CALL TO ORDER	TIME	7:04 P.M.

A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, September 19, 2017** at **7:00 p.m.** in the Springfield Elementary School **Cafeteria**.

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.

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

PLEDGE OF ALLEGIANCE

The President will lead the Board and the assemblage in the Pledge of Allegiance.

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.

CORRESPONDENCE

Four items of correspondence are in the drive:

1. Closeout letter from OFAC regarding Doors & Windows CAP
2. H. Pence Research Project
3. Letter from Wayne Smith
4. Letter from BOE to STEA Negotiations Committee

SUPERINTENDENT UPDATE & IMPORTANT DATES

Mr. Vaughn discussed the change in format for Back to School Night; he stated the event went well overall and there may be a few slight tweaks to next year's Back to School Night set-up. He also told the Board how the kids are enjoying the new projector in the Cafeteria, and provided an update that Safety Patrol has started. Mr. Vaughn also shared an email regarding our REAP Grant award amount. We received more than anticipate which would allow us to allocate more funds towards Professional Development, our school garden program, and Creator Space.

APPROVAL OF MINUTES

WORK SESSION MEETING - Wednesday, August 9, 2017
EXECUTIVE SESSION MEETING - Wednesday, August 9, 2017
REGULAR MEETING - Tuesday, August 15, 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, September 19, 2017** in the **Cafeteria** 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. ACCEPTING ENROLLMENT STATISTICS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-054

RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF AUGUST 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 **August 31, 2017**	Difference
11-105-100-101-101-105	Pre-School Regular	14	22	+10
11-110-100-101-101-110	Kindergarten	28	23	-5
11-120-100-101-101-401	First Grade	25	23	-2
11-120-100-101-101-402	Second Grade	28	24	-4
11-120-100-101-101-403	Third Grade	31	26	-5
11-120-100-101-101-404	Fourth Grade	25	30	+5
11-120-100-101-101-405	Fifth Grade	34	27	-7
11-130-100-101-101-406	Sixth Grade	45	31	-14
11-212-100-101-101-100	Multiple Disabled	4	8	+4
11-215-100-101-101-100	Pre-School Disabled PT	3	2	-1
11-000-100-56X-60X-XXX	Out-of-District Placement	2	1	-1
	TOTAL	**229**	**218**	**-20**

Month	Enrollment	Monthly Change
June 2017	239	
July 2017	215	-24
August 2017	218	+3

;and

September 2017		
October 2017		
November 2017		
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.

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

********** *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, September 19, 2017** in the **Cafeteria** 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

CONTRACT ADMINISTRATION

A. AUTHORIZE EXECUTE LDTC SERVICES AGREEMENT WITH RIVERTON SCHOOL DISTRICT

RESOLUTION #17/18-RM-262-055

APPROVING AN INTER-LOCAL SERVICES AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE RIVERTON SCHOOL DISTRICT AND THE BOARD OF EDUCATION OF SPRINGFIELD TOWNSHIP

WHEREAS, this agreement is effective the 1st day of September, 2017, between the Board of Education of the Riverton School District, a body corporate of the State of New Jersey, having its principal offices located at 600 Fifth Street, Riverton, Burlington County, State of New Jersey, (hereinafter referred to as "Riverton") and the Board of Education of Springfield Township, Jacksonville-Jobstown Road, Jobstown, Burlington County, State of New Jersey (hereinafter referred to as "Springfield"); and

WHEREAS, in accordance with the Inter-local Services Act, N.J.S.A. 40:8A-1, et., municipal bodies, authorities and school districts desiring to provide or perform services on behalf of each other may do so by contract; and

WHEREAS, Springfield is in a position to provide LDTC services to the Riverton School District; and

WHEREAS, these LDTC services will be provided by Springfield to the Riverton School District and it is the parties intention to memorialize this arrangement by entering into this Inter-local Services Agreement and to establish the services being provided and the payments to be made by the parties hereto for said services; and

WHEREAS, by Springfield providing these services to the respective school district, cost savings will be effectuated; and

WHEREAS, the parties hereto deem it appropriate to and desire to enter into formal Inter-local Services Agreement for the providing of such services and the payment therefore by the respective parties.

