Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday November 21, 2017
Minutes – Regular Meeting – 325

CALL TO ORDER	TIME	7:00 P.M.

A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, November 21, 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 Vice 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
[ ] Asia Michael, Assistant Principal
[ ] Shawn Dennis, Educational Facilities Manager

SCHOOL AND COMMUNITY PRESENTATIONS

None.

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

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

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

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

Mr. Wayne Smith provided the Board with a handout titled "Urgency/Emergency?" and discussed observations he has made from five educational screenings. He found little evidence of an entry greeter, handouts for future reference, maximum utilization of promotional materials, consideration of the hearing compromised, a supply of paper and pencils, a group identified moderator, and refreshments among other things. He also questioned how we can get information out to stakeholders, the hope is to get information from them so we can contact them again.

CORRESPONDENCE

Two items of correspondence are in the drive:

1. Mrs. Grupp's letter of resignation
2. Nicholas DiNatale's resume

SUPERINTENDENT UPDATE & IMPORTANT DATES

Mr. Vaughn shared with the Board the success of the "Hi-Fivers" celebration which included pizza, cookies, and a screening of the movie, "The Parent Trap". The members of Club 750 received a special snack coupon for an item from the cafeteria. On Tuesday, November 21st the school enjoyed its 20th Annual Thanksgiving Celebration, Mr. Vaughn stated "The feast was served." Looking ahead, Mr. Bucs

and Mr. Vaughn will be purchasing a screening of "Beyond Measure" on Thursday, November 30th. The Winter Concert will be held on December 12th, soon begins "Try it Tuesday" which, as part of our wellness goal, allows everyone to try healthful foods. December 15th we will be hosting our first ever Polar Express Pajama Jammy Jam for grades 1 and 2, additional information will be forthcoming.

APPROVAL OF MINUTES

WORK SESSION MEETING - Wednesday, October 11, 2017
REGULAR MEETING - Tuesday, October 17, 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, November 21, 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

SUPERINTENDENT'S REPORT (ENROLLMENT & HIB REPORT)

A. <u>ACCEPTING ENROLLMENT STATISTICS</u>

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-110

RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF OCTOBER 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 **October 31, 2017**	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	**229**	**218**	**-23**

Month	Enrollment	Monthly Change
June 2017	239	
July 2017	215	-24
August 2017	218	+3
September 2017	218	0
October 2017	218	0
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		

;and

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 #17/18-325-111

RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT FOR THE MONTH OF OCTOBER 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 **OCTOBER 2017**:

School Location	# of Cases Reported	# of Cases Confirmed
Springfield Elementary School	0	0

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

********** *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, November 21, 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

NONE.

FINANCE & BUDGET

A. APPROVING THE ANTICIPATED REVENUE REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-112

RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD FOR THE MONTH OF OCTOBER 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.

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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 **OCTOBER 31, 2017** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

_____
Casey DeJoseph
Business Administrator/Board Secretary

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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-325-113

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 OCTOBER 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 **OCTOBER 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.

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-114

RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT FOR THE MONTH OF <u>OCTOBER 2017</u> ESTABLISHED PURSUANT TO PUBLIC LAW 2004, C. 73 AND RECOGNIZING THE SUBMISSION TO THE EXECTUVE 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 **<u>OCTOBER 2017</u>** 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.

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D. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#17/18-RM-325-115

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING OCTOBER 31, 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 **OCTOBER 31, 2017** for review and certification; and

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
17-18	231	TITLE1A	100	101	SALARIES OF TEACHERS		
				610	GENERAL SUPPLIES		
					TOTAL 100 SERIES		

			200	200	PERSONAL SRV EMP BENEF		
				500	OTHER PURCHASED SERVICES		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
17-18	250	IDEA BSC	100	565	TUIT COUNTY SPEC SERV		
				566	TUIT PRIV HAND IN STATE		
					TOTAL 100 SERIES		
			200	300	PURCH PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
17-18	251	IDEA PSD	100	565	TUIT COUNTY SPEC SERV		
					TOTAL 100 SERIES		
					MONTHLY TOTAL		
17-18	270	TITLE 2A	200	300	PURCH ED/PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		

17-18	270	TITLE 4A			PURCH ED/PROF/TECH SVS		
					TOTAL SERIES		
					MONTHLY TOTAL		
17-18	450	REAP	200	300	PURCH ED/PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
					TOTAL - ALL GRANTS		

REIMBURSEMENT SUMMARY

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	EXPENDITURES TO DATE	PRESENT ENCUMB	REMAIN BALANCE
TITLE1A	17-18	41776	5364	13699	22713
IDEA BSC	17-18	70140	81810	22710	39250
IDEA PSD	17-18	5037	1120	0	3917
TITLE 2A	17-18	8975	1004	0.00	7971

TITLE 4A	17-18	10000	3289	3998	2712
REAP	17-18	27725	0.00	7202	20523
TOTAL		163653	92587	47609	97086

Fiscal Note:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Board certifies the EWEG submissions as above listed.

