump Sum Change Order Amount	0.00
Original Contract Sum	432,783.00
Net Change Orders Previously Authorized	77,893.65
Contract Sum Prior To This Change Order	510,676.65
Contract Sum Increase/(Decrease) This Change Order	0.00
New Contract Price After This Change Order	510,676.65
Contract Time Adjustment For This Change Order	0.00

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator/Secretary to the Board is hereby authorized to execute the above detailed allowance adjustment as **D&W-5**.

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-030-237

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/
SECRETARY TO THE BOARD**

**Springfield Township Board of Education
Jobstown, NJ 08041
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**AS AUTHORIZED REPRESENTATIVE OF THE
SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
TO EXECUTE A CERTIFICATE OF SUBSTANTIAL COMPLETION
WITH THE DOOR & WINDOW REPLACEMENT CONTRACTOR
FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL**

WHEREAS, the New Jersey Department of Education made a final determination of eligibility for the costs of **renovations to the Springfield School** pursuant to N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-3.6 under project number 5010-050-14-1001-G04; and

WHEREAS, the final punch list has been addressed and the Construction Manager and Architect have deemed the **door and window project** as being substantially completed.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator/Secretary to the Board is hereby authorized to execute "Certificate of Substantial Completion" and to approve final payments outstanding.

***** *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, January 17, 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	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 =

FINANCE & BUDGET

A. APPROVING THE ANTICIPATED REVENUE REPORT

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

RESOLUTION #16/17-RM-017-251-215

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF DECEMBER 2016 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**

Pursuant to N.J.S.A. 6:20-2.11(c)2, I report the following December 31, 2016 changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

Bruce M. Benedetti
Business Administrator/Board Secretary

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-251-216

**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 DECEMBER 2016**

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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 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 December 2016 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.

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-251-219

RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION
EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT
FOR THE MONTH OF NOVEMBER 2016
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 December 2016 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.

D. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#16/17-RM-017-251-220

**Springfield Township Board of Education
Jobstown, NJ 08041
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**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING DECEMBER 31, 2016**

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 **December 31, 2016** for review and certification; and

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
16-17	231	TITLE1A	100	101	SALARIES OF TEACHERS	1502	
				610	GENERAL SUPPLIES		
					TOTAL 100 SERIES		1502
			200	200	PERSONAL SRV EMP BENEF		
				500	OTHER PURCHASED SERVICES		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		1502
16-17	250	IDEA BSC	100	565	TUIT PRIV HAND IN STATE	8541	
					TOTAL 100 SERIES		8541
			200	300	PURCH PROF/TECH SVS		
					TOTAL 200 SERIES		

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					MONTHLY TOTAL		8541
16-17	251	IDEA PSD	100	500	OTHER PURCHASED SERVICES		
					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		10043

REIMBURSEMENT SUMMARY

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	REIMB TO DATE	REMAINING PAYMENTS	PENDING REIMB	PRESENT ENCUMB	PRESENT REIMB	REMAIN BALANCE
TITLE1A	16-17	28672.60	1332.00	27340.60	0.00	9292.19	1502.00	16548.00
IDEA BSC	16-17	68680.00	13215.00	55465.00	0.00	37372.00	8541.00	9552.00
IDEA PSD	16-17	5021.00	0.00	5021.00	0.00	0.00	0.00	5021.00
TITLE 2A	16-17	4576.00	0.00	4576.00	0.00	4375.00	0.00	201.00
OTH FED	16-17	20375.00	0.00	20375.00	0.00	10600.00	0.00	9775.00
TOTAL		127,324.60	14,547.00	112,777.60	0.00	61,639.19	10,043.00	41,097.00

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.

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E. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-251-221

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF DECEMBER 31, 2015 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

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	2833.41	9291.19	16548.00	58%
IDEA BSC	20-250	16-17	68680.00	21755.20	37372.8	9552	14%
IDEA PSD	20-251	16-17	5021.00	0.00	0.00	5021.00	100%
TITLE 2A	20-270	16-17	4576.00	0.00	4375.00	201.00	4%
REAP	20-294	16-17	20375.00	0.00	10600.00	9775.00	4.8%

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; 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.

F. APPROVING THE SECRETARY TO THE BOARD'S MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-251-222

**RESOLUTION APPROVING THE SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF DECEMBER 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.

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

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BUDGETARY LINE ITEM STATUS

Pursuant to N.J.S.A. 6:20-2.13(d), I certify that as of **December 31, 2016** 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

G. RATIFYING THE TRANSFER OF FUNDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-251-223

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR DECEMBER 2016
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 **December 2016**, 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.

**H. ACCEPTING THE REPORT OF THE SECRETARY TO THE BOARD ON THE REVIEW OF
PROCEDURES REGARDING THE OVEREXPENDITURE OF FUNDS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-251-224

**RESOLUTION ACCEPTING THE REPORT OF THE SECRETARY TO THE BOARD
ON THE REVIEW OF PROCEDURES REGARDING THE OVEREXPENDITURE OF FUNDS**

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WHEREAS, N.J.A.C.6:20-2A provides for the informing of the Board of Education regarding the procedures that should exist to control against the over-expenditure of budgeted appropriations; and

WHEREAS, in order to meet a said requirement, the Secretary to the Board submits the following Report to be reviewed and accepted by the Board of Education:

Report of the Secretary to the Board
Review of Procedures Regarding Over-expenditure of Funds

In accordance with N.J.A.C. 6:20-2A.10, Over-expenditure of Funds, a district board of education shall implement controls over budgeted appropriations as follows:

1. No encumbrance or expenditure (liability or payment) shall be approved which when added to the total of existing encumbrances and expenditures exceeds the amount appropriated by the district board of education in the applicable line item account established pursuant to the minimum chart of accounts referenced in N.J.A.C. 6:20-2A.2(m)1. A line item account is defined as the lowest (most specific) level of detail in the appropriation/expenditure classification.

