

**Springfield Township Board of Education
Jobstown, NJ 08041
Wednesday, August 10, 2016
Agenda – Work Session**

CALL TO ORDER	TIME:	6:30P.M.
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A **Work Session** of the Springfield Township Board of Education will be held on **Wednesday, August 10, 2016** at **6:30 p.m.** in the Springfield Elementary School **Faculty Room**.

ROLL CALL OF BOARD MEMBERS AND STAFF

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

Others present:

[X] Craig Vaughn, Chief School Administrator
[X] Bruce Benedetti, School Business Administrator / Board Secretary
[X] Shawn Dennis, Educational Facilities Manager
[X] Asia Michael, Assistant Principal

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.

PUBLIC COMMENT #1 – SHALL NOT EXCEED THIRTY (30) MINUTES

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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.

PERSONNEL AND NEGOTIATIONS

A. APPROVING THE APPOINTMENT OF A CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE CHIEF SCHOOL ADMINISTRATOR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-222-230-116

**RESOLUTION APPROVING THE APPOINTMENT
OF A CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE CHIEF SCHOOL ADMINISTRATOR FOR THE
SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2016-2017 SCHOOL YEAR**

WHEREAS, a vacancy was created in the position **Confidential Administrative Assistant to the Chief School Administrator** caused by the resignation of the incumbent pursuant to Resolution 15/16-RM-180-230-103; and

WHEREAS, the position was duly posted in accordance with the provisions of the Agreement Between the Springfield Township Board of Education and the Springfield Township Education Association; and

WHEREAS, the following recommendation is being made by the Chief School Administrator:

NAME:	Cassidy Dudley
STREET ADDRESS:	196 Mill Street
TOWN ZIP CODE:	Mount Holly NJ 08060
STEP ON SCALE:	N/A
ANNUAL COMPENSATION LEVEL:	\$42,000
POSITION CONTROL NUMBER:	FF-CAP002
EFFECTIVE DATE:	September 15, 2016

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Jersey 1 st Classification	New Jersey Resident
Health Care Coverage	Full Coverage
Pension System Enrollment	PERS
Annual Sick Leave Allocation	12.0
Annual Personal Leave Allocation	3.0
Annual Vacation Leave Allocation	10.0

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above appointment is hereby approved as above indicated.

EMPLOYEE HIRING MANDATORY ITEM CHECK LIST

-1- Completed Physical	-2- TB Test Certificate	-3- Fingerprint Clearance	-4- Emergent Hire Form	-5- Black Seal License	-6- Right To Know Training	-7- Laboratory Compliance Training	-8- Driver License Check	-9- Hepatitis B Series
TBS	TBS	TBS	TBS	NR	NR	NR	NR	NR
				Custodial Only		Science Only	Bus/Van Only	High Risk Only

Legend: SB = Submitted NS = Not Submitted NR = Not Required TBS = To Be Scheduled TBO = To Be Obtained

Required Before Start of Employment = Items 1, 2, 3 or 4, 8 [bus/van only]
Required Within 1 Year = Item 5

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CERTIFICATION OF PAYROLL ACCOUNT

-1- DATE START	-2- ANNUAL PAY	-3- 	-4- PERIOD RATE [B2/C2]	-5- PAY PERIODS	-6- PERIOD TOTAL [D2XE2]	-7- PAY DAYS	-8- PER DIEM RATE	-9- PER DIEM TOTAL [G2XH2]	-10- ANNUAL PRO- RATED TOTAL [F2+I2]
9-15-16	33250	24	1750.00	19	33250	0	0.00	0.00	33250

CERTIFICATION OF AVAILABILITY OF FUNDS – 2016-2017

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-219-105-101-137	
Account Title	CST SEC SAL	
Certification Date	August 1, 2016	
Beginning Balance		33502.37
Contract Encumbrance Account		-26600.00
Revised Balance		6,902.37
Transfer Fr Account Number	11-190-100-890-000-112	

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Transfer Fr Account Title	BREAKAGE CLEAR ACCT	
Transfer Fr Opening Balance	11679.40	
Transfer Fr/To Amount	6902.37	
Transfer Fr Ending Balance	18,581.77	
Ending Balance		0.00

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-230-100-105-100	
Account Title	CSA SEC SAL	
Certification Date	August 1, 2016	
Beginning Balance		8375.84
Contract Encumbrance Account		-6650.00
Revised Balance		1725.84
Transfer Fr Account Number	11-190-100-890-000-112	
Transfer Fr Account Title	BREAKAGE CLEAR ACCT	
Transfer Fr Opening Balance	18581.77	
Transfer Fr/To Amount	1725.84	-1725.84
Transfer Fr Ending Balance	20,307.61	
Ending Balance		0.00

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 **Work Session Meeting held on Wednesday, August 10, 2016** in the **Faculty Room** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

MOTION MADE TO TAKE A BRIEF RECESS

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2	Andrew Eaton, Vice President			X					2
3	Wade Hale			X					3
4	Kristen Lippincott		X	X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder			X					6
7	James Specca			X					7
8	Jennifer Webb	X		X					8
9	Gregory Madia, President			X					9

SCHOOL & COMMUNITY PRESENTATIONS

**Anthony W. Catana
Director of Building Technology/Associate
SPIEZLE ARCHITECTURAL GROUP**

**Rob Notley
Project Executive
NEW ROAD CONSTRUCTION MANAGEMENT**

Presentations were made by the Project Architect/Engineer [Spiezle] and the Construction Manager [New Road] on the status of the ongoing construction project as it relates to the scheduled opening of school. There were areas of concern that both professionals felt were being addressed by the HVAC/Exterior Improvements contractor. The window part of the project was nearly complete with some access control connections that needed to be completed.

It was decided that the Board would delay any decisions on delaying the opening of school until the regular meeting scheduled for Tuesday, August 16, 2016.

POLICIES AND PROCEDURES

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

TOWNSHIP OF FLORENCE BOARD OF EDUCATION

RESOLUTION #16/17-RM-222-221-123

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**RESOLUTION APPROVING BOARD OF EDUCATION
2016/2017 POLICY 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 following policies listed below, which include:

File Code	Title
0167	Public Participation in Board Meetings
3282	Use of Social Networking Sites
3322	Staff Member's Use of Personal Cellular Telephones / Other Communication Devices
4322	Staff Member's Use of Personal Cellular Telephones / Other Communication Devices
5410	Promotion & Retention
5511	Student Dress & Grooming
5516	Use of Electronic Communication & Recording Devices
5756	Transgender Students

;and

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.

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5	Michael Ramalho				X				5

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6	Dennis Schmieder		X	X					6
7	James Specca	X		X					7
8	Jennifer Webb			X					8
9	Gregory Madia, President			X					9

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PREPARATION OF AUGUST 16, 2016 AGENDA

NEW BUSINESS MATTERS

OLD BUSINESS MATTERS

MOTION TO ADJOURN

TIME:

8:49P.M.

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6	Dennis Schmieder			X					6
7	James Specca			X					7
8	Jennifer Webb	X		X					8
9	Gregory Madia, President			X					9

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SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION

Bruce M. Benedetti
Secretary to the Board