

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, December 20, 2016
Minutes – Regular Meeting - 354**

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, December 20, 2016** at **6:30 p.m.** in the Springfield Elementary School **Media Center**.

ROLL CALL OF BOARD MEMBERS AND STAFF

	Board of Education Member	Present	Late	Absent	
1	Joseph Bucs	X			1
2	Andrew Eaton, 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] 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

NEW JERSEY AGRICULTURAL SOCIETY'S GARDENING POSTER CONTEST

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

SUPERINTENDENT'S UPDATE

IMPORTANT DATES

DATE	ACTIVITY/EVENT

APPROVAL OF MINUTES

Work Session Meeting – November 9, 2016
Regular Monthly Meeting – November 15, 2016
Closed Executive Session – November 15, 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, December 20, 2016** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs			X					1
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		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 =

SUPERINTENDENT'S REPORT (ENROLLMENT & HIB REPORT)

A. ACCEPTING ENROLLMENT STATISTICS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-190-187

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS NOVEMBER 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 Sept. 16, 2016	Difference
11-105-100-101-101-105	Pre-School Regular	9	14	+5
11-110-100-101-101-110	Kindergarten	25	27	+2
11-120-100-101-101-401	First Grade	25	26	+1
11-120-100-101-101-402	Second Grade	28	27	-1

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11-120-100-101-101-403	Third Grade	24	31	+7
11-120-100-101-101-404	Fourth Grade	34	25	-9
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	234	+4

;and

Month	Enrollment	Monthly Change
June 2016	230	
July 2016	225	
August 2016	234	
September 2016	234	
October 2016	234	
November 2016	234	0
December 2016		
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, December 20, 2016** 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	Joseph Bucs	X		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	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

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Not Voting due to Conflict. Quorum =

CONTRACT ADMINISTRATION – A TO D

A. AUTHORIZING TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES WITH THE BURLINGTON COUNTY EDUCATIONAL SERVICES UNIT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-219-190

RESOLUTION AUTHORIZING THE PRESIDENT AND
THE INTERIM BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES
WITH THE BURLINGTON COUNTY EDUCATIONAL SERVICES UNIT
FOR THE 2016-2017 SCHOOL YEAR

WHEREAS, certain students of the Township of Springfield School District have Individualized Education Programs (hereinafter "I.E.P.") which requires the Township of Springfield Board of Education to purchase educational services from certain qualified professionals; and

WHEREAS, the EDUCATIONAL SERVICES UNIT, Burlington County Special Services School District, 20 Pioneer Boulevard, Westampton, New Jersey 08060, is duly qualified and experienced to provide the required services at the rates below indicated

CHILD STUDY TEAM SERVICES

SERVICE PROVIDED	IN COUNTY	OUT OF COUNTY
Counselor	\$75/hour \$465/day BLOCK RATE*	\$87.00/hour
Learning Disabilities Teacher/Consultant		
Psychologist		
Social Worker		
	NOTICE No Show Charges will apply: Hourly Services - One (1) hour at contract rate	

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Interim Business Administrator/Board Secretary are hereby authorized to execute a contract for services.

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CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Name of Account	CST BCSSSD PUR LDTC SRV	
Account Number	11-000-219-390-370-137	
Certification Date	December 6, 2016	
Beginning Balance		52500.00
Contract Encumbrance Amount		-52500.00
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

B. AMENDING THE EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT FOR THE SERVICES OF A CONSTRUCTION MANAGER

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-030-203

RESOLUTION AMENDING THE JUNE 8, 2016 AUTHORIZATION
FOR THE PRESIDENT AND THE SECRETARY TO THE BOARD
OF THE EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT
FOR THE SERVICES OF A CONSTRUCTION MANAGER
FOR THE CONSTRUCTION PROJECT UNDER NJDOE #5010-050-14-1001
AND SDA #5010-050-14-G3DY

SPRINGFIELD TOWNSHIP ELEMENTARY SCHOOL UNBUNDLED PROJECT (-) EXTERIOR
CLOSURE, PLUMBING
AND APPROVING A TRANSFER OF FUNDS

WHEREAS, N.J.S.A. 18A:18A-5 a.(1) provides for exceptions to the requirements for advertising of certain school contracts and professional services; and

WHEREAS, the general requirements outlining the use of the **extraordinary unspecifiable services** of N.J.A.C. 5:34-2.2 is as follows:

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(a) The assertion that the service can only be provided by a single contractor ("sole source") shall not be sufficient to justify avoidance of competitive bidding as an extraordinary unspecifiable service (hereinafter referred to as EUS).

(b) The fact that the service is in the nature of a personal, human, social or training services contract, or includes within its description such terms as "technical," "management," "consultant," or similar descriptions suggesting some special nature shall not in itself be sufficient to utilize this exception. The need for expertise, extensive training and proven reputation in the field of endeavor must be critical and essential to the project, and not merely a desire to have a reliable job performed.

(c) The services must be of such a qualitative nature that the performance of the services cannot be reasonably described by written specifications. However, services previously bid or generally characterized as being of a continuous ongoing nature shall be subject to the presumption that such services may not be classified as an EUS, unless a contracting unit can demonstrate in writing its inability to prepare written specifications describing the qualitative nature of the performance of the services required. If written specifications can be prepared describing the qualitative nature of the performance of the services, then they shall be so written, but notwithstanding that the other criteria of the definition may be met. Contracting unit officials might also consider the use of competitive contracting pursuant to N.J.S.A. 40A:4.1(k) or 18A:18A-4.1(k).

(d) Services that meet the requirements of EUS may not be combined with other work in a contract which is predominantly characterized as being a biddable activity so as to avoid the necessity of bidding for the work which in its own right is subject to competitive bidding.