2. When a district board of education adopts an expanded chart of accounts pursuant to N.J.A.C. 6:20-2A.2(m)2, such district board of education shall adopt a policy concerning the controls over appropriations for line item accounts which exceed the minimum level of detail established pursuant to N.J.A.C. 6:20-2A.2(m)1. If a district board of education fails to adopt such a policy, the restrictions contained in (a)1 above shall apply to line item accounts which exceed the minimum level of detail.

3. A district board of education may transfer amounts necessary to effectuate the approval of encumbrances or expenditures prohibited in

(a) 1 and 2 above from line item accounts with available appropriation balances. These transfers shall be made prior to the approval of such encumbrances or expenditures and shall be made in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2.

(b) A district board of education anticipating an over-expenditure in either the current expense, capital outlay or debt service funds as designated in N.J.A.C. 6:20-2A.2(c)1 shall proceed in the following manner:

1. The district board of education shall direct the chief school administrator to immediately notify the county superintendent of schools, of the following:

- i. The projected amount of the over-expenditure;
- ii. The reason or reasons for the projected over-expenditure; and
- iii. The action being taken by the district board of education to avoid the projected over-expenditure.

2. The county superintendent shall immediately notify the Commissioner, in writing, if the projected amount of the over-expenditure exceeds five percent of the district's current expense budget or \$100,000. whichever is lower.

3. The county superintendent shall immediately investigate to determine if the corrective action being taken by the district board of education is sufficient to avoid an over-expenditure. If necessary, the county superintendent shall assist the district board of education in determining what further corrective action can be taken, or request assistance from the Division of Finance.

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4. The county superintendent shall immediately notify the Commissioner, in writing, should it appear that an over-expenditure may occur and the district board of education is not taking adequate action to avoid an over-expenditure.

(c) A district board of education secretary shall report to the district board of education, at each regular meeting, the amounts appropriated, expended and transferred into or out of an item of appropriation, for each item of appropriation shown on the budget form prepared in accordance with N.J.S.A. 18A:22-8. This report shall be in addition to the report required by N.J.S.A. 18A:17-9.

(d) A district board of education shall obtain a certification from the district board of education secretary each month that no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of (a) above. If a violation has occurred, the district board of education shall by resolution either transfer amounts among line items and/or from free balance or direct the district board of education secretary or the chief school administrator, as appropriate, to transfer amounts among line items and/or from free balance to eliminate the line item account deficit(s). If the latter option is selected, the appropriate official shall provide a detailed report of the amounts transferred into and out of the affected line item account(s) or free balance for the board's ratification at the next regularly scheduled meeting. As applicable, the secretary's certification or detailed account of all transfers and the board's ratification, when this option is selected, shall be reflected in the minutes of the board. All transfers shall be subject to the restrictions contained in N.J.S.A. 18A:22-8.1 and 18A:22-8.2.

(e) A district board of education, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, shall certify in the minutes of the board each month that no major account or fund has been over-expended in violation of (b) above and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. If the board is unable to make such a certification, the board shall direct the chief school administrator to initiate the steps outlined in (b) above and such directive shall be reflected in the minutes of the board.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above outlined Report has been reviewed and accepted.

I. AUTHORIZING THE PAYMENT OF BILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-251-225

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
OF THE GENERAL ACCOUNTS AS CONTAINED
ON THE CHECK REGISTER FOR JANUARY 17, 2017
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF DECEMBER 2016**

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of **December 20, 2016 to January 17, 2017**; and

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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 – 12-15-2016	1	7,601.58
10		FICA REIMBURSEMENT – 12-30-2016	1	7,601.58
		TOTAL FUND 10	2	15,203.16
11	11-000-XXX	UNDISTRIBUTED EXPEND	53	59,275.64
	11-190-XXX	REGULAR PROGRAM UNISTR	14	7,169.07
	11-213-XXX	RESOURCE ROOM	0	0.00
	11-215-XXX	PRESCH. DISAB. PART-TIME	1	1,729.00
	11-230-XXX	BASIC SKILLS/REMEDIAL	0	0.00
	11-403-XXX	OTHER INSTR PROGRAMS	1	134.86
	11-999-XXX	POSTING ACCOUNTS	0	0.00
11	11-000-291	SESHBP DECEMBER PAYMENT	1	73,994.76
		TOTAL FUND 11	70	142,303.33
12	12-000-400	FACILITIES ACQUISTION		0
		TOTAL FUND 12		0
20	20-231-XXX	TITLE 1A	1	446.40
	20-250-XXX	IDEA BASIC	1	5274.00
	20-251-XXX	IDEA PRE-SCHOOL	0	0
	20-270-XXX	TITLE 2A	0	0
	20-450-XXX	REAP	0	0
		TOTAL FUND 20	2	5,720.40
30	30-000-XXX	UNDIST EXPENDITURE	6	172,359.22
		TOTAL FUND 30	6	172,359.22
40	40-701-510	INTEREST ON BONDS		
		TOTAL FUND 40		
62	62-910-310	SCHOOL NUTRITION	10	16,294.08
		TOTAL FUND 62	10	16,294.08
81	81-190-100	UNEMPLOYMENT TRUST		
		TOTAL FUND 81		
82	82-000-520	FLEXIBLE SPENDING		
		TOTAL FUND 82		
90	90-000-100	PAYROLL/AGENCY		
		TOTAL FUND 90		
95	95-40X-210	STUDENT ACTIVITY		
		TOTAL FUND 95		

