

Springfield Township Board of Education
Jobstown, NJ 08041
Wednesday, July 12, 2017
Agenda – Work Session - 193

CALL TO ORDER

TIME:

7:00 P.M.

A **Work Session** of the Springfield Township Board of Education will be held on **Wednesday, July 12, 2017** at **7:00 p.m.** in the Springfield Elementary School **Media Center**.

PUBLIC NOTICE

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

PLEDGE OF ALLEGIANCE

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

ROLL CALL OF BOARD MEMBERS AND STAFF

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

Others present:

[X] Craig Vaughn, Chief School Administrator
[X] Casey DeJoseph, Business Administrator/Board Secretary
[] Shawn Dennis, Educational Facilities Manager
[] Asia Michael, Director of Curriculum

SCHOOL AND COMMUNITY PRESENTATIONS

None.

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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.

Mr. Benedetti said thank you to the Board, and goodbye. Mr. Vaughn, Mr. Bucs, Mr. Ramahlo, and Mrs. Webb expressed their gratitude to Mr. Benedetti.

PREPARATION OF TUESDAY, July 18, 2017 AGENDA

*The Superintendent of Schools and the Business Administrator/Board Secretary reviewed each item on the **July 18, 2017** Regular Public Meeting with the Board.*

ACTION ITEMS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-WS-193-001

**RESOLUTION AMENDING THE APPROVED STANDARD OPERATING PROCEDURE
FOR THE ENCODING OF BOARD OF EDUCATION RESOLUTIONS
INFORMATION MANAGEMENT - SECTION 13-001
AS PART OF AT STANDARD OPERATING PROCEDURES MANUAL
PURSUANT TO N.J.A.C. 6A:23A-6.6**

WHEREAS, N.J.A.C.6A:23A-6.6 “Standard Operating Procedures for Business Functions” provides that by July 1, 2009, each school district and county vocational school district shall establish SOPs for each task of function of the business operation for the district”
; and

WHEREAS, the “SOP manual shall include sections on each routine task of function of the following areas:

1. Accounting including general ledger, accounts payable, account receivable, payroll and fixed assets and year-end procedures for each

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2. Cash management
3. Budget development and administration including task such as authorization of transfers and overtime
4. Position control
5. Purchasing including such tasks as preparation of requisitions, approval of purchase orders and encumbering of funds, bid and quote requirements and verification of receipt of goods and services
6. Facilities including administration of work and health and safety
7. Security
8. Emergency preparedness
9. Risk management
10. Transportation
11. Food service
12. Technology systems
13. Information management”; and

WHEREAS, the Board of Education wishes to create a coding system for all actions of the Board of Education that are recorded as resolutions; and

WHEREAS, the standard operating procedure is as follows:

INFORMATION MANAGEMENT - SECTION 13-001
ENCODING BOARD OF EDUCATION RESOLUTIONS

The Board of Education wishes to establish an encoding system for all board actions that will provide ready access to board resolutions. The encoding system shall be a function of the masthead description of each resolution and shall have standard encoding.

Example:

RESOLUTION #17/18-RM-193-019

RESOLUTION #17/18	RM	193	001
Budget Year	Meeting Type	Julian Calendar	Sequence Number

Budget Year: July 1st to June 30th

Meeting Type: RM = Regular Meeting
WS = Work Session
BH = Budget Hearing
SM = Special Meeting

Julian Calendar:

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	001	032	060	091	121	152	182	213	244	274	305	335
2	002	033	061	092	122	153	183	214	245	275	306	336
3	003	034	062	093	123	154	184	215	246	276	307	337
4	004	035	063	094	124	155	185	216	247	277	308	338
5	005	036	064	095	125	156	186	217	248	278	309	339
6	006	037	065	096	126	157	187	218	249	279	310	334

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7	007	038	066	097	127	158	188	219	250	280	311	341
8	008	039	067	098	128	159	189	220	251	281	312	342
9	009	040	068	099	129	160	190	221	252	282	313	343
10	010	041	069	100	130	161	191	222	253	283	314	344
11	011	042	070	101	131	162	192	223	254	284	315	345
12	012	043	071	102	132	163	193	224	255	285	316	346
13	013	044	072	103	133	164	194	225	256	286	317	347
14	014	045	073	104	134	165	195	226	257	287	318	348
15	015	046	074	105	135	166	196	227	258	288	319	349
16	016	047	075	106	136	167	197	228	259	289	320	350
17	017	048	076	107	137	168	198	229	260	290	321	351
18	018	049	077	108	138	169	199	230	261	291	322	352
19	019	050	078	109	139	170	200	231	262	292	323	353
20	020	051	079	110	140	171	201	232	263	293	324	354
21	021	052	080	111	141	172	202	233	264	294	325	355
22	022	053	081	112	142	173	203	234	265	295	326	356
23	023	054	082	113	143	174	204	235	266	296	327	357
24	024	055	083	114	144	175	205	236	267	297	328	358
25	025	056	084	115	145	176	206	237	268	298	329	359
26	026	057	085	116	146	177	207	238	269	299	330	360
27	027	058	086	117	147	178	208	239	270	300	331	361
28	028	059	087	118	148	179	209	240	271	301	332	362
29	029	000	088	119	149	180	210	241	272	302	333	363
30	030		089	120	150	181	211	242	273	303	334	364
31	031		090		151		212	243		304		365

Sequence Number: Starting each budget year at 000

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above promulgated standard operating procedure shall hereby be approved and added to the manual of procedures.

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

**TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION**

Joseph M. Bucs, President

ATTEST:

Casey DeJoseph
Business Administrator/Board Secretary

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CERTIFICATION OF THE BOARD SECRETARY

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Work Session held on Wednesday July 12, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

Casey DeJoseph
Business Administrator/Board Secretary

{SEAL}

OLD BUSINESS MATTERS

Mr. Vaughn expressed the need to form a facilities committee and work on developing a long-range facility plan; we will look into getting quotes for the repaving of the parking lot, and need to develop a plan and timeline to drill down our maintenance reserve funds.

NEW BUSINESS MATTERS

Discussion of BOE Goals – they should be measurable in some way. A copy of previous BOE Goals are in the Google Drive. Mr. Ramahlo would like to see us do a better job obtaining community feedback.

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

Mrs. Webb stated she was sad to hear about Mrs. Spennato's retirement; her son loved having her as a teacher, she will be missed.

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MOTION TO ADJOURN

TIME:

8:32 P.M.

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

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

SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION

Casey DeJoseph
Secretary to the Board

{SEAL}