(e) No firm, having been previously retained under this exception to study, survey or prepare specifications for a given system, function or equipment, may be selected without competitive bidding to operate, implement or provide any material or services on the basis of intimate or specialized knowledge acquired as a result thereof. Appropriate care shall be taken so that such a firm is not authorized to participate in competitive bidding or competitive contracting if its earlier participation would give it unfair advantage.

WHEREAS, the Township of Springfield Board of Education recognizes the need for the **extraordinary unspecifiable services of a construction manager for the above cited NJDOE/NJSDA construction project;** and

WHEREAS, **New Road Construction Management, 1876 Greentree Road, Cherry Hill NJ 08003,** is duly qualified by experience and qualifications to perform the for **extraordinary unspecifiable services** stipulated in this Resolution; and

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 **extraordinary unspecifiable services of a construction manager** with the **New Road Construction Management, Cherry Hill NJ,** in an amount not-to-exceed ~~one hundred eighty thousand seven hundred dollars (\$180,700)~~ **two hundred twenty two thousand six hundred dollars (\$222,600)** for the period of time of the multi-year construction project under 5010-050-14-100; and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:18A.5a(1) the Business Administrator/Secretary to the Board shall publish a legal notice of the award of this professional services

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contract and ensure that the awarding Resolution is available for public inspection at the Office of the Business Administrator/Secretary to the Board during normal business hours; and

BE IT FINALLY RESOLVED that the contract may exceed the twenty percent (20%) change order threshold as stipulated in N.J.A.C. 5:30-11.6.

CERTIFICATION OF THE PUBLIC AGENCY COMPLIANCE OFFICER

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

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	30-000-400-340-378-015	
Account Title	CNSTRCT MNGR SRV	
Certification Date	December 7, 2016	
Beginning Balance		0.00
Contract Encumbrance Account		-41,900.00
Revised Balance		-41,900.00
Transfer Fr Account Number	30-000-400-890-931-015	
Transfer Fr Account Title	SOFT HVAC EXP	
Transfer Fr Opening Balance	287790.62	
Transfer Fr/To Amount	-41,900.00	41,900.00
Transfer Fr Ending Balance	245,890.62	
Ending Balance		0.00

Fiscal Notes:

Bruce M. Benedetti
Interim Business Administrator/Board Secretary

REVISED 12/9/2016

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C. AUTHORIZING TO EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER HVAC-6 WITH THE HVAC & EXTERIOR IMPROVEMENTS CONTRACTOR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-030-205

**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-6
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, Spiegle 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: December 5, 2016	Change Order Number: HVAC-6
COR 04-R1 for \$9,245.25 for ductwork changes in the cafeteria COR 10-R3 for \$1,437.51 for various site work changes	13682.76
Lump Sum Allowance Change Order Amount	
Original Contract Sum	3867300.00
Net Change Orders Previously Authorized	15568.65
Contract Sum Prior To This Change Order	3882868.65
Contract Sum Increase/(Decrease) This Change Order	13682.76
New Contract Price After This Change Order	3896551.41

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Contract Time Adjustment For This Change Order	0.00
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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 Business Administrator/Secretary to the Board is hereby authorized to execute the above detailed allowance adjustment/change order as **HVAC-6**; 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.

**D. AUTHORIZING TO EXECUTE AN EDUCATIONAL CONTRACT AGREEMENT WITH THE NJ
DEPARTMENT OF CHILDREN AND FAMILIES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-560-207

**RESOLUTION AUTHORIZING THE INTERIM BUSINESS ADMINISTRATOR/
SECRETARY TO THE BOARD AS THE DESIGNATED REPRESENTATIVE
OF THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
TO EXECUTE AN EDUCATIONAL CONTRACT AGREEMENT
WITH THE NJ DEPARTMENT OF CHILDREN AND FAMILIES
DEPARTMENTAL COMPONENT OFFICE OF EDUCATION
PURSUANT TO N.J.S.A. 18A:7B-1**

WHEREAS, N.J.S.A. 18A:7B-1 et seq., the State Facilities Education Act, provides that the New Jersey Department of Children and Families (hereinafter the NJDCF) shall be responsible for the funding, implementation, administration of certain educational programs and services for eligible students; and

WHEREAS, the NJDCF desires the provision of services and the Springfield Township Board of Education agrees to provide those services as follows:

PROGRAM	UNIT OF SERV	RATE PER UNIT	RATE TYPE	FROM DATE	TO DATE
Reg Ed 6 th	School Days	\$2,026 Monthly	Provisional	9/8/2016	6/30/2016
Transportation	School Days	\$61.53 Monthly	Provisional	9/8/2016	6/30/2016

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the interim Business Administrator/Secretary to the Board is hereby authorized to execute the subject Educational Services Contract Agreement.

***** 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, December**

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20, 2016 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	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	X					6
7	James Specca	X		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 = 5

CONTRACT ADMINISTRATION - E

**E. AUTHORIZING TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR SPEECH
AND LANGUAGE PATHOLOGIST SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-216-209

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD
TO EXECUTE A PROFESSIONAL SERVICES CONTRACT
FOR SPEECH AND LANGUAGE PATHOLOGIST SERVICES
FOR THE 2016-2017 SCHOOL YEAR
AND APPROVING A TRANSFER OF FUNDS/NEW LINE ITEM ACCOUNT**

WHEREAS, N.J.S.A. 18A:18A-5 a.(1) provides for exceptions to the requirements for advertising of certain school contracts and professional services; and

WHEREAS, N.J.S.A. 18A:18A-2 (h.) defines "professional services" to mean services rendered or performed by a person authorized by law to practice as regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services also means services rendered in the performance of work that is original and creative in character in a recognized field of artistic endeavor; and

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WHEREAS, the Township of Springfield Board of Education recognizes the need for the professional services of a **Speech and Language Pathologist**; and

WHEREAS, **Ruth F. Osman, SLP, 76 Richter Road, Tabernacle, NJ 08088,** is duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution; and

