

CALL TO ORDER	TIME	6:02 P.M.
----------------------	-------------	------------------

A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, December 19, 2017** at **6:00 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 will lead 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, Vice President	X			2
3	Kristen Lippincott	X			3
4	Gregory Madia	X			4
5	Michael Ramalho			X	5
6	James Specca	X			6
7	Gary Walker	X			7
8	Jennifer Webb	X			8
9	Joseph Bucs, President	X			9

Others present:

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

SCHOOL AND COMMUNITY PRESENTATIONS

Mrs. Asia Michael provided the Board with a Curriculum Revisions Presentation that included short videos regarding Next Gen Science Standards

COMMITTEE UPDATES

None.

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

Before a matter is placed on the agenda, Administration has thoroughly reviewed it. Board Members preview the agenda items five days prior to the meeting and discuss questionable items with the Superintendent.

The Springfield Township BOE welcomes public comment during our public meetings. Public comment is not a question and answer session. Notwithstanding, members of the Administration and/or Board members may, with approval, choose to answer questions raised during public comment periods. If a response is requested, please provide your contact information on the sign-in sheet or contact the Administration separately.

Statements are limited to two, three minute time periods for a total of six minutes on any one topic. Public Comment #1 is reserved for agenda specific comments or statements and shall not exceed thirty (30) minutes. Public Comment #2 is for general comments or statements.

None.

CORRESPONDENCE

Two items of correspondence are in the drive:

1. Mrs. Michael's letter of resignation
2. Mr. Dennis' letter of resignation

SUPERINTENDENT UPDATE & IMPORTANT DATES

Mr. Vaughn stated there was a decent turnout at the recent community wellness self-defense training event. There were a number of faculty/staff present as well as community members. He attended the NBC middle and high school choir performances at the Quakerbridge Mall, both were very well done. The school had their first "Try-it Tuesday" with the secret fruit being kiwi. Due to inclement weather the Polar Express PJ Party was rescheduled from Friday evening to Tuesday after school and the number of children present more than doubled. On Friday, December 22nd we will have our Academic Awards ceremony and the school's spirit squad will help keep the younger kids engaged.

APPROVAL OF MINUTES

WORK SESSION MEETING - Wednesday, November 8, 2017
REGULAR MEETING - Tuesday, November 21, 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 19, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Andrew Eaton			X					1

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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

SUPERINTENDENT'S REPORT (ENROLLMENT & HIB REPORT)

A. ACCEPTING ENROLLMENT STATISTICS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-130

RESOLUTION ACCEPTING ENROLLMENT STATISTICS

AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF NOVEMBER 2017

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, 2017	Count <u>November 30, 2017</u>	Difference
11-105-100-101-101-105	Pre-School Regular	14	21	+7
11-110-100-101-101-110	Kindergarten	28	23	-5
11-120-100-101-101-401	First Grade	25	24	-1
11-120-100-101-101-402	Second Grade	28	26	-4
11-120-100-101-101-403	Third Grade	31	26	-5
11-120-100-101-101-404	Fourth Grade	25	29	+4
11-120-100-101-101-405	Fifth Grade	34	26	-8
11-130-100-101-101-406	Sixth Grade	45	32	-13
11-212-100-101-101-100	Multiple Disabled	4	7	+3
11-215-100-101-101-100	Pre-School Disabled PT	3	2	-1
11-000-100-56X-60X-XXX	Out-of-District Placement	2	2	0
	TOTAL	239	218	-21

Month	Enrollment	Monthly Change
June 2017	239	

;and

July 2017	215	-24
August 2017	218	+3
September 2017	218	0
October 2017	218	0
November 2017	218	0
December 2017		
January 2018		
February 2018		
March 2018		
April 2018		
May 2018		
June 2018		
July 2018		

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.

B. APPROVING MONTHLY HIB REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-353-131

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE MONTH OF NOVEMBER 2017
PURSUANT TO BOARD OF EDUCATION POLICY 5512**

WHEREAS, the Springfield Township Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying; and

WHEREAS, harassment, intimidation or bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the students property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of

insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with the students education or by severely or pervasively causing physical or emotional harm to the student; and

WHEREAS, the results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:

1. Any services provided;
2. Training established;
3. Discipline imposed; or
4. Other action taken or recommended by the chief school administrator; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent of Schools reports the results of the following harassment, intimidation or bullying incidents for the month of **NOVEMBER 2017**:

School Location	# of Cases Reported	# of Cases Confirmed
Springfield Elementary School	1	1

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 19, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

CONTRACT ADMINISTRATION

A. APPROVING AN INTERLOCAL AGREEMENT WITH PEMBERTON TOWNSHIP BOE

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#17/18-RM-353-143

RESOLUTION APPROVING AN INTER-LOCAL SERVICES AGREEMENT BETWEEN THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION AND THE PEMBERTON TOWNSHIP BOARD OF EDUCATION TO PROVIDE SUBSTITUTE CALLING SERVICES PURSUANT TO N.J.S.A. 40:8A-1 THROUGH N.J.S.A. 40:9A-4