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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:

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	124,353.87	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				
Mar 2017				
Apr 2017				
May 2017				
Jun 2017				
TOTAL				

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
12/12/16	0073	0074	PAYROLL	85,394.83
12/12/16	0073	0075	AGENCY WITHHOLDING	64,340.53
			TOTAL	149,735.36
12/20/16	0073	0074	PAYROLL	88,211.83
12/20/16	0073	0075	AGENCY WITHHOLDING	66,212.56
			TOTAL	154,424.39

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; and

WHEREAS, the Board of Education wishes to authorize interfund bank transfers during the month of **November 2016** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
12/15/16	0075	2178	FLEX SPENDING - WEIR	25.00
12/15/16	0075	2178	FLEX SPENDING - CARTER	30.00
			TOTAL	55.00

; 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 the **December 20, 2016 to January 17, 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).

J. 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-017-251-230

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS
FOR THE MONTH OF NOVEMBER 2016 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.

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

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-251-231

**RESOLUTION APPROVAL OF THE REPORT OF THE
TREASURER OF SCHOOL MONIES FOR NOVEMBER 2016
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 **November 2016** Report of the Treasurer of School Monies is hereby accepted and approved.

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, January 17, 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

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

PERSONNEL & NEGOTIATIONS

None

CURRICULUM & TECHNOLOGY

A. APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-223-213

**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

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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;

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

Employee Name	C. Browning	E. McIntyre	J. Bencivengo	B. Pine	T. Seitz
District Assignment	G & T Tchr	5 th Grd Tchr	PreSch Tchr	Kindergarten Tchr	Kindergarten Tchr
Travel Date(s)	1/30/2017	2/23/2017 & 2/24/2017	2/28/2017	2/28/2017	2/28/2017
Travel Destination	Burlington Twp NJ	Mount Laurel NJ	Atlantic City NJ	Atlantic City NJ	Atlantic City NJ
Travel Type	Automobile	Automobile	Automobile	Automobile	Automobile
Sponsoring Entity	BC Gifted Consortium	AEP Connections	SDE	SDE	SDE
Event Description	G&T Collaboration	Autism Conference	Pre-School Strategies	Kindergarten Strategies	Kindergarten Strategies
Funding Source	None	Local	Local	Local	Local
Account Series	None	11-000-223-500	11-000-223-500	11-000-223-500	11-000-223-500
Registration Fee	0.00	145.00	249.00	249.00	249.00
Meal Allowance	0.00	0.00	0.00	0.00	0.00
Mileage Estimate	0.00	0.00	0.00	39.06	0.00
Tolls & Other Transportation	0.00	0.00	0.00	7.50	0.00
Hotel/Motel Rate	0.00	0.00	0.00	0.00	0.00
Miscellaneous Exp (Parking)	0.00	0.00	0.00	5.00	0.00
TOTAL	0.00	145.00	249.00	300.56	249.00

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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 delineated travel expenses are hereby approved.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-223-500-280-138	
Account Title	STF DEVL P WRKSHP REG	
Certification Date	January 5, 2017	
Beginning Balance		1679.62
Contract Encumbrance Account		-943.56
Ending Balance		736.06

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

B. APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT

Revised 1-12-2017

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-223-214

**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

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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;

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

Employee Name	J. Ricciani	M. Millerline	BJ Bifulco	A. Palazzi	J. Luyber
District Assignment	School Nurse	World Lang Tchr	6 th Grd Tchr	6 th Grd Tchr	4 th Grd Tchr
Travel Date(s)	2/15/2017	3/31/2017 & 4/1/2017	2/2/2017 & 2/10/2017	2/2/2017 & 2/10/2017	2/2/2017 & 2/10/2017
Travel Destination	Neptune NJ	Iselin NJ	Delanco NJ	Delanco NJ	Delanco NJ
Travel Type	Automobile	Automobile	Automobile	Automobile	Automobile
Sponsoring Entity	NJDOE	FLE of NJ	Delanco BOE	Delanco BOE	Delanco BOE
Event Description	PreSchool Nurse	Annual Conference	Improving PARCC Scores	Improving PARCC Scores	Improving PARCC Scores
Funding Source	None	Local	Local	Local	Local
Account Series	None	11-000-223-500	11-000-223-500	11-000-223-500	11-000-223-500
Registration Fee	0.00	165.00	0.00	0.00	0.00
Meal Allowance	0.00	0.00	0.00	0.00	0.00
	0.00	60.76	17.36	17.36	17.36