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 **Ruth F. Osman, SLP, Tabernacle NJ** for the **2016-2017** school year; and

BE IT FURTHER RESOLVED that pursuant to N.J.S.A. 18A:18A.5a(1) the Business Administrator/Secretary to the Board shall publish a legal notice of the award of this professional services contract and ensure that the awarding Resolution is available for public inspection at the Office of the Business Administrator/Secretary to the Board during normal business hours; and

BE IT FURTHER RESOLVED that the estimated contract amount is the total of **twenty four (24) hours per week times seventeen (17) weeks times the hourly rate of sixty dollars (\$60) for a total of twenty four thousand four hundred and eighty dollars (\$24,480);** and

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number		
Account Title		
Certification Date	December 15, 2016	
Beginning Balance		0.00
Contract Encumbrance Account		-24,480.00
Revised Balance		-24,480.00
Transfer Fr Account Number	11-000-216-100-101-116	
Transfer Fr Account Title	RELTE SRV SAL	
Transfer Fr Opening Balance	13,218.00	
Transfer Fr/To Amount	-13,218.00	13,218.00
Transfer Fr Ending Balance	0.00	
Transfer Fr Account Number	11-000-219-105-999-137	
Transfer Fr Account Title	CST SEC SAL TERM	
Transfer Fr Opening Balance	3,246.00	
Transfer Fr/To Amount	-3,246.00	3,246.00
Transfer Fr Ending Balance		

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Transfer Fr Account Number	11-000-270-515-417-118	
Transfer Fr Account Title	TRANS SPEC ED JOINTURE	
Transfer Fr Opening Balance	10,571.48	
Transfer Fr/To Amount	-8,016.00	8,016.00
Transfer Fr Ending Balance	2,555.48	
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 **Regular Meeting held on Tuesday, December 20, 2016** 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	Joseph Bucs			X					1
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	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 = 5

FINANCE & BUDGET

A. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#16/17-RM-354-251-186

**Springfield Township Board of Education
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**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING NOVEMBER 30, 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 **November 30, 2016** for review and certification; and

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
16-17	231	TITLE1A	100	101	SALARIES OF TEACHERS	848	
				610	GENERAL SUPPLIES		
					TOTAL 100 SERIES		848
			200	200	PERSONAL SRV EMP BENEF		
				500	OTHER PURCHASED SERVICES		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		848
16-17	250	IDEA BSC	100	565	TUIT COUNTY SPEC SERV	3670	
				566	TUIT PRIV HAND IN STATE	4522	
					TOTAL 100 SERIES		8192
			200	390	OTHER PROF/TECH SERV	250	

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					TOTAL 200 SERIES		250
					MONTHLY TOTAL		8442
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		9290

REIMBURSEMENT SUMMARY

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	REIMB TO DATE	REMAINING PAYMENTS	PENDING REIMB	PRESENT ENCUMB	PRESENT REIMB	REMAIN BALANCE
TITLE1A	16-17	28673.00	0.00	28673.00	484.00	1331.43	848.00	27341.17
IDEA BSC	16-17	68680.00	0.00	68680.00	4472.8	45913.60	8442.00	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		127,325.00	0.00	127,325.00	4,956.80	62,220.03	9,290.00	51,890.17

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-251-188

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

C. MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-251-189

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

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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 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.

D. AUTHORIZING THE PAYMENT OF BILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-251-191

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
OF THE GENERAL ACCOUNTS AS CONTAINED
ON THE CHECK REGISTER FOR NOVEMBER 15, 2016
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF OCTOBER 2016**

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of **October 18, 2016 to November 15, 2016**; and

WHEREAS, this a summary table of check register that is provided in the addendum section of the subject minutes:

FUND	EXPENSE	DESCRIPTION	# OF INVOICES	AMOUNT
10		FICA REIMBURSEMENT – 11-15-2016	1	7,622.59
10		FICA REIMBURSEMENT – 11-30-2016	1	7,601.58
		TOTAL FUND 10	2	15,224.17
11	11-000-XXX	UNDISTRIBUTED EXPEND	31	100,765.69
	11-190-XXX	REGULAR PROGRAM UNDISTR	15	5,455.23
	11-213-XXX	10 RESOURCE ROOM/20 DLN	1	2,593.50
	11-215-XXX	PRESCH. DISAB. PART-TIME	1	2,593.50
	11-230-XXX	BASIC SKILLS/REMEDIAL	0	0
	11-999-XXX	POSTING ACCOUNTS	0	0
11	11-000-291	SESHBP DECEMBER PAYMENT	1	71,793.53
		TOTAL FUND 11	41	183,201.45
12	12-000-400	FACILITIES ACQUISTION		0
		TOTAL FUND 12		0
20	20-231-XXX	TITLE 1A	0	0
	20-250-XXX	IDEA BASIC	1	8,540.80
	20-251-XXX	IDEA PRE-SCHOOL	0	0

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	20-270-XXX	TITLE 2A	0	0
	20-450-XXX	REAP	0	0
		TOTAL FUND 20	1	8,540.80
30	30-000-XXX	UNDIST EXPENDITURE	3	231,754.18
		TOTAL FUND 30	3	231,754.18
40	40-701-510	INTEREST ON BONDS		
		TOTAL FUND 40	5	8,089.02
62	62-910-310	SCHOOL NUTRITION	5	8,089.02
		TOTAL FUND 62		
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		

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				
Feb 2017				

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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
11/09/16	0073	0074	PAYROLL	86,915.04
11/09/16	0073	0075	AGENCY WITHHOLDING	62,276.46
			TOTAL	149,191.50
11/28/16	0073	0074	PAYROLL	87,053.35
11/28/16	0073	0075	AGENCY WITHHOLDING	63,892.30
			TOTAL	150,945.65

; 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
10/06/2016	0073	0075	PERS SHORTAGE	1,021.67
10/06/2016	0075	0073	CHAP 78 INTERFUND	24,619.76
11/02/2016	0075	2178	FLEX SPENDING - WEIR	25.00
11/01/2016	0075	2178	FLEX SPENDING - CARTER	30.00
11/09/2016	0075	2178	FLEX SPENDING - WEIR	25.00
11/09/2016	0075	2178	FLEX SPENDING - CARTER	30.00
11/28/2016	0075	2178	FLEX SPENDING - WEIR	25.00
11/28/2016	0075	2178	FLEX SPENDING - CARTER	30.00
			TOTAL	25,806.43

; 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 **November 16, 2016 to December 20, 2016** 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).