WHEREAS, any local unit of this State may enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service, including services incidental to the primary purposes of the local unit which any party to the agreement is empowered to render within its own jurisdiction. An authority subject to the "Local Authorities Fiscal Control Law," P.L.1983, c.313 (C.40A:5A-1 et seq.), and any other board, commission or district established by and within a single local unit and providing service within such local unit or a part thereof may become a party to such contract with the consent of the governing body of the local unit, by resolution thereof adopted in the manner provided in section 4 of P.L.1973, c.208 (C.40:8A-4) ; and after such consent duly given, such authority, board, commission or district may enter into such contract by resolution without need of publication or hearing ; and

WHEREAS, the Board wishes to enter into a local services agreement with the Township of Pemberton Board of Education to provide substitute calling services and that the Township of Pemberton Board of Education shall be compensated at an annual rate of twenty five dollars (\$25) per teacher on the rolls as of September 1, 2017. The calculation for 2017-2018 shall be teachers (full time equivalent of twenty four and nine tenths (24.9) times twenty five dollars (\$25) for a total of six hundred twenty two dollars and fifty cents (\$622.50); and

WHEREAS, the Township of Pemberton Board of Education shall provide the Board with access to a daily list of absences and assigned substitutes through AESOP.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that President and Secretary to the Board are authorized to execute the agreement for the above mentioned inter-local services.

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-230-340-000-486-0	
Account Title	PTS/AESOP SUB SRV	
Certification Date	December 4, 2017	
Beginning Balance		745.00
Contract Encumbrance Account		-622.50
Ending Balance		122.50

Fiscal Notes:

Casey DeJoseph
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 19, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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. APPROVING THE ANTICIPATED REVENUE REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-132

RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD FOR THE MONTH OF NOVEMBER 2017 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, 2017** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

Casey DeJoseph
Business Administrator/Board Secretary

B. CERTIFYING THAT ANY REMITTANCE TO PURCHASE ORDERS GREATER THAN THE APPROVED PURCHASE ORDER AMOUNT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-133

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 2017

WHEREAS, N.J.A.C.6A:23A-6.10 provides that “a school district and county vocational school board shall adopt a policy establishing the approval process for any remittance of payment for invoice amounts greater than the approved purchase order; and

WHEREAS, the policy shall require the Business Administrator/Secretary to the Board to identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found that such an increased is warranted, the Business Administrator/Secretary to the Board shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found that such an increase is not warranted, the purchase order shall be canceled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price; and

WHEREAS, the Business Administrator/Secretary to the Board shall review, on a monthly basis, edits/change reports, in particular the Credit/Disbursement Report, listing all payments made in excess of the originally approved purchase order amount to ensure that all payments are properly made are properly authorized prior to the commitment of any bill list disbursements; and

WHEREAS, a Credit-Disbursement Report has been developed by the School District’s accounting software vendor, Asbury Park Computer Center, and said report is attached herein which details any changes in purchase order amounts; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached **NOVEMBER 2017** 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.

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-134

**RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION
EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT
FOR THE MONTH OF NOVEMBER 2017**

**ESTABLISHED PURSUANT TO PUBLIC LAW 2004, C. 73
AND RECOGNIZING THE SUBMISSION TO THE EXECUTIVE COUNTY BUSINESS OFFICIAL
A REQUEST FOR APPROVAL OF THE TRANSFER THAT EXCEED TEN PERCENT**

WHEREAS, Public Law 2004, C. 73 requires New Jersey Department of Education Commissioner approval of transfers in any general fund account greater than ten percent (10%) on a cumulative basis; and

WHEREAS, a report has been developed by the School District's accounting software vendor, Asbury Park Computer Center and said report is attached herein; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached NOVEMBER 2017 monthly transfer report detailing the percentage change in transfers is hereby approved; and

BE IT FINALLY RESOLVED that a copy of the report shall be placed in the permanent minutes of the Board of Education.

D. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#17/18-RM-353-135

**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING NOVEMBER 30, 2017**

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, 2017** for review and certification; and

[illegible]

17-18	250	IDEA BSC	100	565	TUIT COUNTY SPEC SERV		38474
				565	TUIT COUNTY SPEC SERV (ESY)		3700
					TOTAL 100 SERIES		42174
			200	300	PURCH PROF/TECH SVS		6540
					TOTAL 200 SERIES		6540
					MONTHLY TOTAL		48714
17-18	251	IDEA PSD	100	565	TUIT COUNTY SPEC SERV		1120
					TOTAL 100 SERIES		1120
					MONTHLY TOTAL		1120
17-18	270	TITLE 2A	200	300	PURCH ED/PROF/TECH SVS		0
					TOTAL 200 SERIES		0
					MONTHLY TOTAL		0
17-18	270	TITLE 4A			PURCH ED/PROF/TECH SVS		3279
					TOTAL SERIES		3279
					MONTHLY TOTAL		3279
17-18	450	REAP	200	300	PURCH ED/PROF/TECH SVS		4742
					TOTAL 200 SERIES		4742
					MONTHLY TOTAL		4742
					TOTAL - ALL GRANTS		62432