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E. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-116

RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES AS OF OCTOBER 31, 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	5364	13699	22713	55%
IDEA BSC	17-18	70140	8180	22710	39250	56%

IDEA PSD	17-18	5037	1120	0	3917	78%
TITLE 2A	17-18	8975	1004	0	7971	89%
TITLE 4A	17-18	10000	3289	3998	2712	28%
REAP	17-18	27725	0	7202	20523	74%

; 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.

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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-325-117

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

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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 **OCTOBER 31, 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.

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G. RATIFYING THE TRANSFER OF FUNDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-118

RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR OCTOBER 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 **OCTOBER 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.

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H. AUTHORIZING PAYMENT OF BILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-119

RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
OF THE GENERAL ACCOUNTS AS CONTAINED
ON THE CHECK REGISTER FOR NOVEMBER 21, 2017
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF OCTOBER 2017

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, 2017 to NOVEMBER 21,2017**; 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 – 10/1/17 – 10/15/17	1	7122.11
10		FICA REIMBURSEMENT – 10/16/17 – 10/30/17	1	7122.11
		TOTAL FUND 10		**14244.22**
11	11-000-XXX	UNDISTRIBUTED EXPEND	45	78870.01
	11-150-XXX	REGULAR – HOME INS	17	23102.25
	11-190-XXX	REGULAR PROGRAM UNDISTR		
	11-213-XXX	RESOURCE ROOM		
	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 –10/03 /2017	1	**68736.27**
		TOTAL FUND 11		**170708.53**

12	12-000-400	FACILITIES ACQUISTION	0	
		TOTAL FUND 12	**0**	
20	20-231-XXX	TITLE 1A	2	1490.89
	20-250-XXX	IDEA BASIC	2	2060.00
	20-251-XXX	IDEA PRE-SCHOOL		0.00
	20-270-XXX	TITLE 2A	2	8344.00
	20-280-XXX	TITLE 4A	1	438.47
	20-450-XXX	REAP	5	4741.90
		TOTAL FUND 20		**17075.26**
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	9644.26
		TOTAL FUND 62	**0**	**9644.26**
81	81-190-100	UNEMPLOYMENT TRUST	0	
		TOTAL FUND 81	**0**	
82	82-000-520	FLEXIBLE SPENDING		
		TOTAL FUND 82	**0**	
90	90-000-100	PAYROLL/AGENCY	0	
		TOTAL FUND 90	**0**	
95	95-40X-210	STUDENT ACTIVITY	2	166.65
		TOTAL FUND 95	**0**	**166.65**

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	0.00	0.00	0.00	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	517109.09	0.0	517109.09	0.00%

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
10/10/2017	0073	0074	PAYROLL	78480.61
10/10/2017	0073	0075	AGENCY WITHHOLDING	62867.92
			TOTAL	
10/26/2017	0073	0074	PAYROLL	78021.71
10/26/2017	0073	0075	AGENCY WITHHOLDING	62638.55
			TOTAL	**282008.79**

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
10/12/2017	0075	0078	Unemployment Trust	350.62
	0075	0078	Unemployment Trust	
10/12/2017	0075	2178	Flexible Spending Account	30.00
10/12/2017	0075	2178	Flexible Spending Account	127.50
	0075	0073	Chapter 78 Catch Up	
10/30/2017	0075	0073	Chapter 78	15625.80
	0073	0075	TPAF Shortage	
	6705	0073	Change Order Fund 30 Turf Repair	

10/30/2017	0075	2178	Flexible Spending Account	30.00
10/30/2017	0075	2178	Flexible Spending Account	127.50
			TOTAL	

; 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 **OCTOBER 18, 2017 to NOVEMBER 21,2017** 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-325-120

RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS [BOARD SECRETARY'S REPORT] FOR THE MONTH OF OCTOBER 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 TREASURER'S REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-121

RESOLUTION APPROVAL OF THE REPORT OF THE TREASURER OF SCHOOL MONIES FOR SEPTEMBER 2017 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 **SEPTEMBER 2017** Report of the Treasurer of School Monies is hereby accepted and approved.