E. APPROVING THE ANTICIPATED REVENUE REPORT

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-251-192

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF NOVEMBER 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 November 30, 2016 changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

- F. 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**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-251-193

**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 NOVEMBER 2016**

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

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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 **November 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.

G. APPROVING BUDGET PRIORITIES AND A BUDGET CALENDAR FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

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RESOLUTION #16/17-RM-354-251-204

**RESOLUTION APPROVING BUDGET PRIORITIES AND A BUDGET CALENDAR
FOR THE 2017-2018 SCHOOL YEAR
PURSUANT TO THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR) AND STATEMENT OF ASSURANCE
PURSUANT TO N.J.A.C.6A:30 AS REQUIRED BY N.J.S.A. 18A:7A-3 ET SEQ.**

WHEREAS, the New Jersey Quality Single Accountability Continuum - Statement of Assurance, Fiscal Management section 1 provides that “the District follow a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements; and

WHEREAS, the Superintendent of Schools has defined a list of budget priorities for the 2017-2018 budget development:

1. Enhance academic programs for all students Pre-K to 6th Grade;
2. Data analysis and professional development opportunities to drive instructional practices;
3. Facility and technology upgrades to implement 21st century learning opportunities and state mandates

WHEREAS, the development of the budget shall be on a departmentalized basis. The computerized budget system (Asbury Park Budget Build) shall be used to develop the new year budget. The itemization shall be detailed by department. It shall be delineated by fund code, program code, function code, object code, expenditure detail code, district program code and district location code; and

WHEREAS, the development of the School District budget shall be on an incremental basis from year to year. This assumes that the starting point for the new year budget development is the ending point for the prior year budget. Increases and decreases shall be justified on an incremental basis; and

WHEREAS, the Board of Education shall follow the following general budget guidelines:

1. Planning for the Integration and Alignment of District Priorities and Planning Objectives (December)
2. Development and Submission of 5 Year Strategic Plans (December)
 - A. School Improvement Plan
 - B. Curriculum PlanC. Text-Book Replacement Plan
 - D. Long-Range Facilities Plan
 - E. Maintenance Plan
 - G. Technology Plan
3. Development of Final Staffing Plan (December)
4. Departmentalized Preliminary Budgets [November - December]

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5. Board of Education Review of Preliminary Budget [February - March]
6. Release of State Aid Figures [January - February]
7. Board of Education Final Budget Review [February - March]
8. Transmittal Budget Statement [2nd Week March]

; and

WHEREAS, the following budget development timetable shall be observed in the budget process:

START DATE	END DATE	ACTIVITY
December 1 st	February 9 th	Planning for the Integration and Alignment of District Priorities and Planning Objectives
December 1 st	February 9 th	Development and Submission of 5 Year Strategic Plans
December 1 st	February 9 th	Development and Submission of Final Staffing Plan
December 1 st	December 22 nd	Distribution of operating budget section worksheets
December 15 th	December 22 nd	Distribution of salary/benefits budget section worksheets
December 15 th	December 22 nd	Distribution and submission of non-contracted compensation worksheets
January 1 st	January 15 th	Finance Committee review of preliminary budget including budget exception and budget expansion requests
January 15 th	February 12 th	Board of Education review of preliminary budget including budget expansion requests
February 15 th (Estimated Date)	March 1 st	Board of Education review of state aid figures and preliminary budget
February 15 th	March 1 st	Board of Education review of final budget submission
2 nd Week of March		Submission budget statement to NJDOE County Office
TBD	TBD	Annual Budget Hearing

; and

WHEREAS, a detailed budget procedure shall be implemented:

STEP 1 Operating Budget Line Item Accounts - November 1st to December 15th

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The Business Administrator/Secretary to the Board shall distribute the following documentation, from the Asbury Park “Budget Build” program, to begin the budget process:

New Year Budget - Object Code Above 299
New Year Budget Maximum Operating Budget Worksheet
Pre-Budget Year Line Item Status Report by Location Code Dated December 1st

New Year Budget - Object Code Above 299 is the base operating budget to begin the budget development process. The worksheet does not include the salary series (object code under 200) or the benefits series (object code under 300). The department heads are required to cross check any account on the New Year Budget - Object Code Above 299 to the line item accounts on the Pre-Budget Year Line Item Status Report Dated December 1st. Any adjustments that are required due to the addition of new accounts or the deletion of prior year accounts should be annotated on the New Year Budget - Object Code Above 299. The department heads will also determine if any new line item accounts are required for the new budget year and they should also be annotated on the New Year Budget - Object Code Above 299 Code worksheet. At the end of the initial review by the department heads the New Year Budget - Object Code Above 299 should include any and all budget accounts for the new budget year. A check should be placed just after the current budget number if the new amount remains the same as the prior year. If the department head is increasing or decreasing the new year budget they are to strike out the existing budget number on the New Year Budget - Object Code Above 299 and write the amount in the proposed budget space. Any amounts for new line item accounts shall be entered in the same manner. The department heads will date and sign the New Year Budget - Object Code Above 299 and return to the Business Administrator/Secretary to the Board no later than the close of business on December 22nd. Failure to submit a dated and signed copy of the New Year Budget - Object Code Above 299 by the deadline shall result in the new year budget amount being the same as the original New Year Budget - Object Code Above 299.