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Mileage Estimate					
Tolls & Other Transportation	0.00	0.00	0.00	0.00	0.00
Hotel/Motel Rate	0.00	0.00	0.00	0.00	0.00
Miscellaneous Exp (Parking)	0.00	16.00	0.00	0.00	0.00
TOTAL	0.00	241.76	17.36	17.36	17.36

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	11-000-223-500-280-138	
Account Title	STF DEVL P WRKSHP REG	
Certification Date	January 5, 2017	
Beginning Balance		736.06
Contract Encumbrance Account		-293.84
Ending Balance		442.22

Fiscal Notes:

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, January 17, 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

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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

A. APPROVING BOARD OF EDUCATION 2016/2017 POLICY, BYLAWS AND REGULATION REVISIONS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-221-217

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

WHEREAS, the 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 second reading for revisions to the, which include:

“When children are homeschooled and are not enrolled in a school, the school district is not required to provide any of the entitlements or privileges of pupils enrolled in the school district unless an entitlement or privilege is specifically provided in Board Policy or required by Federal law, or State statute or administrative code. **In accordance with this policy, home schooled students residing within the district may participate in class trips and the school talent show. The family of a homeschooled child shall bear the full cost for any class trip attended. Homeschooled children attending class trips or the school talent show shall be subject to district Policy and Regulation 5600, Student Discipline / Code of Conduct; removal from a trip or the talent show and / or denial of future rights to attend these activities may occur in the event of violation of our student code of conduct.** The

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school district's curriculum and other public record information will be provided to the parent, legal guardian, or other person having custody and control of a child upon request in accordance with the Open Public Records Act and Policy and Regulation 8310."

NOW, THEREFORE, BE IT RESOLVED that the policies and/or amendments included in the said policies and regulation listed above, are hereby approved upon second reading and adoption.

B. APPROVING BOARD OF EDUCATION 2016/2017 POLICY, BYLAWS AND REGULATION REVISIONS

TOWNSHIP OF FLORENCE BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-221-218

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

WHEREAS, the 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 second reading for revisions to the, which include:

R 5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;

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4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;

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- 1063 8. Incitement which is intended to and does result in unauthorized occupation by any
1064 group of students or others of any part of a school or other facility owned by any school
1065 district;
1066
1067 9. Incitement which is intended to and does result in truancy by other students;
1068
1069 10. Knowing possession or knowing consumption without legal authority of alcoholic
1070 beverages or controlled dangerous substances on school premises, or being under the
1071 influence of intoxicating liquor or controlled dangerous substances while on school
1072 premises; and
1073
1074 11. Harassment, intimidation, or bullying.
1075

1076 Students shall also be suspended from school for assault upon a school staff member in
1077 accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.
1078

1079 **D. Students' Rights**
1080

1081 Students subject to the consequences of the Student Discipline/Code of Conduct Policy and
1082 Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii.,
1083 that include:
1084

- 1085 1. Advance notice of behaviors that will result in suspensions and expulsions that have
1086 been identified under authority of N.J.S.A. 18A:37-2;
1087
1088 2. Education that supports students' development into productive citizens;
1089
1090 3. Attendance in safe and secure school environments;
1091
1092 4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
1093
1094 5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17,
1095 N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-
1096 7.2 through 7.5;
1097
1098 6. Parent notification consistent with the policies and procedures established pursuant to
1099 N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
1100
1101 7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act;
1102 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection
1103 of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs
1104 and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR
1105 Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school
1106 disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient
1107 Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by

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pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, non-liability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. student recognition assembly;
- b. academic achievement/principal's list pin and certificate;
- c. weekly student acknowledgement for displaying ~~character traits of the month~~ **aligned with district character education programs**;
- d. individual classroom reward systems;
- e. Safety Patrol Program – Grade 6;

f. Student Council;

g. Demerit-free reward activities.

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

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- 1153 a. Restitution and Restoration
1154
1155 (1) A student may be required to make restitution for any loss resulting
1156 from the student's conduct; or
1157
1158 (2) A student may be required, at the discretion of the school district and
1159 when appropriate, to restore to its former condition any damaged or
1160 defaced property resulting from the student's conduct.
1161
1162 b. Counseling
1163
1164 (1) A student may be required to consult with school guidance counselors
1165 or Child Study Team members.
1166
1167
1168 (2) The counselor will explain why the student's conduct is unacceptable
1169 to the school and damaging to the student, what the consequences of
1170 continued misconduct are likely to be, and appropriate alternative
1171 behaviors.
1172
1173 (3) The counselor may refer the student, as appropriate, for additional
1174 counseling, evaluation, intervention, treatment, or therapy. Referrals
1175 may be made to the Child Study Team, the school's Intervention and
1176 Referral Services Team, a public or private social agency, a legal
1177 agency, or any other referral service that may assist the student.
1178
1179 c. Parent Conferences
1180
1181 (1) Students may be required to attend a meeting with their parent and
1182 appropriate school staff members to discuss the causes of the
1183 student's behavior, possible remediation, potential disciplinary
1184 measures, and alternative conduct.
1185
1186 d. Alternate Educational Program
1187
1188 (1) Students may be assigned to an alternate educational program as
1189 recommended by the student's guidance counselor, classroom
1190 teacher, Child Study Team, and/or other school staff member.
1191
1192 e. Conflict resolution with social worker
1193
1194 f. Peer support group
1195
1196 g. Corrective instruction or other relevant learning experience
1197