REIMBURSEMENT SUMMARY

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	EXPENDITURES TO DATE	PRESENT ENCUMB	REMAIN BALANCE
TITLE1A	17-18	41776	7604	11385	22787
IDEA BSC	17-18	70140	48714	20650	776
IDEA PSD	17-18	5037	1120	0	3917
TITLE 2A	17-18	8975	4744	0	4231
TITLE 4A	17-18	10000	3728	4058	2215
REAP	17-18	27725	4742	7963	15020
TOTAL		163653	70652	44056	48946

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.

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

E. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-136

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF NOVEMBER 30, 2017 FOR THE 2017-2018 PROGRAM YEAR
PURSUANT TO BOARD OF EDUCATION STANDARD OPERATING PROCEDURE 3-003
TO MONITOR THE % OF EXPENDITURE TO CONTROL CARRY-OVER WAIVER REQUESTS
UNDER GUIDANCE OF THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
FISCAL MANAGEMENT - RESTRICTED REVENUES**

WHEREAS, Standard Operating Procedure 3-003 provides for the mechanism for Board of Education monitoring of restricted revenue expenditure levels as the Board of Education must ensure that restricted revenue accounts must be appropriated and fully expended in a timely manner and in accordance with grant allocations/budgets; and

WHEREAS; the New Jersey Quality Single Accountability Continuum (NJQSAC) - District Performance Review - D. Restricted Revenues - Sections 1.b. and 1.d provide the following guidance:

- 1.b. Grant funds are spent as budgeted. Amendments and budget modifications are completed for changes that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000;
- 1.d. At least 85 percent of the ESSA and IDEA grant funds are expended in one year. For Title I, a waiver to carry over more than 15% has not been requested within the last three years;

; and

WHEREAS, the Business Administrator/Secretary to the Board reports the following:

GRANT	YEAR	CURRENT APPROPR	TOTAL EXPENDED	TOTAL ENCUMBERED/CARRYOVER	UNEXPENDED DOLLAR BALANCE	UNEXPENDED PERCENT BALANCE
TITLE 1A	17-18	41776	7604	11385	22787	55%
IDEA BSC	17-18	70140	48714	20650	776	9.6%
IDEA PSD	17-18	5037	1120	0	3917	78%
TITLE 2A	17-18	8975	4744	0	4231	48%
TITLE 4A	17-18	10000	3728	4058	2215	23%
REAP	17-18	27725	4742	7963	15020	55%

; and

WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above summary represents the monthly certification of grant expenditures for the program year **2017-2018** Every Student Succeeds Act, IDEA Part B, REAP Grant; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to the responsible staff and said staff shall provide the Board of Education with a detailed explanation for any grants that will exceed the fifteen percent (15%) waiver amount at the end of the program year.

F. PROVIDING FOR A SECRETARY TO THE BOARD'S MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-137

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF NOVEMBER 2017
PURSUANT TO N.J.A.C. 6:20-2.13(d) AND N.J.S.A. 18A:22.8.1**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 20, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

WHEREAS, the certification of the Secretary to the Board must demonstrate that no budgetary line item account, which are understood by the rule to be the advertised section of the New Jersey Department of Education prescribed budget, has obligations and contractual orders which exceed annual appropriations for said line item accounts in accordance with the Monthly Line Item Budget Report; and

WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the below certification are hereby acknowledged and accepted as compliance with N.J.A.C. 6:20-2.13(d) and N.J.S.A. 18A:22.8.1.

**MONTHLY CERTIFICATION OF THE SECRETARY TO THE BOARD
BUDGETARY LINE ITEM STATUS**

Pursuant to N.J.S.A. 6:20-2.13(d), I certify that as of NOVEMBER 30, 2017 no budgetary line item account has obligations and payments, understood as contractual orders, which in total exceed the amount appropriated by the Township of Springfield Board of Education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8.1.

G. RATIFYING THE TRANSFER OF FUNDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-138

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR NOVEMBER 2017
PURSUANT TO N.J.S.A. 18A:22-8**

WHEREAS, N.J.S.A. 18A:22-8, designates the Superintendent of Schools to approve transfers among line items between meetings of the Board of Education; and

WHEREAS, it became necessary to transfer funds among certain line items between the monthly meetings of in the month of NOVEMBER 2017, recorded as adjustments according to the attached

report, so as to provide for the thorough and efficient education of Springfield Township School District pupils; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached transfers are hereby ratified.