The Business Administrator/Secretary to the Board, after consultation with the Superintendent of School shall determine the maximum operating budget for the new year. New Year Budget Maximum Operating Budget Worksheet will be determined based on the total operating budget including any increase or decrease to the prior year base amount. The submission by the department heads cannot exceed the total operating amount. Any increases under the exceptions amount will need to be detailed by the submission of “Budget Exception Detail Worksheet” to the Superintendent of School by close of business on December 15th.

Any budget request that exceeds the exceptions maximum must be submitted on a “budget expansion detail worksheet”. The submission should not include any amounts on the submission of the New Year Budget In Location Order - Object Code Above 299 by Location Code. All items submitted on a budget expansion detail worksheet will be considered separately by the Finance Committee and the Board of Education upon the recommendation of the Superintendent of Schools at the end of the preliminary budget development process.

STEP 2 Contracted Salary and Wages Preliminary Budget - November 15th to December 15th
The Business Administrator/Secretary to the Board, in consultation with the Payroll/Personnel Clerk, shall develop a salary and wages worksheet (non-Asbury Park Budget Build). It shall include all staff members

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on payroll at December 1st. The salary and wages worksheet shall be distributed to the department heads along with the New Year Budget - Object Code (below 200) and with the Expenditure Detail Code (below 104) worksheet. The department heads shall review the salary and wages worksheet (non-Asbury Park Budget Build) and compare it to the New Year Budget - Object Code (below 200) and with the Expenditure Detail Code (below 104) to ensure that all staff placements for the new budget year reflect anticipated staff assignments. The department heads shall discuss staff revisions with the Superintendent of Schools prior to the submission of the annotated New Year Budget - Object Code (below 200) and with the Expenditure Detail Code (below 104) on December 22nd. Any adjustments or reassignments will be annotated via email to the Business Administrator/Secretary to the Board by the December 22th submission deadline. The department heads will work with the Superintendent of Schools so as to determine all staff revisions prior to the submission of the preliminary budget. Significant staff revisions and/or adjustments after the submission deadline should be reduced and/or eliminated from the budget process. The line item description shall include the "SAL" in the description detail.

Any new staffing for the new budget year must be submitted as a budget expansion. The department heads shall pay particular attention to staff assignments that include current fund (Fund 11) split salaries and special revenue fund (Fund 20) salary offsets.

STEP 3 Non-Contracted Salary and Wages Preliminary Budget – December 1st to December 22nd

The Business Administrator/Secretary to the Board shall circulate, on December 1st, to the department heads the Non-Contracted Salary and Wages (Casual Pay) New Year Budget In Location Order - Object Code (below 200) and with the Expenditure Detail Code (above 103) worksheet. This summary shall include all payroll accounts that are not generated by the base employment contract of the staff members. Examples of casual pay accounts are teacher substitutes pay, class coverage pay, home instruction pay, chaperone pay and event coverage compensation. The line item description shall include the "PAY" in the description detail.

The department heads shall review the Non-Contracted Salary and Wages (Casual Pay) New Year Budget - Object Code (below 200) and with the Expenditure Detail Code (above 103) worksheet to the Prior Year Line Item Status Report dated June 30th and the Pre-Budget Year Line Item Status Report Dated December 1st to ensure that all line item account numbers compare to the expenditure classifications for the new budget year. The analysis of the comparison of the Non-Contracted Salary and Wages (Casual Pay) New Year Budget - Object Code (below 200) and with the Expenditure Detail Code (above 103) to the Pre-Budget Year Line Item Status Report Dated December 1st shall be undertaken to assess whether there is sufficient funds budgeted in areas like special education teacher substitute accounts. The department heads shall submit a credit advance worksheet with the Non-Contracted Salary and Wages (Casual Pay) New Year Budget - Object Code (below 200) and with the Expenditure Detail Code (above 103):

The department heads will date and sign the New Year Budget - Object Code (below 200) and with the Expenditure Detail Code (above 103) and return to the Business Administrator/Secretary to the Board no later than the close of business on December 22nd. All revisions shall be included on the annotated New Year Budget - Object Code (below 200) and with the Expenditure Detail Code (above 103) worksheet.

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STEP 4 Budget Expansion Detail Worksheet - December 15th to February 15th

The department heads will submit all budget expansion requests directly to the Superintendent of Schools. The Superintendent of Schools shall meet with each department heads to review their Budget Expansion Detail Worksheets. The Superintendent of Schools shall compile listing of all Budget Expansion Detail Worksheets and make recommendations on the additional of any increased spending for program expansions once the final state aid figures are released. The Superintendent of Schools shall forward his recommended expansions to the Business Administrator/Secretary to the Board for a detailed cost estimate and the assignment of line item account numbers and descriptions.

Once the Budget Expansion Detail Worksheets are completed, which includes the assignment of line item account numbers and descriptions, they shall be submitted to the Board of Education during its final budget review prior to submission to the Executive County Superintendent of Schools in the second week of March; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above budget priorities and budget calendar has been reviewed and approved by the Board of Education.

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, December 20, 2016** 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	Joseph Bucs				X				1
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		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 =

PERSONNEL & NEGOTIATIONS

A. APPROVING THE APPOINTMENT OF A TRANSLATOR

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-219-196

**RESOLUTION APPROVING THE APPOINTMENT OF A TRANSLATOR
FOR THE CHILD STUDY TEAM
AND APPROVING A TRANSFER OF FUNDS/NEW LINE ITEM ACCOUNT**

WHEREAS, a need has arisen for the services of a translator for certain Child Study Team parent meetings; and

WHEREAS, the Superintendent of Schools makes the following recommendations for appointment:

Staff	Position	Hours	Rate of Pay	Comp Total	Account #
Marisela Millerline	World Language Teacher	4	\$40.00	\$160.00	11-000-219-100-101-137

; and

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.