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h. Behavioral management plan

i. Assignment of leadership responsibilities

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:

a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;

b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;

c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and

d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Student Demerit System

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- 1241 a. *A school staff member may issue demerits to students in grades four*
1242 *through six (and students in grade three during the final trimester) for*
1243 *behaviors and infractions in violation of the code of conduct.*
1244
1245 b. *Infractions that result in demerits shall be listed in the Student Handbook*
1246 *and reviewed with students on an annual basis by district administration.*
1247
1248 c. *Each issuance of demerits will be reviewed by district administration;*
1249 *parents will be notified of each case with the cumulative demerit total*
1250 *included in the notification.*
1251
1252 **23.** Temporary Removal from Classroom
1253
1254 a. The classroom teacher may direct the student report to the office of the
1255 administrator in charge of student discipline.
1256
1257 b. The teacher will complete a form that indicates the student's name and the
1258 conduct that has caused the student's removal from the teacher's room.
1259
1260 c. The administrator in charge of discipline will interview the student and
1261 determine which, if any, additional consequences shall be imposed.
1262
1263
1264 **34.** Meeting with School Administration and Parent
1265
1266 a. The student's parent may be required to attend a meeting with the
1267 Principal or designee and the student to discuss the student's conduct and to
1268 ensure the parent and the student understand school rules and expectations.
1269
1270 **45.** Deprivation of Privileges
1271
1272 a. Students may be deprived privileges as disciplinary sanctions when designed
1273 to maintain the order and integrity of the school environment. These privileges
1274 may include, but are not limited to:
1275
1276 (1) Moving freely about the school building;
1277
1278 (2) Participation in co-curricular or inter/interscholastic activities;
1279
1280 (3) Attendance at a school-related social or sports activity;
1281
1282 (4) Participation in a graduation ceremony;
1283
1284 (5) Transportation to and from school on a school bus; or
1285

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- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

56. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

67. Grade Adjustment

- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

78. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

89. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

910. Expulsion

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- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

1. A Chart of Student Discipline listing school responses to violations of behavioral expectations shall be approved by the Board and included in each school's student handbook.

BEHAVIOR – Code of Student Conduct

I. Purpose, Student Rights and Responsibilities

The purpose of a Code of Student Conduct is to:-

1. ~~Maintain an orderly and safe learning environment~~
2. ~~Educate students as to proper behavior leading to productive citizenship~~
3. ~~Develop students' character~~

Students are to:-

1. ~~Be respectful towards peers and adults~~
2. ~~Follow the directions of all adults and Safety Patrol members~~
3. ~~Respect school property and the property of others~~
4. ~~Keep hands and feet to yourself~~
5. ~~Walk quietly in the hallways~~
6. ~~Use appropriate language and behavior at all times~~
7. ~~Follow the rule: NO chewing gum, no candy and no toys~~
8. ~~Complete homework and class work~~
9. ~~Follow dress code~~
10. ~~Not bully others as per Harassment, Intimidation and Bullying Board Policy~~

Students' rights:-

~~Students have the right to:-~~

1. ~~Attend school in a safe and secure environment~~
2. ~~Not be disciplined through corporal punishment (identified in N.J.S.A. 18:A 6-1)~~
3. ~~Know how they have broken the school rule(s) and be given an opportunity to present their explanation.~~

II. Infractions, Consequences, Alternate and Positive Discipline

~~Springfield Township students are expected to utilize all staff in the building to solve conflicts. If all else fails, a student is expected to walk away rather than risk a physical confrontation. Self-defense is not an excuse for fighting.~~

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-
The following is a list of possible infractions and consequences. This list is not exhaustive, and consequences will be adjusted accordingly, given an individual's age and grade level. Students who repeat the same types of infractions can expect increased consequences.

-
Consequences are reported in a range to adjust for individual situations.

Infraction	Consequence
Insubordination	Lunch and/or Recess Detention to Suspension
Fighting	Suspension
Physical Altercation (intent to do some level of harm)	AM or PM Detention to Suspension
Unsafe behavior	Lunch and/or Recess Detention to AM and/or PM Detention
Inappropriate play	Lunch and/or Recess Detention
Harassment, Intimidation and Bullying	Behavioral intervention to suspension, expulsion
Vandalism	Restitution/ Possible Police notification/Possible Detention /Suspension
Inappropriate Words/symbols/gestures (i.e.: swear words or gestures. Words designed to break social conventions)	Lunch and or Recess Detention to suspension
Academic Dishonesty	Reprimand, Loss of Credit to Suspension
Theft	Possible Police Notification/ Detention to Suspension
Drug Possession/abuse	Referral, intervention to suspension, expulsion
Weapon Possession	Remove from school pending hearing

BEHAVIOR

I. Code of Student Conduct

Purpose, Student Rights and Responsibilities

The purpose of a Code of Student Conduct is to:

1. Maintain an orderly and safe learning environment
2. Educate students as to proper behavior leading to productive citizenship
3. Develop students' character

Students are to:

**Springfield Township Board of Education
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1. Be respectful towards peers and adults
2. Follow the directions of all adults and Safety Patrol members
3. Respect school property and the property of others
4. Keep hands and feet to yourself
5. Walk quietly in the hallways
6. Use appropriate language and behavior at all times
7. Follow the rule: NO chewing gum, no candy and no toys
8. Complete homework and class work
9. Follow dress code
10. Not bully others as per Harassment, Intimidation and Bullying Board Policy

Students' rights:

Students have the right to:

1. Attend school in a safe and secure environment
2. Not be disciplined through corporal punishment (identified in N.J.S.A. 18:A 6-1)
3. Know how they have broken the school rule(s) and be given an opportunity to present their explanation.