H. AUTHORIZING PAYMENT OF BILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-139

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
OF THE GENERAL ACCOUNTS AS CONTAINED
ON THE CHECK REGISTER FOR DECEMBER 19, 2017
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF NOVEMBER 2017**

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of NOVEMBER 22, 2017 to DECEMBER 19, 2017; 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 – 11/1/17 – 11/15/17		
10		FICA REIMBURSEMENT – 11/16/17 – 11/30/17		
		TOTAL FUND 10		
11	11-000-XXX	UNDISTRIBUTED EXPEND	38	77929.92
	11-150-XXX	REGULAR – HOME INS		
	11-190-XXX	REGULAR PROGRAM UNISTR	8	5938.10
	11-213-XXX	RESOURCE ROOM	1	78.27
	11-215-XXX	PRESCH. DISAB. PART-TIME		
	11-230-XXX	BASIC SKILLS/REMEDIAL		
	11-403-XXX	OTHER INSTR PROGRAMS		
	11-999-XXX	POSTING ACCOUNTS		
11	11-000-291	SESHBP PAYMENT –11/ /2017		
		TOTAL FUND 11	47	83946.29
12	12-000-400	FACILITIES ACQUISITION	0	
		TOTAL FUND 12	0	
20	20-231-XXX	TITLE 1A	1	74.40
	20-250-XXX	IDEA BASIC	1	1260.00
	20-251-XXX	IDEA PRE-SCHOOL		
	20-270-XXX	TITLE 2A		
	20-280-XXX	TITLE 4A	3	6272.03
	20-450-XXX	REAP	5	8734.41
		TOTAL FUND 20	10	16340.84

30	30-000-XXX	UNDIST EXPENDITURE	0	
		TOTAL FUND 30	0	
40	40-701-510	INTEREST ON BONDS	0	
		TOTAL FUND 40	0	
62	62-910-310	SCHOOL NUTRITION	0	
		TOTAL FUND 62	0	
81	81-190-100	UNEMPLOYMENT TRUST	1	3250.17
		TOTAL FUND 81	1	3250.17
82	82-000-520	FLEXIBLE SPENDING	1	8.00
		TOTAL FUND 82	1	8.00
90	90-000-100	PAYROLL/AGENCY	0	
		TOTAL FUND 90	0	
95	95-40X-210	STUDENT ACTIVITY	1	24.34
		TOTAL FUND 95	1	24.34

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	ACCT #	PAYEE	AMOUNT
		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 2017	146954.08	0.00	146954.08	0.00%
Aug 2017	149875.76	0.00	149875.76	0.00%
Sep 2017	93422.21	0.00	93422.21	0.00%
Oct 2017	126857.04	0.00	126857.04	0.00%
Nov 2017	103569.64	0.00	103569.64	0.00%
Dec 2017	0.00	0.00	0.00	0.00%
Jan 2018	0.00	0.00	0.00	0.00%
Feb 2018	0.00	0.00	0.00	0.00%
Mar 2018	0.00	0.00	0.00	0.00%
Apr 2018	0.00	0.00	0.00	0.00%
May 2018	0.00	0.00	0.00	0.00%
Jun 2018	0.00	0.00	0.00	0.00%
TOTAL	620678.73	0.0	620678.73	0.00%

; and

WHEREAS, the below bank transfer(s) are for payroll and agency accounts during the month of **NOVEMBER 2017** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
11/8/17	0073	0074	PAYROLL	80144.81
11/8/17	0073	0075	AGENCY WITHHOLDING	63382.14
			TOTAL	143526.95
11/28/17	0073	0074	PAYROLL	78322.89
11/28/17	0073	0075	AGENCY WITHHOLDING	62592.53
			TOTAL	140915.42

; and

WHEREAS, the Board of Education wishes to authorize interfund bank transfers during the month of **NOVEMBER 2017** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
	0075	0078	Unemployment Trust	
	0075	0078	Unemployment Trust	
11/14	0075	2178	Flexible Spending Account	30.00
11/14	0075	2178	Flexible Spending Account	127.50
	0075	0073	Chapter 78 Catch Up	
11/30	0075	0073	Chapter 78	15757.08
	0073	0075	TPAF Shortage	
	6705	0073	Change Order Fund 30 Turf Repair	
11/28	0075	2178	Flexible Spending Account	30.00
11/28	0075	2178	Flexible Spending Account	127.50
			TOTAL	16072.08

; 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 **NOVEMBER 22, 2017 to DECEMBER 19, 2017** check register are hereby authorized; and

BE IT FURTHER RESOLVED that the Board of Education ratifies to prior issuance of the above listed hand check(s) and transfer(s).

I. PROVIDING FOR THE BOARD OF EDUCATION'S MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-140

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS
[BOARD SECRETARY'S REPORT]
FOR THE MONTH OF NOVEMBER 2017 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 **2017-2018** Fiscal Year; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that a certification are hereby given, after review of the Line Item Status Report, and upon consultation with the appropriate District officials, to the best of its knowledge no major account or fund has been over expended in violation of New Jersey statutes and code.

J. APPROVE BUDGET PRIORITIES AND A BUDGET CALENDAR FOR 2018-2019

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-146

**RESOLUTION APPROVING BUDGET PRIORITIES AND A BUDGET CALENDAR
FOR THE 2018-2019 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 **2018-2019** 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 Plan
- C. 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]
- 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

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 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.