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-219-100-101-137	
Account Title	CST TRANSLATE PAY	
Certification Date	December 6, 2016	
Beginning Balance		0.00
Contract Encumbrance Account		-140.00
Revised Balance		-140.00
Transfer Fr Account Number	11-000-219-390-370-137	
Transfer Fr Account Title	CST BCSSSD PUR LDTC SRV	
Transfer Fr Opening Balance	425.00	
Transfer Fr/To Amount	-140.00	140.00
Transfer Fr Ending Balance	285.00	
Ending Balance		0.00

B. APPROVING A MEDICAL LEAVE OF ABSENCE WITH PAY FOR A SPEECH THERAPIST

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#15-16-RM-109-230-197

**RESOLUTION APPROVING A MEDICAL LEAVE OF ABSENCE WITH PAY
FOR A SPEECH THERAPIST
UNDER A WORKERS COMPENSATION CLAIM**

WHEREAS, Qual-Lynx Worker's Compensation, on behalf of **Bridget Csolak, Speech Therapist**, has submitted a communication, **dated December 15, 2016**, stating the need for a medical leave of absence from **January 10, 2017 through May 12, 2017** (inclusive); and

WHEREAS, the Superintendent of Schools has reviewed the request, determined it is sufficient documentation to submit the request to the Board of Education and recommends approval.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that a medical leave of absence with pay is hereby granted during the period of **January 10, 2017 through May 12, 2017** (inclusive); and

TYPE OF LEAVE	DATES OF LEAVE	PAID DAYS	UNPAID DAYS	TOTAL NUMBER OF DAYS
Annual Vacation Leave	N/A	0.0	0.0	0.0
Banked Vacation Leave	N/A	0.0	0.0	0.0
Sick Leave	N/A	0.0	0.0	0.0
Annual Personal Leave	N/A	0.0	0.0	0.0
Banked Personal Leave	N/A	0.0	0.0	0.0
Holiday/Recess Leave	N/A	0.0	0.0	0.0
Workers Compensation Leave	January 10, 2017 through May 12, 2017	89.0	0.0	89.0
Unpaid Leave	N/A	0.0	0.0	0.0
Total Days		89.0	0.0	89.0

BE IT FINALLY RESOLVED that the above medical leave period is subject to change upon recommendation of the treating physician.

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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, December 20, 2016** 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	Joseph Bucs		X	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		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 =

CURRICULUM & TECHNOLOGY

A. APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-223-201

**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;

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

; and

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

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

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

Employee Name	Michael, Asia				
District Assignment	Curriculum				
Travel Date(s)	January 26 th & January 27 th				
Travel Destination	Atlantic City				
Travel Type	Automobile				
Sponsoring Entity	NJASA				
Event Description	Techspo '17				
Funding Source	Current Fund				
Account Series	11-000-223-500				
Registration Fee	425.00				

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Meal Allowance	0.00				
Mileage Estimate	36.58				
Tolls & Other Transportation	3.00				
Hotel/Motel Rate	99.00				
Miscellaneous Exp (Parking)	0.00				
TOTAL	75.31				

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.

B. APPROVING THE ADOPTION OF CURRICULUM

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-221-195

**RESOLUTION APPROVING THE ADOPTION OF CURRICULUM PURSUANT TO
SUB-CHAPTER 3. IMPLEMENTATION OF THE CORE CURRICULUM CONTENT STANDARDS
N.J.A.C. 6A:8-3.1 CURRICULUM AND INSTRUCTION
AND BOARD OF EDUCATION POLICY 2200
UPON THE RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS**

WHEREAS, N.J.A.C. 6A:8-3.1(a) provides that district boards of education shall ensure that curriculum and instruction are designed and delivered in such a way that all students are able to demonstrate the knowledge and skills specified by the Core Curriculum Content Standards (the "CCCS") and shall ensure that appropriate instructional adaptations are designed and delivered for students with disabilities, for ELLs, and for students who are gifted and talented; and

WHEREAS, all curriculum development, implementation, and evaluation must be approved by the Superintendent of Schools; and

WHEREAS, the courses of study have been developed, evaluated, reviewed and/or revised in cooperation with Springfield Township School District administrators, appropriate staff and/or staff committees; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that below curriculum is hereby revised in accordance with N.J.A.C. 6A:8-3.1 and approved:

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Course	Adoption of Revised Curriculum	Grade Level
Science	12-20-2016	Grade 6

***** *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, December 20, 2016** 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	Joseph Bucs			X					1
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		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 = 5

POLICIES & PROCEDURES

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

TOWNSHIP OF FLORENCE BOARD OF EDUCATION

RESOLUTION #16/17-RM-291-221-198

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

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.

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

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

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 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 first reading and introduction; and

BE IT FINALLY RESOLVED that second reading and adoption is scheduled for the regular monthly meeting on January 2017.

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

TOWNSHIP OF FLORENCE BOARD OF EDUCATION

RESOLUTION #16/17-RM-291-221-199

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

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.

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

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

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;
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:

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

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

D. Students' Rights

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

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;

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2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, 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:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by 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**;

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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.

a. Restitution and Restoration

(1) A student may be required to make restitution for any loss resulting from the student's conduct; or

(2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

(1) A student may be required to consult with school guidance counselors or Child Study Team members.

(2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.

(3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and

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Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

e. Conflict resolution with social worker

f. Peer support group

g. Corrective instruction or other relevant learning experience

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;

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- 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

- a. A school staff member may issue demerits to students in grades four through six (and students in grade three during the final trimester) for behaviors and infractions in violation of the code of conduct.
- b. Infractions that result in demerits shall be listed in the Student Handbook and reviewed with students on an annual basis by district administration.
- c. Each issuance of demerits will be reviewed by district administration; parents will be notified of each case with the cumulative demerit total included in the notification.