WHEREAS, in consideration of the mutual terms, conditions and covenants herein, it is agreed by and between the parties as follows:

A. Springfield's Responsibilities and Obligations

1. Springfield will provide on-site LDTC Services to Riverton by providing one certified LDTC for a period of up to six days per month, September 2017 through June 2018.
2. LDTC services shall be based upon the length of day currently specified by the agreement between the Springfield Township Education Association and the Springfield Township Board of Education (6.75 hours per day for the current negotiated contract).
3. In collaboration with Riverton, Springfield will develop a calendar of dates outlining when LDTC services will be provided; this calendar shall provide one fixed day per week with two additional days per month available in response to the needs of the Riverton district.
4. Springfield shall provide a monthly invoice to Riverton based upon the submission of completed, verified (via signature by Riverton administration) timesheets.

B. Riverton Responsibilities and Obligations

a. Riverton shall pay Springfield the costs for the services provided, as estimated in the chart attached hereto and identified as Schedule "A," on a monthly basis. Payment shall be based

upon the submission of completed, verified (via signature by Riverton administration) timesheets.

b. The parties recognize and agree that the estimated cost projections outlined in Schedule "A" are reasonable and necessary for the services being provided by Springfield and may be subject to change depending upon an increase or decrease in the total number of days serviced.

C. Miscellaneous

a. If any clause, sentence, paragraph, section or part of this Agreement is determined to be invalid by a Court of competent jurisdiction then such judgment shall not affect, impair or invalidate the remainder thereof but shall be limited to clause, sentence, paragraph, section or part thereof.

b. Failure of any party to either provide services or make payments as called for in this Agreement shall give the other party the right to cancel this Agreement upon sixty (60) days written notice of such default and the failure of the *party* to cure same within ten (I 0) days of receipt of said notice.

SCHEDULE "A"
ESTIMATED COST PROJECTION

SCHOOL DISTRICT	2017-2018 COST
Riverton	Per diem = $459.01 ($91,802 / 200) Estimated total cost - $459.01 X 60 days = $27,540.60

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

********** *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, September 19, 2017** in the **Cafeteria** 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

FINANCE & BUDGET

A. <u>APPROVING THE ANTICIPATED REVENUE REPORT</u>

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-056

RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD FOR THE MONTH OF AUGUST 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 **AUGUST 31, 2017** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

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-262-057

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 AUGUST 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 **AUGUST 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-227-058

RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT FOR THE MONTH OF AUGUST 2017 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 **AUGUST 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-262-059

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING August 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 **August 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	OTH FED	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	41776.00	0.00	0.00	41776.00
IDEA BSC	17-18	70140.00	0.00	0.00	70140.00
IDEA PSD	17-18	5037.00	0.00	0.00	5037.00
TITLE 2A	17-18	8975.00	0.00	0.00	8975.00
TITLE 4A	17-18	10000.00	0.00	0.00	10000.00
OTH FED	17-18	0.00	0.00	0.00	0.00
TOTAL			0.00	0.0	

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-262-060

RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES AS OF AUGUST 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 NCLB 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	0	0	41776	100%
IDEA BSC	17-18	70140	0	0	70140	100%
IDEA	17-18	5037	0	0	5037	100%

PSD						
TITLE 2A	17-18	8975	0	0	8975	100%
TITLE 4A	17-18	10000	0	0	10000	100%
REAP	17-18	1	0	0	1	100%

; 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** No Child Left Behind, 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-262-061

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

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

G. RATIFYING THE TRANSFER OF FUNDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-062

RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR AUGUST 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 **AUGUST 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-262-063