II. Springfield Township Student Demerit System

Infractions, Consequences, Alternate and Positive Discipline

Our district's Demerit Point System was designed to help students realize consequences for their actions. Springfield Township students are expected to utilize all staff in the building to solve conflicts. If all else fails, a student is expected to walk away rather than risk a physical confrontation. Self-defense is not an excuse for fighting. The Demerit Point System designates a point value for specific infractions for student in grades 3 through 6. An infraction is a violation of a stipulated rule. The infraction and the point value they carry are listed in the table below.

Demerits

Demerits may be assigned to students by any staff member who observes inappropriate behavior. Students may receive a demerit for a number of infractions which are listed in the table below along with the number of points assigned to each. A second offense earns the student the same amount of points. On the third offense, the student will receive two points, regardless of the infraction. Committing the infraction more than twice is considered insubordination and will be written up as such. This list is not exhaustive, and consequences will be adjusted accordingly, given an individual's age and grade level. Students who repeat the same types of infractions can expect increased consequences. Consequences are reported in a range to adjust for individual situations.

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Infraction	Demerit	Infraction	Demerit
Chewing gum in school	1	Other behavior considered inappropriate	2
Eating/drinking on the bus	1	Cheating on an assessment or assignment (not plagiarism)	2
Disrespectful behavior/language	2	Dishonesty	2
Classroom disruption that results in the loss of instruction time	2	Forgery (i.e., copying parent's signature)	3
Insubordination (refusal to follow orders, directions, or school rules)	2	Aggressive play on the playground/classroom (pushing, shoving, kicking)	2
Dress code violation	1	Running, talking, pushing, out of line during a fire or evacuation drill	2
Teasing other students	2	Running, shouting, roaming halls, disturbing other classes and/or offices	2
Three missed homework assignments	1		

CONSEQUENCES

Students receive consequences based on point accumulation. Please refer to the table below. Students who reach 12 or more discipline points will be placed on the Ineligible List and lose school privileges. This means these students are not able to participate in field trips, class activities, after school clubs, and other school sponsored events as determined by the Superintendent and Assistant Principal for the remainder of the year. In order to be fair and consistent, no exceptions to this rule will be made.

<u>Demerits</u>	<u>Consequences</u>
<u>1-2 Points</u> <u>3-5 Points</u> <u>6-8 Points</u> <u>9-11 Points</u>	<u>Warning</u> <u>Lunch/Recess Detention</u> <u>1 Day After School Detention</u> <u>2 Day After School Detention</u>

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12 Points

Ineligible

Automatic detentions and suspensions will be assigned for more serious infractions. Those infractions are listed below under each category along with the total number of points students accumulate as a result.

<u>Lunch/Recess Detention</u> <u>(2-3 points/day)</u>	<u>After School Detention</u> <u>(4 points/day)</u>	<u>Suspension</u> <u>(4-6 points/day)</u>
<ul style="list-style-type: none">• Disobeying Cafeteria rules• Using cell phone on school property• Inappropriate language/gestures	<ul style="list-style-type: none">• Unsafe behavior that could bring harm to offender or those around them• Theft• Academic dishonesty (i.e., plagiarism)• Inappropriate use of electronic devices, including school computers and cell phones	<ul style="list-style-type: none">• Fighting• HIB• Vandalism• Possession or use of obscene material, weapons, alcohol, or drugs• Creating false fire alarm• Any act that endangers the safety of students, teachers, or school employee

Important Note: If two or more students are involved in a physical altercation, all involved parties will be faced with consequences - regardless of which child initiated the altercation. All students are strongly encouraged to practice peaceful resolutions to conflicts. Any child who feels threatened or is physically confronted is expected to communicate this to a staff member to avoid retaliation. If a child chooses to respond in a physical manner, they are subject to appropriate consequences.

Discipline Point Redemption

It is very important that students learn from their mistakes and improve their behavior. One discipline point can be deducted from the total number of points a student has earned when a student has gone thirty (30) calendar days from when the last points were received without having demerits, discipline referrals, or warnings. In an effort to also recognize students' academic accomplishments, students can also redeem a point by making the Honor Roll or High Roll during a trimester.

Participation in School Events/Activities and Class Trips

There are a number of school and Home and School sponsored events, such as class trips, after school clubs, and other activities, that students can participate in throughout the year. Because these activities

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require a high degree of social control, students who accumulate a number of offenses will not be allowed to attend.