3. Temporary Removal from Classroom

- a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

4. Meeting with School Administration and Parent

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- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
45. Deprivation of Privileges
- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
- (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/interscholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;
 - (5) Transportation to and from school on a school bus; or
 - (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.

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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

- 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~~

1347 5. ~~Walk quietly in the hallways~~
1348 6. ~~Use appropriate language and behavior at all times~~
1349 7. ~~Follow the rule: NO chewing gum, no candy and no toys~~
1350 8. ~~Complete homework and class work~~
1351 9. ~~Follow dress code~~
1352 10. ~~Not bully others as per Harassment, Intimidation and Bullying Board Policy~~
1353 -
1354 **Students' rights:-**
1355 Students have the right to:
1356 1. ~~Attend school in a safe and secure environment~~
1357 2. ~~Not be disciplined through corporal punishment (identified in N.J.S.A. 18:A 6-1)~~
1358 3. ~~Know how they have broken the school rule(s) and be given an opportunity to present their~~
1359 ~~explanation.~~

1360 **II.—Infractions, Consequences, Alternate and Positive Discipline**

1361 Springfield Township students are expected to utilize all staff in the building to solve conflicts. If all

1362 else fails, a student is expected to walk away rather than risk a physical confrontation. Self-

1363 defense is not an excuse for fighting.

1364 -

1365 The following is a list of possible infractions and consequences. This list is not exhaustive, and

1366 consequences will be adjusted accordingly, given an individual's age and grade level. Students who

1367 repeat the same types of infractions can expect increased consequences.

1369 Consequences are reported in a range to adjust for individual situations.
1370 -

<u>Infraction</u>	<u>Consequence</u>
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

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	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:

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

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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.

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

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Three missed homework assignments	1		
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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>12 Points</u>	<u>Warning</u> <u>Lunch/Recess Detention</u> <u>1 Day After School Detention</u> <u>2 Day After School Detention</u> <u>Ineligible</u>

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

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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 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,

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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.

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.

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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.

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.

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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:

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.

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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.
 - 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.

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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 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

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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.
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

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Revised: 19 July 2011
Revised: 17 April 2012
Revised: 18 November 2014
Revised: 20 December 2016

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

BE IT FINALLY RESOLVED that second reading and adoption is scheduled for the regular monthly meeting on **January 2017**.

***** **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, December 20, 2016** 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	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		X					7
8	Jennifer Webb		X	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 =

FACILITIES, SECURITY & TRANSPORTATION

A. CERTIFYING THAT SCHOOL BUS EMERGENCY DRILLS HAVE BEEN CONDUCTED

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-270-200

**RESOLUTION CERTIFYING THAT SCHOOL BUS EMERGENCY DRILLS
HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.A.C. 6A:27-11.2**

**Springfield Township Board of Education
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WHEREAS, N.J.A.C. 6A:27-11.2 requires that school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and that all other students shall receive school bus evacuation at least once within the school year; and

WHEREAS, the school bus driver and bus aide shall participate in the emergency exit drills; and

WHEREAS, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity; and

WHEREAS, drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but not limited to, the following:

1. Date of the drill
2. Time of day the drill was conducted
3. School Name
4. Location of the drill
5. Route number(s) included in the drill
6. Name of school principal, or person(s) assigned, who supervised the drill

; and

WHEREAS, the following is a summary table of the recent school bus evacuation drills conducted in the School District:

DATE	TIME	DURATION	LOCATION	BUS #	SUPERVISOR
11/17/2016	8:54 AM	1 MINUTE 56 SECONDS	FRONT CIRCLE	1	VAUGHN DENNIS
11/17/2016	8:51 AM	1 MINUTE 58 SECONDS	FRONT CIRCLE	2	VAUGHN DENNIS
11/17/2016	8:48 AM	1 MINUTE 7 SECONDS	FRONT CIRCLE	3	VAUGHN DENNIS
11/17/2016	8:46 AM	52 SECONDS	FRONT CIRCLE	4	VAUGHN DENNIS
11/17/2016	8:49 AM	1 MINUTE 47 SECONDS	FRONT CIRCLE	5	VAUGHN DENNIS

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that it hereby certifies that the above school bus emergency evacuation drills have been conducted in accordance with N.J.A.C. 6A:27-11.2.

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B. APPROVING THE SUBMISSION OF AN ANNUAL COMPREHENSIVE MAINTENANCE PLAN

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-261-202

**RESOLUTION APPROVING THE SUBMISSION
OF AN ANNUAL COMPREHENSIVE MAINTENANCE PLAN
PURSUANT TO N.J.A.C. 6:24-2.1 & N.J.A.C. 6:24-2.2**

WHEREAS, N.J.A.C. 6:24-2.1 provides that each school district shall determine the required maintenance activities that pertain to each school facility in the district, and shall report these activities in its annual comprehensive maintenance plan; and

WHEREAS, N.J.A.C. 6:24-2.2(a) defines required maintenance expenditures as expenditures for required maintenance activities set forth in N.J.A.C. 6:24-2.1 shall qualify as investments in maintenance for purposes of calculating the maintenance factor (M) in N.J.S.A. 18A:7G-9 and such expenditures shall also be used to determine the required maintenance expenditure for the year prior to the filing year; and

WHEREAS, N.J.A.C. 6:24-2.2(b) describes the types of expenditures that qualify as required maintenance to include supplies and materials, contracted labor, and salaries of district employees who are exclusively dedicated to the performance of required maintenance activities, or for the payment of contracts for required maintenance; and

WHEREAS, N.J.A.C. 6:24-2.2(c) provides that existing school facilities for which a district seeks State facilities aid pursuant to EFCFA for rehabilitation or alteration, the required maintenance expenditure shall equal two percent (2%) of its replacement cost over the previous ten (10) years; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the annual comprehensive maintenance plan is hereby approved; and