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.

K. CERTIFYING RECEIPT OF THE REPORT OF AUDIT FOR FY ENDING JUNE 30, 2017

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-149

**RESOLUTION CERTIFYING THAT THE BOARD OF EDUCATION
HAS RECEIVED THE REPORT OF AUDIT FOR THE
FISCAL YEAR ENDING JUNE 30, 2017
IN ACCORDANCE WITH N.J.S.A. 18A:23-1**

WHEREAS, N.J.S.A. 18A:23-5 requires that the Board of Education receive the annual audit at a regularly scheduled public meeting and that it should cause the recommendations of the audit to be read and to be discussed and that the discussion by duly noted on the meetings; and

WHEREAS, the "Report of Audit For The Fiscal Year Ending June 30, 2017" of the Township of Springfield School District has been filed with the Office of the Business Administrator by the Springfield Township Public School Accountant, John J. Maley, Jr., Certified Public Accountant, Bordentown, New Jersey as per the requirements of N.J.S.A. 18A:23-3; and

WHEREAS, N.J.S.A. 18A:23-4 further requires that the Secretary to the Board of Education shall have prepared a summary of the audit recommendations and that a copy of said summary shall be available for distribution at the public meeting.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the "Report Of Audit For The Year Ending June 30, 2017" has been received and discussed at the **Work Session on Wednesday, December 13, 2017** in accordance with N.J.S.A. 18A-23-1 et seq.

J. APPROVE CORRECTIVE ACTION PLAN FOR ANNUAL AUDIT YEAR ENDING JUNE 30, 2017

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-150

**RESOLUTION APPROVING A CORRECTIVE ACTION PLAN
FOR THE ANNUAL AUDIT FOR THE YEAR ENDING JUNE 30, 2017
IN ACCORDANCE WITH N.J.S.A. 18A:23-1**

WHEREAS, N.J.S.A. 18A:23-5 requires that the Board of Education receive the annual audit at a regularly scheduled public meeting and that it should cause the recommendations of the audit to be read and to be discussed and that the discussion be duly noted on the meetings; and

WHEREAS, Resolution #17/18-RM-353-149 certifies, the "Report of Audit For The Fiscal Year Ending June 30, 2017" of the Township of Springfield School District had been filed with the Office of the Business Administrator by the Springfield Township Public School Accountant, John J. Maley, Jr., Certified Public Accountant, HOLMAN FRENIA ALLISON P.C., 6 East Park Street, Post Office Box 614, Bordentown, New Jersey 08505 as per the requirements of N.J.S.A. 18A:23-3; and

WHEREAS, N.J.S.A. 18A:23-4 further requires that the Secretary to the Board of Education shall have prepared a summary of the audit recommendations and that a copy of said summary shall be available for distribution at the public meeting and that said action was taken during the Regular meeting of **December 19, 2017**; and

WHEREAS, N.J.S.A. 18A:23-3 states, in part, that the Commissioner annually shall publish a summary of such recommendations as made for each school district and the steps which have been taken in each district for their implementation and the following is the corrective action plan for the Township of Springfield School District:

CORRECTIVE ACTION PLAN

NAME OF DISTRICT:	Springfield Township
TYPE OF AUDIT:	General Purpose Financial Statements
DATE OF MEETING:	December 19, 2017
CONTACT PERSON:	Casey DeJoseph, Business Administrator
TELEPHONE NUMBER:	(609) 723-2479
COUNTY:	Burlington

RECOMMENDATION NUMBER	FINDINGS & RECOMMENDATION	CORRECTIVE ACTION PLAN	RESPONSIBLE PERSON	COMPLETION DATE OF IMPLEMENTATION
1. School Purchasing Programs	Finding 2017-001: It was noted during our testing that control procedures were not followed to ensure that requests for bids are advertised as set forth in N.J.S.A. 18A:18A-21. The District should follow	For each bid to be advertised, the Business Administrator shall put in place a procedural checklist detailing the following: <ul style="list-style-type: none"> specific dates upon which all advertisements for bids must be placed / submitted specific publications whereupon bids shall be advertised fixed due dates for receiving 	Casey DeJoseph Business Administrator Craig Vaughn Superintendent Board of Education	June 30, 2017

	<p>control procedures to ensure that requests for bids will be advertised as required by N.J.S.A. 18A:18A-21.</p> <p>Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.</p>	<p>bids (not in conflict with provisions regarding Mondays or following holidays as detailed in 18A:18A-21a)</p> <p>In order to ensure compliance with N.J.S.A. 18A:18A-21a, the Business Administrator shall submit the completed checklist to the Superintendent of Schools for review and approval. Upon the Superintendent's approval and signature, the checklist will be submitted to the Board of Education via resolution for certification.</p>		
--	---	--	--	--

CERTIFICATION OF CHIEF SCHOOL ADMINISTRATOR

I, Craig Vaughn, Chief School Administrator, hereby certify the contents of this Resolution, as the Corrective Action Plan for the school year ending **June 30, 2017**.