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

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of **August 16, 2017 to September 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 – 08/01 – 08/15		850.36
10		FICA REIMBURSEMENT – 08/16 – 08/31		850.36
		TOTAL FUND 10		**1700.72**
11	11-000-XXX	UNDISTRIBUTED EXPEND	44	59043.57
	11-150-XXX	REGULAR – HOME INS		0
	11-190-XXX	REGULAR PROGRAM UNDISTR	22	19511.57
	11-213-XXX	RESOURCE ROOM		0
	11-215-XXX	PRESCH. DISAB. PART-TIME		0
	11-230-XXX	BASIC SKILLS/REMEDIAL	1	400.00
	11-403-XXX	OTHER INSTR PROGRAMS	1	126.60
	11-999-XXX	POSTING ACCOUNTS	2	594.44
				79676.18
11	11-000-291	SESHBP PAYMENT – **AUGUST**		**71692.08**
		TOTAL FUND 11		**151368.26**
12	12-000-400	FACILITIES ACQUISTION	1	9290.00
		TOTAL FUND 12	**1**	**9290.00**
20	20-231-XXX	TITLE 1A	0	
	20-250-XXX	IDEA BASIC	2	4400.00
	20-251-XXX	IDEA PRE-SCHOOL	0	
	20-270-XXX	TITLE 2A	0	
	20-450-XXX	REAP	0	
		TOTAL FUND 20	**2**	**4400.00**
30	30-000-XXX	UNDIST EXPENDITURE	0	0.00
		TOTAL FUND 30	**0**	**0.00**
40	40-701-510	INTEREST ON BONDS	0	
		TOTAL FUND 40	**0**	
62	62-910-310	SCHOOL NUTRITION	1	56.03
		TOTAL FUND 62	**1**	**56.03**
81	81-190-100	UNEMPLOYMENT TRUST	0	0.00
		TOTAL FUND 81	**0**	**0.00**
82	82-000-520	FLEXIBLE SPENDING	1	
		TOTAL FUND 82	**0**	**0.00**
90	90-000-100	PAYROLL/AGENCY	0	
		TOTAL FUND 90	**0**	**70225.14**
95	95-40X-210	STUDENT ACTIVITY	0	
		TOTAL FUND 95	**0**	

WHEREAS, the Board of Education wishes to authorize payment of said bills and to ratify the prior payment of obligations through the issuance of **current fund hand checks** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
			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	0.00	0.00	0.00	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	390252.05	0.0	390252.05	0.00%

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
8/10/17	0073	0074	PAYROLL	24617.97
8/10/17	0073	0075	AGENCY WITHHOLDING	13097.04
			TOTAL	**37715.01**
8/28/17	0073	0074	PAYROLL	20570.03
8/28/17	0073	0075	AGENCY WITHHOLDING	11940.10
			TOTAL	**32510.13**

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
	0075	0078	Unemployment Trust	0
	0075	0078	Unemployment Trust	0
	0075	2178	Flexible Spending Account	0
	0075	2178	Flexible Spending Account	0
	0075	0073	Chapter 78 Catch Up	0
8/29/17	0075	0073	Chapter 78	3345.38

	0073	0075	TPAF Shortage	0.00
	6705	0073	Change Order Fund 30 Turf Repair	0.00
	0075	2178	Flexible Spending Account	0.00
	0075	2178	Flexible Spending Account	0.00
			TOTAL	**3345.38**

; 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 **August 16, 2017 to September 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-262-064

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

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

********** *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, September 19, 2017** in the **Cafeteria** 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					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. APPROVE AND AUTHORIZE PAYMENT OF EXTRA-CURRICULUAR POSITIONS STIPENDS FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-066

RESOLUTION APPROVING THE APPOINTMENT
OF EXTRA-CURRICULAR POSITIONS FOR THE 2017-18 SCHOOL YEAR

WHEREAS, the Agreement between the Township of Springfield Board of Education and the Springfield Township Education Association, provides for the recognition and compensation of extra-curricular positions which shall be appointed for each school year; and

WHEREAS, the Superintendent of Schools has submitted the below recommendations and requests Board of Education approval of the following appointments and compensation levels with all payments made from the approved line item account series:

POSITION	LAST	FIRST	RATE
Homework Club Advisor	Sepessy	Patty	$40 Per Hour
Homework Club Advisor	Weir	Cathy	$40 Per Hour
Homework Club Advisor	Bencivengo	Jillian	$40 Per Hour
Homework Club Advisor	Pence	Heather	$40 Per Hour
Homework Club Advisor	Traino	Ashley	$40 Per Hour
Homework Club Advisor	Kolev	Wendy	$40 Per Hour
Homework Club Advisor	Secouler	Sandi	$40 Per Hour
Student Council Advisor	Secouler	Sandi	
Student Council Advisor	Sepessy	Patty	
Student Council Advisor	Kolev	Wendy	