K. APPROVE DIRECTING DISTRIBUTION OF BCIPJIF FUNDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-122

FOR THE 2017-2018 SCHOOL YEAR
RESOLUTION DIRECTING THE DISTRIBUTION OF THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION NET RETURNED SURPLUS FUNDS HELD IN TRUST BY THE BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND

WHEREAS, the Springfield Township Board of Education, hereinafter referred to as BOARD, participated as a member district of the Burlington County Insurance Pool, Inc. (also known as the Burlington County Insurance Pool and Burlington County Insurance Pool Joint Insurance Fund), hereinafter referred to as FUND, for one or more of the FUND fiscal year beginning July 1, 2004, 2005, 2006, 2007, 2008 and/or 2011; and

WHEREAS, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq.; and

WHEREAS, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership; and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any available statutory surplus will be released by the FUND; and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND; and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for Incurred-But-Not-Reported claims, subject to the surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release
by the Board of Trustees of the FUND; and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein a return of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing a demand for an additional assessment from each participating member district of that FUND year; and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier collection of an additional assessment due to the possibility that a FUND year wherein an additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year; and

WHEREAS, the BOARD recognizes its Share of Available Statutory Surplus authorized to be released by the FUND is as shown below:

Dollar amounts of Surplus by FUND Fiscal Year
Released by the FUND's Board of Trustees – Valued as of June 30, 2016 Financial Position

Fund Fiscal Year	Total FUND Release	BOARD's Share
July 1, 2005 to June 30, 2006	$150,000	$542
July 1, 2006 to June 30, 2007	$150,000	$479
July 1, 2007 to June 30, 2008	$100,000	$304

July 1, 2008 to June 30, 2009	$100,000	$307
July 1, 2011 to June 30, 2012	$300,000	$974
July 1, 2012 to June 30, 2013	$200,000	$597
Subtotal Current Distribution	**$1,000,000**	$3,203
Aggregate Excess Loss Contingency Fund (Optional Distribution)	$4,069,079	$3,189
Total Distribution Available	**$5,069,079**	**$6,391**

; and

WHEREAS, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

1. Direct the FUND to forward a check for the BOARD's full share to the BOARD,
2. Direct the FUND to apply the BOARD's share to the BOARD's 2015-2016 premium in the next FUND fiscal year (N.J.A.C. 11:15-4.21(e)) **(current FUND members only)**,
3. Direct the FUND to apply the BOARD's share to the FUND's Aggregate Excess Loss Contingency Fund, which provides both current member districts and former member districts with an available individual contingency balance for use in satisfying any possible need for a supplemental assessment for any year they were a member and an annual capacity to use all or a portion of a member district's available balance in offsetting future premiums, or
4. Direct the FUND to apportion the BOARD's share as a stated dollar amount among options 1, 2, & 3above such that the sum total of allocated dollars equals the amount of the Total Distribution available to the BOARD as noted above.

NOW THEREFORE, the BOARD directs the FUND to distribute the BOARD's share of its Net Distribution as follows **(check the one box that applies)**:

▫ Forward a check in the full amount to the BOARD.
▫ Apply the full amount to the BOARD's next 2015-2016 premium (**current FUND members only**),
X Apply the full amount to the BOARD's share of the FUND's Aggregate Excess Loss Contingency Fund.
▫ Distribute the full amount among options 1, 2 & 3 as follows:

Option 1 - $_____, Option 2 - $_____, Option 3 - $_____.

APPROVAL OF ITEMS "A – K"

********** *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, November**

21, 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

PERSONNEL & NEGOTIATIONS

A. APPROVING THE APPOINTMENT OF A PART-TIME CUSTODIAN

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-124

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
ANNUAL COMPENSATION LEVEL:	$19,553.13
POSITION CONTROL NUMBER:	
FULL TIME EQUIVALENT:	0.625
EFFECTIVE DATE:	December 1, 2017

Jersey 1st 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	10.0
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	High Risk Only

				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

-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]
12/1/17	$19553.13	24	814.72	14	11406.08	0	0.00	0.00	11406.08

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

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	November 13, 2017	
Beginning Balance		43241.33
Contract Encumbrance Account		-11406.08
Ending Balance		31835.25

Notes:

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

********** *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, November 21, 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

CURRICULUM & TECHNOLOGY

A. APPROVAL OF TRAVEL AND RELATED EXPENSES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-325-126

RESOLUTION APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT FOR SPRINGFIELD TOWNSHIP SCHOOL DISTRICT EMPLOYEES PURSUANT TO P.L. 2007, C.53 AND BOARD OF EDUCATION POLICY #6471