Craig Vaughn
Chief School Administrator
Superintendent of Schools

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the Corrective Action Plan of the "**Report Of Audit For The Year Ending June 30, 2017**" be submitted to the New Jersey Department of Education in accordance with N.J.S.A. 18A-23-3 et seq.

BE IT FURTHER RESOLVED that a true copy of this Resolution with Corrective Action Plan be forwarded to the Office of the Burlington County Executive 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 19, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

PERSONNEL & NEGOTIATIONS

A. ACCEPTING THE RESIGNATION NOTICE FOR DIRECTOR OF CURRICULUM

Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-141

**RESOLUTION ACCEPTING THE RESIGNATION NOTICE
OF THE DIRECTOR OF CURRICULUM – PCR #: H-C&I002
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

WHEREAS, the Superintendent of Schools received a resignation notice on **November 22, 2017** from Asia Michael, Director of Curriculum & Instruction, Springfield Township School.

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation hereby accepted effective **January 12, 2018**; and

BE IT FURTHER RESOLVED that the posting of the vacancy is hereby authorized as per the following number:

VACANCY/NEW POSITION	CERTIFICATION REQUIREMENT	POSTING NUMBER
SUPERVISOR OF CURRICULUM	NJ SUPERVISOR'S CERTIFICATE OR NJ PRINCIPAL'S CERTIFICATE OR ELIGIBILITY FOR SAME	#17/18- H-C&I001

***** ***** *****
B. APPROVING A STUDENT TEACHING PLACEMENT FOR 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-142

**RESOLUTION AUTHORIZING THE SUPERINTENDENT OF SCHOOLS TO APPROVE A STUDENT
TEACHING PLACEMENT PURSUANT TO POLICY #4122
FOR THE 2017-2018 SCHOOL YEAR**

WHEREAS, the Township of Springfield Board of Education Policy #4122 indicates that the board of education recognizes its responsibility to provide opportunities for teachers in training; and

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

WHEREAS, the following field observation placement candidate is recommended by the Superintendent:

Name / School	Cooperating Teacher	Effective Dates
Kristi Boyle / TCNJ	Chelsie Weaver	January 22, 2018 – May 4, 2018

*Assignment subject to the results of the Criminal History Review.

NOW, THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent is hereby authorized to approve the above captioned clinical practice opportunity placement during the dates as listed.

***** *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 19, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

C. ACCEPTING THE RESIGNATION NOTICE OF THE MANAGER OF FACILITIES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-153

**RESOLUTION ACCEPTING THE RESIGNATION NOTICE
OF THE MANAGER OF FACILITIES – PCR #: AA-EFM001
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

WHEREAS, the Superintendent of Schools received a resignation notice on **December 12, 2017** from **Shawn Dennis, Facilities Manager, Springfield Township School.**

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation hereby accepted effective **February 12, 2018**; and

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

BE IT FURTHER RESOLVED that the posting of the vacancy is hereby authorized as per the following number:

VACANCY/NEW POSITION	CERTIFICATION REQUIREMENT	POSTING NUMBER
SUPERVISOR OF BUILDINGS AND GROUND	EDUCATIONAL FACILITIES MANAGER CERTIFICATE	#17/18-AA-EFM001

D. CORRECTING THE APPOINTMENT OF A PART-TIME CUSTODIAN

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-124a

**RESOLUTION THE APPROVING THE APPOINTMENT
OF A PART-TIME CUSTODIAN
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2017-2018 SCHOOL YEAR**

WHEREAS, a vacancy was created in the position of pursuant to the death of the incumbent;
and

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

WHEREAS, the following recommendation is being made by the Superintendent of Schools:

NAME:	Nicholas DiNatale
STREET ADDRESS:	5 Steven Court Bordentown, NJ
TOWN ZIP CODE:	08505
STEP ON SCALE:	Step 1
ADDITIONAL COMPENSATION	N/A

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

ANNUAL COMPENSATION LEVEL:	\$19,553.13
POSITION CONTROL NUMBER:	
FULL TIME EQUIVALENT:	0.625
EFFECTIVE DATE:	December 11, 2017

Jersey 1 st Classification	New Jersey Resident
Health Care Coverage	N/A
Pension System Enrollment	DCRP
Annual Sick Leave Allocation	12
Annual Personal Leave Allocation	3.0
Annual Vacation Leave Allocation	10.0
Annual Emergency Leave Allocation	1

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

EMPLOYEE HIRING MANDATORY ITEM CHECK LIST

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

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

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

CERTIFICATION OF PAYROLL ACCOUNT

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

-1- DATE START	-2- ANNUAL PAY	-3- 	-4- PERIOD RATE [B2/C2]	-5- PAY PERIODS	-6- PERIOD TOTAL [D2XE2]	-7- PAY DAYS	-8- PER DIEM RATE	-9- PER DIEM TOTAL [G2XH2]	-10- ANNUAL PRO-RATED TOTAL [F2+I2]
12/11/17	\$19553.13	24	814.72	13	10591.36	5	81.47	407.35	10998.71