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above appointments are hereby approved for the **2017-2018** school year.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-401-100-100-050-117-6	
Account Title	CO-CUR HOMEWRK CLUB PAY	
Certification Date	September 8, 2017	
Beginning Balance		4800.00
Contract Encumbrance Account		-4800.00
Revised Balance		- 0.00
Ending Balance		0.00

Fiscal Notes:

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-401-100-100-050-117-0	
Account Title	CO-CUR STDNT CNL STIPEND 2	

Certification Date	September 8, 2017	
Beginning Balance		800.00
Contract Encumbrance Account		-800.00
Revised Balance		0.00
Ending Balance		0.00

Fiscal Notes:

B. APPROVAL OF SUBSTITUTE EMPLOYEES FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-067

RESOLUTION APPROVING THE SUPERINTENDENT OF SCHOOLS' RECOMMENDATION FOR THE SUBSTITUTE POSITIONS FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

WHEREAS, the Superintendent of Schools is vested with the authority to recommend the hiring of certain personnel within the School District and that substitute teachers, aides, secretaries, nurses, special education aides are such personnel

Teachers	Aides	Secretaries	Nurses
Dianna Angello			

; and

WHEREAS, the Superintendent of Schools has reviewed the qualifications of the individuals listed below and recommends approval to 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 above substitute positions are hereby approved.

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

C. APPROVAL OF RESEARCH STUDY PROJECT FOR 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-071

RESOLUTION AUTHORIZING THE SUPERINTENDENT OF SCHOOLS TO APPROVE A TEACHING STAFF MEMBERS REQUEST TO CONDUCT A RESEARCH STUDY PROJECT PURSUANT TO POLICY #3245 FOR THE 2017/2018 SCHOOL YEAR

WHEREAS, the Township of Springfield Board of Education Policy #3245 indicates that the board of education recognizes its responsibility to encourage opportunities for teachers to conduct soundly designed and professional research projects; and

WHEREAS, any research project involving pupils must be approved by the Board; all other research projects involving district personnel, facilities, and/or resources may be approved by the Superintendent. and;

WHEREAS, an application for approval of a proposed research project must set forth the purpose of the project; a detailed description of the project; the degree to which, if any, the project will interrupt or displace the regular instructional program; a projection of the number of pupils, if any, and staff members who will be involved, the period of time that will be devoted to the project, and the project costs; the source of funding; any background information necessary to an understanding of the project;

WHEREAS, the following is recommended by the Superintendent:

Teacher Name	School	Effective Dates
Heather Pence	Rowan University	October 2017 - December 2017

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.

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

D. APPROVAL OF PRACTICUM PLACEMENT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-072

RESOLUTION AUTHORIZING THE SUPERINTENDENT OF SCHOOLS TO APPROVE A PRACTICUM 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

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

Name / School	Cooperating Teacher	Effective Dates
Victoria Estronza Wilmington University	Joann Ricciani	9/20/2017 – 6/19/2018

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.

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

E. APPROVAL OF POSTING OF BUS AIDE POSITIONS FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-073

RESOLUTION ADOPTING AND/OR AMENDING A JOB DESCRIPTION AND AUTHORIZING POSTING FOR A BUS AIDE FOR THE 2017-2018 SCHOOL YEAR

WHEREAS, Township of Springfield Board of Education maintains job descriptions for positions within the School District and there are instances where new positions are warranted and also where job duties and qualifications are required to be amended; and

JOB DESCRIPTION: Bus Aide

POSITION CONTROL ROSTER NUMBER: TBD

QUALIFICATIONS:

1. High school diploma
2. Must pass all physical and medical tests required by the Board of Education
3. Required to pass criminal background check

REPORTS TO: Superintendent/Principal

JOB GOAL: To efficiently and safely monitor the transport of students

PERFORMANCE RESPONSIBILITIES:

1. Attends to the safety and security of assigned students by ensuring they are properly seated and secured with a seat bels at all times during the bus route
2. Assists assigned students as the board and de-board the bus
3. Monitors the behavior of assigned students and reports violations to the building principal or other authorized individual
4. If assigned students are not on the bus, assists Safety Patrol in maintaining discipline
5. Performs any other duties that shall be assigned by the Business Administrator

TERMS OF EMPLOYMENT: Work hours are 8:00 – 8:45 a.m. AND 3:30 – 4:15 p.m., equal to 1.5 hours daily, Monday – Friday. The rate of compensation is $20 per hour. All initial conditions of employment subject to the "New Hire Terms and Conditions Agreement".