BE IT FURTHER RESOLVED that the Board of Education has been provided with a copy of the Annual Maintenance Budget Amount Worksheet per N.J.A.C. 6A:26A (Form M-1) and approves its submission; and

BE IT FURTHER RESOLVED that the following calculations are contained on the Form M-1 report:

School	Gross Building Area	Building Replacement Value	Prior Years Actual \$ Current Year Budgeted Expenditures (See Detailed Sheet)	Minimum Annual Target Expenditure FY2016-2017	Anticipated Budget FY2016-2017

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Elementary School	43,320	\$ 6,194,760	\$ 1,558,152	\$ 12,390	\$ 176,455
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BE IT FURTHER RESOLVED that the Maximum Maintenance Reserve Amount is calculated as **two hundred forty seven thousand seven hundred ninety dollars (\$247,790)** and the Current District Maintenance Reserve Amount is **one hundred thousand eight hundred dollars (\$101,800)** thus the Springfield Township School District can transfer up to **one hundred forty five thousand nine hundred ninety dollars (\$145,990)** to the Maintenance Reserve Account.

C. CERTIFYING THAT MONTHLY FIRE AND SCHOOL SECURITY DRILLS HAVE BEEN CONDUCTED

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-261-194

**RESOLUTION CERTIFYING THAT MONTHLY FIRE AND SCHOOL SECURITY DRILLS
HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.S.A. 18A:41-1
FOR THE MONTH OF SEPTEMBER 2016**

WHEREAS, N.J.S.A. 18A:41-1 requires that school administrators shall organize and conduct at least one fire drill and one school security drill each month within the schools hours, including any summer months during which the school is open for instructional programs; and

WHEREAS, all teachers of all schools, whether occupying buildings of one or more stories, shall keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill; and

WHEREAS, during the academic year, schools are required to hold a minimum of two of each of the following security drills: Active Shooter; Evacuation (non-fire); Bomb Threat; and Lockdown; and

WHEREAS, districts are required to annually submit the "Security Drill Statement of Assurance: provided by the Department of Education to their county office of education by June 30 of each year; and

WHEREAS, the "Security Drill Record Form" provided by the Department of Education shall be completed by all schools and retained at the district level. The following information is required:

1. Date and time;
2. Type (specify what was drilled);
3. Duration;
4. Weather conditions;
5. Participants (i.e. students, staff, faculty, law enforcement, fire);
6. Brief description of what occurred and procedures followed.

; and

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WHEREAS, the following is a summary table of the fire and school security drills recently conducted in the School District:

September 2016

Date / Time	9/23/16 10:20 AM	9/30/16 8:58 AM	9/27/16 2:45 PM
Type of Drill	Fire Drill	Fire Drill	Lockdown
Duration of Drill	78 seconds	80 seconds	6 minutes
Weather Conditions	Sunny 80's	Rainy 60's	Cloudy 70's
Participants	Students/Staff	Students/Staff	Students/Staff
Drill Supervisor	C. Vaughn/S. Dennis	C. Vaughn/S. Dennis	C. Vaughn/S. Dennis

October 2016

Date / Time	10/5/16 2:06 PM	10/13/16
Type of Drill	Fire Drill	Shelter in Place
Duration of Drill	68 seconds	10 minutes
Weather Conditions	Sunny 70's	Sunny 60's
Participants	Students/Staff	Students/Staff
Drill Supervisor	C. Vaughn/S. Dennis	C. Vaughn/S. Dennis

November 2016

Date / Time	11/3/16 10:41 AM	11/7/16 2:09 PM
Type of Drill	Fire Drill	Evacuation Drill On Site
Duration of Drill	69 seconds	5 minutes
Weather Conditions	Cloudy, light rain 60's	Sunny 50's
Participants	Students/Staff	Students/Staff

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Drill Supervisor	C. Vaughn/S. Dennis	C. Vaughn/S. Dennis
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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 it hereby certifies that the above monthly fire and school security drills have been conducted in accordance with N.J.S.A. 18A:41-1.

D. RATIFYING THE APPROVING CERTAIN APPLICATIONS, BY THE INTERIM SCHOOL BUISNESS ADMINISTRATOR, FOR USE OF FACILITIES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #16/17-RM-354-262-206

**RESOLUTION RATIFYING THE APPROVING CERTAIN APPLICATIONS,
BY THE INTERIM SCHOOL BUISNESS ADMINISTRATOR,
FOR USE OF FACILITIES OF THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, the Board of Education makes available to the general public the use of certain school facilities under administrative controls and rules and regulations; and

WHEREAS, the below listed entities have filed a "Facilities Use Application" and the necessary documentation has been submitted and reviewed by the Business Administrator/ Secretary to the Board and he recommends approval:

ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
Home & School Association	12/15/16	6:00PM –9:00PM	Gift Wrapping	Cafeteria

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the attached list of "Facilities Use Applications" is 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, December 20, 2016** 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	Joseph Bucs			X					1
2	Andrew Eaton, Vice President			X					2
3	Wade Hale						X		3
4	Kristen Lippincott			X					4

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5	Michael Ramalho			X					5
6	Dennis Schmieder	X		X					6
7	James Specca		X	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 = 5

OLD BUSINESS MATTERS

NEW BUSINESS MATTERS

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

MOTION TO ADJOURN

TIME

7:20 P.M.

CERTIFICATION OF THE BOARD SECRETARY

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was (were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting** held on **Tuesday, December 20, 2016** 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	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					6
7	James Specca	X		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 =

SPRINGFIELD TOWNSHIP

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, December 20, 2016
Minutes – Regular Meeting - 354**

1954
1955
1956
1957
1958
1959
1960
1961
1962
1963

BOARD OF EDUCATION

Bruce M. Benedetti
Secretary to the Board

{SEAL}