Point Free Students

In June, a special activity is planned by the Superintendent and Assistant Principal for students who are Point Free. This includes students who have never received a point and students who have redeemed accumulated points. Points must be redeemed in May, a month before the activity. Students can only participate if they do not have any accumulated points at the time of the activity. **Any points received leading up to the date of the point free activity will result in not being able to attend the activity.**

There will also be opportunities each Trimester and sporadically throughout the year for students to celebrate their Point Free status.

Alternative Consequences

Alternative consequences and processes may be employed, with the Superintendent's approval to affect a positive change in a child's behavior. They may be issued in addition to and/or in lieu of the consequences listed previously.

1. Special education students with Individual Education Plans (IEP's) may require alternate consequences by virtue of their IEP.
2. Guidance Counselor: At any stage of the disciplinary process, our guidance counselor may meet with a student or group of students to affect a positive change in behavior, develop behavior plans, or work with students as part of a larger plan to help them make positive decisions about behavior. The guidance counselor or administrator may refer a student to an outside agency. The guidance counselor maintains a list of community-based health and social service providers, available upon request. The guidance counselor does not assign disciplinary consequences for behavioral infractions; he or she serves in a support role to assist students in making the best decisions about their behavior.
3. Some students may be referred to the Intervention & Referral Services committee for remediation or other plan to affect a positive change in behavior.

Responsive Classroom Model

In order to effect a positive learning environment, the district has adopted an approach modeled after the Responsive Classroom, a nationwide program developed to evoke cooperation and collaboration, responsibility, and respect. This program emphasizes positive behavior through individual classroom incentive programs like, "Fill the Bucket" and Put-Ups." It is aligned with the New Jersey Department of Education mandates related to effective character education curriculum.

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Our model addresses classroom, hallway, cafeteria, playground, and bus behavior. Teachers, aides, and bus drivers have posted and explained specific rules and expectations. Each teacher sends home a copy of individual classroom management procedures. School-wide expectations for each classroom, lunchroom, playground, and bus rules are listed.

Classroom Guidelines for Behavior

Classroom Management Procedures are explained, posted, and expected to be followed. Disregard of procedures and regulations will result in consequences including:

1. Verbal warning.
2. Parent contact by phone or note sent home.
3. **Issuance of demerits (grades 4 – 6).**
4. Lunch/recess detention or after school detention, depending on severity.
5. Administrative intervention is not limited to but can include: in school suspension, out of school suspension, parent meeting and/or police referral.

Bus Guidelines for Behavior

1. Follow the driver's directions at all times.
2. Wear seat belts at all times.
3. Show respect toward others.
4. Remain seated in the assigned seat.
5. Remain seated until the bus stops.
6. Use appropriate language at all times.
7. Do not shout or use excessive noise.
8. Do not eat or drink on the bus.
9. Keep hands or objects inside the bus and not out the windows.
10. Do not touch the back door.
11. Do not bring electronic devices or cell phones on the bus or to school.

Video cameras are used to ensure safety and student behavior on school buses.

Cafeteria Guidelines for Behavior

1. Follow directions.
2. Be orderly in line (hands and feet kept in proper place).
3. Use respectful behavior and language at all times. Improper language, name-calling or talking back will not be tolerated.
4. Use inside voices at all times.
5. Ask permission before leaving one's seat.
6. Food/drink needs to be finished or put away before leaving the cafeteria.

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Playground Guidelines for Behavior

1. Demonstrate respect toward playground staff, acting and speaking in an appropriate manner.
 2. Remain on the playground at all times, unless supervising staff has previously been given a note or it has been stated otherwise (by teacher or nurse).
 3. Use equipment properly, never kicking equipment or another person, and keeping equipment out of the woods and off of the roof.
 4. No playing football and soccer games, which are not permitted at lunch time without teacher supervision.
 5. Never fight, curse, or name-call.
 6. Use ladders or steps on slide.
 7. Never climb on top of equipment.
 8. Never stand or jump off swings.
 9. No throwing sand or any items.
10. When the bell rings, immediately proceed into line, remaining quiet as the class waits for their teacher to escort them to class.
 11. **Carry and return** all playground balls and equipment to the storage area.

The overall behavior of students in Springfield Township School District has been excellent. This plan endeavors to reinforce this good behavior and to provide a systematic manner to address infractions.

Appropriate behavior is expected at all times. If a problem arises, it will be addressed immediately. If a problem arises of which the staff is not immediately aware, the student is encouraged to communicate it with the appropriate staff at the time it happens so that it can be addressed.

III. Parent Communication and Appeals

In the event that a consequence is given to a student, parent(s) or guardian(s) will be contacted. Please be advised that schools cannot seek parent permission to levy consequences. The school contacts the parents to inform only. The district will contact parents in accordance with N.J.A.C. 6A:16-6.2(b)3, 7.2 and 7.8.

A parent or guardian who disagrees with consequences administered is encouraged to contact the appropriate professional in our school community. If the matter is not resolved satisfactorily, he or she is then encouraged to contact the next appropriate professional in the following order:

- a. Teacher
- b. Assistant Principal
- c. Superintendent
- d. Board of Education

Parents' Community Social Service and Legal Resources:

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South Jersey Legal Services
Burlington County Office
(609) 261-1088
107 High Street
Mount Holly, NJ 08060
Burlington County Board of Social Services
The Burlington County Human Services Facility
795 Woodlane Road Mt Holly, New Jersey 08060
(609) 261-1000

IV. Records

Disciplinary Records:

Springfield Township School District follows all state and federal laws regarding records. Disciplinary consequences or discipline records of students cannot be shared with anyone but the students' own parents or guardians. Students' disciplinary records are transferred to Northern Burlington Regional School district upon promotion to the seventh (7th) grade. The district ensures all records and privacy protections granted by state and federal law pursuant to the regulations identified at N.J.A.C. 6A:16-7.1(c) 3vii

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.
4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

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- a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
 - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
 - c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.
2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student

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discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.