EVALUATION: Performance will be evaluated annually in accordance with the provisions of the Board of Education's policy on evaluation of non-certified staff.

DATE APPROVED: September 19, 2017

REVISED:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 through 7.5	Criminal history records
N.J.S.A. 18A:16-1	Officers and employees in general
N.J.S.A. 18A:16-2	Physical examinations; requirements
N.J.S.C. 6:3-4A	Requirements of physical examinations

NOW, THEREFORE, BE IT RESOLVED that the above job description and/or amendments is/are hereby approved.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-270-107-000-110-0	
Account Title	SPEC TA PAY	
Certification Date	September 15, 2017	
Beginning Balance		10400.00
Contract Encumbrance Account		-15800.00
Revised Balance		-5400.00
Transfer Fr Account Number	11-000-291-270-000-511-0	
Transfer Fr Account Title	UNDIST M/P BNFT 120000	
Transfer Fr Opening Balance	863124.00	
Transfer Fr/To Amount	-5400.00	5400.00
Transfer Fr Ending Balance	857724.00	
Ending Balance		0.00

Fiscal Notes:

F. APPROVING THE APPOINTMENT OF A TEACHER OF ART FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-074

RESOLUTION APPROVING THE APPOINTMENT
OF A TEACHER OF ART FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2017-2018 SCHOOL YEAR

WHEREAS, a vacancy was created in the position of Teacher of Art pursuant to retirement 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:	Bryan Warner
STREET ADDRESS:	7 Arcadia Drive

TOWN ZIP CODE:	Voorhees, NJ 08043
STEP ON SCALE:	MA, Step 1
ANNUAL COMPENSATION LEVEL:	$57,600
POSITION CONTROL NUMBER:	V-ART001
FULL TIME EQUIVALENT	0.7
EFFECTIVE DATE:	20-Sep-17

Jersey 1st Classification	New Jersey Resident
Health Care Coverage	Single Coverage
Pension System Enrollment	TPAF
Annual Sick Leave Allocation	7.0
Annual Personal Leave Allocation	2.25
Annual Vacation Leave Allocation	0.0
Annual Emergency Leave Allocation	1.75

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	TBO	NR	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

-1- DATE START	-2- ANNUAL PAY	-3-	-4- PERIOD RATE [B2/C2]	-5- PAY PERIODS	-6- PERIOD TOTAL [D2XE2]	-7- PAY DAYS	-8- PER DIEM RATE	-9- PER DIEM TOTAL [G2XH2]	-10- ANNUAL PRO-RATED TOTAL [F2+I2]
9/20/16	40320	20	2016.00	20	40320	0	0.00	0.00	40320

CERTIFICATION OF AVAILABILITY OF FUNDS – 2017-2018

CATEGORY	DESCRIPTION	AMOUNT
[redacted]		
Account Number	11-110-100-101-050-101-4	
Account Title	K ART TCH SAL	
Certification Date	September 8, 2017	
Beginning Balance		12626.00
Contract Encumbrance Account		-8064.00
Reductions in State Aid		-2860.00
Ending Balance		1702.00

Notes:

CATEGORY	DESCRIPTION	AMOUNT
[redacted]		
Account Number	11-120-100-101-050-101-3	
Account Title	GRD1-5 ART TCH SAL	
Certification Date	September 8, 2017	
Beginning Balance		41035.00
Contract Encumbrance Account		-26208.00
Reductions in State Aid		-14300.00
Ending Balance		527.00

Notes:

CATEGORY	DESCRIPTION	AMOUNT
[redacted]		
Account Number	11-130-100-101-050-101-3	
Account Title	GRD6 ART TCH SAL	
Certification Date	September 8, 2017	
Beginning Balance		9470.00
Contract Encumbrance Account		-6048.00
Reductions in State Aid		-2860.00
Ending Balance		562.00