CERTIFICATION OF AVAILABILITY OF FUNDS – 2017-2018

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-262-110-000-100-0	
Account Title	CUST SAL	
Certification Date	December 12, 2017	
Beginning Balance		43241.33
Contract Encumbrance Account		-10998.71
Ending Balance		32242.62

Notes:

E. CORRECTING THE APPOINTMENT OF A PART-TIME INSTRUCTIONAL ASSISTANT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-147a

**RESOLUTION THE APPROVING THE APPOINTMENT
OF A PART-TIME INSTRUCTIONAL ASSISTANT
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2017-2018 SCHOOL YEAR**

WHEREAS, a vacancy was created in the position of pursuant to the resignation of the incumbent;
and

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

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

WHEREAS, the following recommendation is being made by the Superintendent of Schools:

NAME:	Alyssa Zionce
STREET ADDRESS:	133 Juniper Street Burlington, NJ
TOWN ZIP CODE:	08016
STEP ON SCALE:	1
ADDITIONAL COMPENSATION	N/A
ANNUAL COMPENSATION LEVEL:	\$19,555
POSITION CONTROL NUMBER:	W-TAMD03
FULL TIME EQUIVALENT:	0.70
EFFECTIVE DATE:	December 18, 2017

Jersey 1 st Classification	New Jersey Resident
Health Care Coverage	N/A
Pension System Enrollment	DCRP
Annual Sick Leave Allocation	10.0
Annual Personal Leave Allocation	3.0
Annual Vacation Leave Allocation	0.0
Annual Emergency Leave Allocation	2.5

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

EMPLOYEE HIRING MANDATORY ITEM CHECK LIST

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

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

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

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

CERTIFICATION OF PAYROLL ACCOUNT

-1- DATE START	-2- ANNUAL PAY	-3- 	-4- PERIOD RATE [B2/C2]	-5- PAY PERIODS	-6- PERIOD TOTAL [D2XE2]	-7- PAY DAYS	-8- PER DIEM RATE	-9- PER DIEM TOTAL [G2XH2]	-10- ANNUAL PRO-RATED TOTAL [F2+I2]
12/18/17	13688.50	20	684.43	13	8897.59	182			8897.59

CERTIFICATION OF AVAILABILITY OF FUNDS – 2017-2018

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-219-105-050-101-0	
Account Title	CST SEC SAL	
Certification Date	12/7/2017	
Beginning Balance		1160.60
Contract Encumbrance Account		-889.76
Ending Balance		270.84

Notes:

Casey DeJoseph
Business Administrator/Board Secretary

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-262-107-000-101-0	
Account Title	CAFÉ IA SAL	
Certification Date	12/7/2017	
Beginning Balance		2321.20

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

Contract Encumbrance Account		-1779.52
Ending Balance		541.68

Notes:

Casey DeJoseph
Business Administrator/Board Secretary

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-212-100-106-050-101-0	
Account Title	MD IA SAL	
Certification Date	12/7/2017	
Beginning Balance		8123.50
Contract Encumbrance Account		-6228.32
Ending Balance		1895.18

Notes:

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

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

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 19, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

CURRICULUM & TECHNOLOGY

A. APPROVAL OF TRAVEL AND RELATED EXPENSES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-353-144

**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

Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353

or by employee reimbursement, for travel by school district employees and district board of education members, to the following four types of travel events:

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

; and

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	Bobbi-Jo Bifulco	Jillian Bencivengo	Tracy Seitz	Barbara Pine
District Assignment	MD 2	Pre-School	Kindergarten	Kindergarten
Travel Date(s)	February 6, 2018	February 26, 2018	February 26, 2018	February 26, 2018
Travel Destination	Westampton, NJ	Atlantic City, NJ	Atlantic City, NJ	Atlantic City, NJ
Travel Type	Car	Car	Car	Car
Sponsoring Entity	BCSSSD	SDE (Staff Development for Educators)	SDE (Staff Development for Educators)	SDE (Staff Development for Educators)

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

Event Description	Classroom Management, Positive Reinforcement & De-escalation in the General Ed Classroom	Addressing the Standards & the Skills of Diverse Learners	Addressing the Standards & the Skills of Diverse Learners	Addressing the Standards & the Skills of Diverse Learners
Funding Source	N/A	STF TRAIN WRKSHP REG	STF TRAIN WRKSHP REG	STF TRAIN WRKSHP REG
Account Series	N/A	11-000-223-500-050-280-1	11-000-223-500-050-280-1	11-000-223-500-050-280-1
Registration Fee		244.00	244.00	244.00
Lodging/Hotel Rate				
Meal Allowance				
Mileage (31 cents per mile)				39.06
Tolls				7.50
Parking				5.00
Miscellaneous Exp (Explain)				
TOTAL	0.00	244.00	244.00	295.56

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-223-500-050-280-1	
Account Title	STF TRAIN WRKSHP REG	
Certification Date	December 7, 2017	
Beginning Balance		1197.49
Contract Encumbrance Account		-783.56
Ending Balance		413.93

Fiscal Notes:

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

Casey DeJoseph
Business Administrator/Board Secretary

WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above delineated travel expenses are hereby approved.