WHEREAS, Public Law 2007, c.53 provides for the regulation of travel expenditures which are those costs paid by the school district using local, State, or federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district board of education members, to the following four types of travel events:

[1] training and seminars which means all regularly scheduled, formal residential and non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;

[2] conventions and conferences which means general programs, sponsored by professional associations on a regular basis. Which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills

and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;

[3] regular school district business which means all regular official business travel, including attendance at meetings, conferences and any other gathering which are not covered by the definitions included in other section of P.L. 2007, c.53;

[4] retreats which means meetings with school district employees and school board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

; and

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	**Casey DeJoseph**	**Casey DeJoseph**	**Theresa Roats**
District Assignment	Business Administrator	Business Administrator	Library Tech/Media Spc
Travel Date(s)	October 24, 2017	November 1, 2017	January 25 & 26, 2018
Travel Destination	Atlantic City, NJ	Clementon, NJ	Atlantic City, NJ
Travel Type	Car	Car	Car
Sponsoring Entity	NJ School Boards	BCIPJIF	NJASA
Event Description	NJ School Board Convention	Claims Committee Meeting (BCIP JIF)	Techspo 2018
Funding Source	STF TRIN WRKSHP REG	BUS OFF REG BUS TRVL	REAP PUR SRV 7/8
Account Series	11-000-223-500-050-280-2	11-000-251-580-000-901-0	20-450-200-300-050-120-0
Registration Fee			425.00
Lodging/Hotel Rate			

Meal Allowance			
Mileage (31 cents per mile)	40.30	14.73	81.84
Tolls			12.00
Parking	10.69		20.00
Miscellaneous Exp (Explain)			
TOTAL	50.99	14.73	538.84

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.

TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION

_____
Joseph M. Bucs, President

ATTEST:

_____
Casey DeJoseph
Business Administrator/Board Secretary

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

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-223-500-050-280-2	
Account Title	STF TRAIN WRKSHP REG	

Certification Date	October 31, 2017	
Beginning Balance		412.85
Contract Encumbrance Amount		-50.99
Ending Balance		361.86

Fiscal Notes:

_____
Casey DeJoseph
Business Administrator/Board Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-251-580-000-901-0	
Account Title	BUS OFF REG BUS TRVL	
Certification Date	October 31, 2017	
Beginning Balance		100.00
Contract Encumbrance Amount		-14.73
Ending Balance		85.27

Fiscal Notes:

_____
Casey DeJoseph
Business Administrator/Board Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	20-450-200-300-050-120-0	
Account Title	REAP PUR SRV 7/8	
Certification Date	October 31, 2017	

Beginning Balance		3798.04
Contract Encumbrance Amount		-538.84
Ending Balance		3259.20

Fiscal Notes:

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

********** *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, November 21, 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

FACILITIES, SECURITY & TRANSPORTATION

A. <u>APPROVE MONTHLY FIRE & SECURITY DRILLS</u>

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-127

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:

October 2017

Date / Time	10/20/2017 9:53 am	10/30/2017 2:08 pm	
Type of Drill	Fire Drill	Shelter in Place	
Duration of Drill	58 seconds	9 minutes	
Weather Conditions	Sunny 60's	Sunny 50's	

Participants	Students/Staff	Students/Staff	
Drill Supervisor	C. Vaughn/S. Dennis	C. Vaughn	

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. APPROVE BUS EMERGENCY DRILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-325-129

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

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:

Bus Evacuation Drill 2017-2018

Date	Time	Duration	School Name	Location	Bus	Supervisors
10/18/17	8:38 a.m.	1 minute 6 seconds	Springfield Twp.	Front Circle	1	Craig Vaughn Asia Michael
10/13/17	8:51 a.m.	1 minute 34 seconds	Springfield Twp.	Front Circle	2	Craig Vaughn Asia Michael
10/13/17	8:48 a.m.	1 minute 52 seconds	Springfield Twp.	Front Circle	3	Craig Vaughn Asia Michael
11/03/17	8:49 a.m.	1 minute 12 seconds	Springfield Twp.	Front Circle	4	Craig Vaughn Asia Michael
11/02/17	8:53 a.m.	2 minutes 15 seconds	Springfield Twp.	Front Circle	5	Craig Vaughn Asia Michael

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.

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

********** *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, November 21, 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

UNFINISHED BUSINESS MATTERS

Mr. Madia provided a brief update on the Communications Committee Meeting.

NEW BUSINESS MATTERS

NONE

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

NONE

MOTION ADJOURN	**TIME:**	**7:29 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, November 21, 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

Respectfully submitted,

SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION

_____
Casey DeJoseph
Secretary to the Board

{SEAL}