Notes:

G. APPROVING THE APPOINMENT OF A PART-TIME INSTRUCTIONAL ASSISTANT FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-078

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

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

NAME:	Shelley Guevara
STREET ADDRESS:	2721 Monmouth Road Jobstown, NJ
TOWN ZIP CODE:	8041
STEP ON SCALE:	Step 1
ADDITIONAL COMPENSATION	$1200 (Prof Dev Stipend for 60 College Credits)
ANNUAL COMPENSATION LEVEL:	$13,520
POSITION CONTROL NUMBER:	W-TAMD03
FULL TIME EQUIVALENT:	0.63
EFFECTIVE DATE:	20-Sep-17

Jersey 1st Classification	New Jersey Resident
Health Care Coverage	N/A
Pension System Enrollment	PERS
Annual Sick Leave Allocation	6.3
Annual Personal Leave Allocation	1.9
Annual Vacation Leave Allocation	0.0
Annual Emergency Leave Allocation	1.5

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

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]
9/20/16	13520	20	676.00	20	13520	0	0.00	0.00	13520

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

CERTIFICATION OF AVAILABILITY OF FUNDS – <u>2017-2018</u>

CATEGORY	DESCRIPTION	AMOUNT
[redacted]		
Account Number	11-212-100-106-050-101-0	
Account Title	MD IA SAL	
Certification Date	September 15, 2017	
Beginning Balance		28,471.46
Contract Encumbrance Account		-13520.00
Ending Balance		14,951.46

Notes:

_____
Casey DeJoseph

Business Administrator/Board Secretary

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

H. APPROVING THE APPOINMENT OF A PART-TIME INSTRUCTIONAL ASSISTANT FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-079

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

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

NAME:	Kristin Pollack
STREET ADDRESS:	733 Juliustown Georgetown Road Jobstown, NJ
TOWN ZIP CODE:	08041
STEP ON SCALE:	Step 1
ADDITIONAL COMPENSATION	N/A
ANNUAL COMPENSATION LEVEL:	$12,319.54
POSITION CONTROL NUMBER:	W-TAMD04
FULL TIME EQUIVALENT:	0.63

EFFECTIVE DATE:	20-Sep-17

Jersey 1st Classification	New Jersey Resident
Health Care Coverage	N/A
Pension System Enrollment	PERS
Annual Sick Leave Allocation	6.3
Annual Personal Leave Allocation	1.9
Annual Vacation Leave Allocation	0.0
Annual Emergency Leave Allocation	1.5

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

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]
9/20/16	12319.54	20	615.97	20	12319.54	0	0.00	0.00	12319.54

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

CERTIFICATION OF AVAILABILITY OF FUNDS – 2017-2018

CATEGORY	DESCRIPTION	AMOUNT
[redacted]		
Account Number	11-212-100-106-050-101-0	
Account Title	MD IA SAL	
Certification Date	September 15, 2017	
Beginning Balance		40791.00
Contract Encumbrance Account		-12319.54
Ending Balance		28,471.46

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, September 19, 2017** in the **Cafeteria** 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. <u>APPROVAL OF TRAVEL AND RELATED EXPENSES</u>

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-262-075

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	**Browning, Cathryn**	**Nims, Samantha**	**Weir, Catherine**
District Assignment	BSI K-6	Reading Recovery	BSI K-6

Travel Date(s)	October 18, 2017	October 22-24, 2017	October 18, 2017
Travel Destination	Pennsauken High School	Rhode Island Convention Center	Pennsauken High School
Travel Type	Automobile	Automobile	Automobile
Sponsoring Entity	WJ Reg Council	Lesley University	WJ Reg Council
Event Description	W Jersey Reading Council Fall Conference	Literacy for All Conference	W Jersey Reading Council Fall Conference
Funding Source	STF TRN WRKSHP REG	TIA READ RECOV SRV 7/8	STF TRN WRKSHP REG
Account Series	11-000-223-500-050-280-1	20-231-200-500-000-329-0	11-000-223-500-050-280-1
Registration Fee	50	310	50
Meal Allowance	0		0
Mileage Estimate	0	155	0
Tolls & Other Transportation	0	100	6.51
Hotel/Motel Rate	0	318	0
Miscellaneous Exp (Parking)	0	50	0
TOTAL	50	933	56.51