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

B. APPROVE THE ADOPTION OF CURRICULUM

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-151

**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

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

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:

Course	Adoption of Revised Curriculum	Grade Level
Science	12-19-2017	K-5
Science	12-19-2017	6
ELA	12-19-2017	K-6
Math	12-19-2017	K-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 19, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

POLICIES & PROCEDURES

NONE

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

FACILITIES, SECURITY & TRANSPORTATION

A. APPROVE MONTHLY FIRE & SECURITY DRILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-145

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

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

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

November 2017

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

Date / Time	11/20/2017 2:06 pm	11/28/2017 2:22 pm	
Type of Drill	Fire Drill	On-Site Evacuation	
Duration of Drill	56 seconds	7 minutes	
Weather Conditions	Sunny 40's	Sunny 50's	
Participants	Students/Staff	Students/Staff	
Drill Supervisor	C. Vaughn/S. Dennis	C. Vaughn/S. 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 monthly fire and school security drills have been conducted in accordance with N.J.S.A. 18A:41-1.

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

B. APPROVING MOA WITH SPRINGFIELD TOWNSHIP POLICE DEPARTMENT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-353-152

**RESOLUTION AUTHORIZING THE PRESIDENT AND SUPERINTENDENT
TO EXECUTE A UNIFORM STATE MEMORANDUM OF AGREEMENT AS
APPROVED BY THE NEW JERSEY DEPARTMENTS OF LAW & PUBLIC SAFETY AND EDUCATION
BETWEEN THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
AND THE OFFICE OF THE BURLINGTON COUNTY PROSECUTOR
FOR THE 2017/2018 SCHOOL YEAR
AND THAT THE SUBJECT RESOLUTION IS IDENTIFIED WITH THE SPONSOR CODE A**

WHEREAS, the N.J.A.C. 6:29-10.1, under Sub-chapter 10 - Safe and Drug Free Schools, establishes policies and procedures for cooperation between local school districts and law enforcement operations and activities on or near school grounds to ensure a safe school environment; and

WHEREAS, N.J.A.C. 6A: 16-6.2(b) 13-15 establish uniform statewide policies and procedures for ensuring cooperation between education officials and law enforcement agencies and that these policies are consistent with and complementary to the "Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials" [1999 and 2007 Revisions] as a commitment for both professional communities to work together as co-equal partners to address problems involving drug and alcohol problems as well as the problem of firearms and other weapons brought onto school property (1999 revisions) as well as school safety and security, harassment, intimidation and bullying, hazing, gang reporting, computer crimes, station house adjustments, school law enforcement units, School

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

Violence Awareness Week and other current issues of concern as well as clarification on issues such as child abuse reporting (2007 revisions); and

WHEREAS, the Superintendent of Schools recommends the execution of said Agreement; 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 the Business Administrator/Secretary to the Board shall fully execute the Agreement for the 2017/2018 school year and that the executed documents be forwarded to the Executive County Superintendent of Schools, Burlington County Prosecutor's Office, the Law Enforcement Chief Executive of the Township of Springfield Police Department, as well as each Principal in the Township of Springfield School District; and

BE IT FURTHER RESOLVED that the Superintendent of Schools shall retain a copy, upon return from the Executive County Superintendent of Schools, of the executed Agreement so as to be available for public inspection and review.

***** **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 19, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

UNFINISHED BUSINESS MATTERS

1. REMINDER TO COMPLETE THE REQUIRED BOARD TRAINING
2. BEYOND MEASURE – MR. BUCS FELT LIKE THE MOVIE WAS WELL DONE AND ASKED THAT A COPY BE MADE AVAILABLE TO THE BOARD IF THEY WOULD LIKE TO VIEW IT
3. REORGANIZATION MEETING IS BEING MOVED UP FROM JANUARY 10TH TO JANUARY 3RD

NEW BUSINESS MATTERS

FIRST DRAFT OF SCHOOL CALENDAR

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

MR. BUCS PRESENTED MR. SPECCA WITH A SLATE TILE FROM THE ORIGINAL ROOF AND READ A RESOLUTION SHOWING HIS APPRECIATION FOR MR. SPECCA'S TWELVE YEARS OF SERVICE; MR. HALE COMMENTED "WELL DONE"; MR. EATON THANKED MR. SPECCA FOR HIS SERVICE TO THE TOWN.

MOTION ADJOURN

TIME:

6:42 PM

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 19, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 19, 2017
Minutes – Regular Meeting – 353**

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 = 5

Respectfully submitted,

SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION

Casey DeJoseph
Secretary to the Board

{SEAL}