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2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 15 February 2011
Revised: 19 July 2011
Revised: 17 April 2012
Revised: 18 November 2014
Revised: 17 January 2017

NOW, THEREFORE, BE IT RESOLVED that the policies and/or amendments included in the said policies and regulation listed above, are hereby approved upon **second reading and adoption.**

***** 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, January 17, 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

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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 =

FACILITIES, SECURITY & TRANSPORTATION

NONE

OLD BUSINESS MATTERS

1. *Estimated Tuition Calculations*
2. *Distressed Jeans*

NEW BUSINESS MATTERS

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

ENTER CLOSED EXECUTIVE SESSION

TIME: 8:30PM

A. TO MEET IN CLOSED EXECUTIVE SESSION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-251-235

**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**

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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 #9** 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:

Reorganization Business Administrator Office
Business Office Comptroller Title

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 **Tuesday, January 17, 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 **Regular Meeting held on Tuesday, January 17, 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

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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	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 =

RETURN TO OPEN SESSION	TIME: 8:50PM
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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, January 17, 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					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
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PERSONNEL & NEGOTIATIONS

A. ADOPTING A JOB DESCRIPTION FOR THE BUSINESS OFFICE COMPTROLLER

TOWNSHIP OF FLORENCE BOARD OF EDUCATION

RESOLUTION #16/17-RM-017-190-234

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**RESOLUTION ADOPTING A JOB DESCRIPTION
FOR THE BUSINESS OFFICE COMPTROLLER
FOR THE FLORENCE TOWNSHIP SCHOOL DISTRICT**

WHEREAS, Township of Florence Board of Education maintains job descriptions for positions within the School District and there are instances where new positions are warranted and also where job duties and qualifications are required to be amended; and

WHEREAS, the following job description has been reviewed by the Personnel/Negotiations Committee and Board of Education advice and consent is requested:

**Springfield Township Public School District Board of Education
Job Description**

TITLE: BUSINESS OFFICE COMPTROLLER

- QUALIFICATIONS:**
1. Bachelor of Arts Accounting, Business or Public Administration
 2. Must have proficient knowledge in the following areas:
 - a. computerized accounting programs
 - b. accounts payable and accounts receivables
 - c. generally accepted accounting principles
 - d. fund accounting
 - e. preparation of financial statements
 - f. preparation of financial reports
 3. Must demonstrate the following skills:
 - a. supervisory and leadership skills
 - b. team building
 - c. accounting and bookkeeping skills
 - d. analytical and problem solving skills
 - e. decision making skills
 - f. effective verbal and listening communications skills
 - g. effective written communications skills
 - h. computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level including by not limited to Microsoft Excel and Microsoft Word
 - i. time management skills
 4. Valid New Jersey driver's license w/driver record checked
 5. Ability to pass criminal background check
 6. Submit to pre-employment physical

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REPORTS TO: Business Administrator/Secretary to the Board

JOB GOAL: Preparing financial statements and maintaining cash controls and working with the Business Administrator/Secretary to the Board in all financial and budgetary areas.

PERFORMANCE RESPONSIBILITIES:

1. Administer and monitor the financial system in order to ensure that the School District finances are maintained in an accurate and timely manner
2. Assists the Business Administrator/Secretary to the Board with preparation of the budget
3. Develop and implement standard operating procedures for financial policies and procedures
4. Establish and maintain cash controls
5. Coordinates with Business Administrator/Secretary to the Board the maintaining and reconciling the general ledger
6. Monitor cash reserves and investments
7. Work with the Treasurer of School Monies in the preparation and reconciliation of monthly bank statements
8. Ensure transactions are properly recorded and entered into the computerized accounting system
9. Monitor the monthly anticipated revenue report to ensure that actual revenues meet estimated revenue projections
10. Prepare balance sheets and monthly financial statements as requested by the Business Administrator/Secretary to the Board
11. Assists with the annual audit
12. Maintain financial files and records
13. Ensure information is entered into the financial system in an accurate and timely
14. Reconcile the accounts payable
15. Prepare journal summaries
16. Reconcile the accounts receivable
17. Record receipts and reconcile ACH, direct and daily deposits
18. Respond to inquiries

TERMS OF EMPLOYMENT: Twelve month year. Salary, benefits and other terms and conditions of employment provided as determined by the Springfield Township Board of Education. The Business Office Comptroller shall follow the certified school calendar.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of Support Services Personnel
Approved by Board of Education:

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Dated Adopted by the Board of Education: January 17, 2017

Revised:

NOW, THEREFORE, BE IT RESOLVED that the above job description and/or amendments is/are hereby approved.

***** *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, January 17, 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	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 =

MOTION TO ADJOURN	TIME	8:57 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, January 17, 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

Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, January 17, 2017
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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}