689
690

Employee Name	**Angelastro, Amy**	**Bifulco, Bobbi-Jo**	
District Assignment	BSI K-6	MD – 2	
Travel Date(s)	October 18, 2017	October 13, 2017	
Travel Destination	Pennsauken High School	Hilton;s Somerset Doubletree Hotel	
Travel Type	Automobile	Automobile	
Sponsoring Entity	WJ Reg Council	NJ International Dyslexia Association	
Event Description	W Jersey Reading Council Fall Conference	IDA Fall Conference	
Funding Source	STF TRN WRKSHP REG	STF TRN WRKSHP REG	
Account Series	11-000-223-500-050-280-1	11-000-223-500-050-280-1	

Registration Fee	50	230.00	
Meal Allowance	0		
Mileage Estimate	0	29.14	
Tolls & Other Transportation	0	2.90	
Hotel/Motel Rate	0		
Miscellaneous Exp (Parking)	0		
TOTAL	50	262.04	

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.

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CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-223-500-050-280-1	
Account Title	STF TRAIN WRKSHP REG	
Certification Date	September 13, 2017	
Beginning Balance		1817.15
Contract Encumbrance Amount		-418.55
Ending Balance		1398.95

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Casey DeJoseph
Business Administrator/Board Secretary

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

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	20-231-200-500-000-329-0	
Account Title	TIA READ RECOV SRV 7/8	
Certification Date	September 13, 2017	
Beginning Balance		13942.39
Contract Encumbrance Amount		-933.00
Ending Balance		13009.39

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CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-223-390-050-323-0	
Account Title	HANDLE W/CARE PD PUR SRV	
Certification Date	August 4, 2017	
Beginning Balance		1000.00
Contract Encumbrance Amount		--461.04
Ending Balance		538.96

Fiscal Notes:

Category	Description	Amount
Expend Account Number	11-000-223-500-050-280-1	
Account Title	STF TRAIN WRKSHP REG	
Certification Date	August 8, 2017	
Beginning Balance		2291.44
Contract Encumbrance Amount		-220.57
Ending Balance		2070.87

Category	Description	Amount
Expend Account Number	11-000-223-500-050-280-2	
Account Title	STF TRAIN WRKSHP REG	
Certification Date	August 8, 2017	
Beginning Balance		3351.08
Contract Encumbrance Amount		-432.31
Ending Balance		2918.77

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****** *CERTIFICATION OF THE BOARD SECRETARY* **********

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, September 19, 2017** in the **Cafeteria** 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

A. APPROVE POLICY AND REGULATION AMENDMENTS UPON SECOND READING & ADOPTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-076

RESOLUTION APPROVING BOARD OF EDUCATION
2017/2018 POLICY, BYLAWS AND REGULATION REVISIONS
UPON SECOND READING AND ADOPTION

WHEREAS, the procedures shall conform, in all respects, to the bylaws of the Board of Education concerning agenda and meetings. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the Board's consideration.

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

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

File Code	Name
Bylaw 0164	Conduct of Board Meetings

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

B. APPROVE POLICY AND REGULATION AMENDMENTS UPON FIRST READING & INTRODUCTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-262-077

RESOLUTION APPROVING BOARD OF EDUCATION
2017/2018 POLICY, BYLAWS AND REGULATION REVISIONS
UPON FIRST READING AND INTRODUCTION

WHEREAS, the procedures shall conform, in all respects, to the bylaws of the Board of Education concerning agenda and meetings. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the Board's consideration.

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

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

File Code	Name
P & R 7100	Long Range Facilities Planning
P & R 7101	Educational Adequacy of Capital Projects
P & R 7102	Site Selection and Acquisition
P7130	School Closing
P7130.1	Disposition of Property
P7130.2	Disposition of Land
P7130.3	Disposition of Personal Property
P7130.4	Disposition of Federal Property

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

MOTION TO SEPARATE ITEM A

****** *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, September**

19, 2017 in the **Cafeteria** 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

MOTION TO VOTE ON ITEM A

****** *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, September 19, 2017** in the **Cafeteria** 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	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

MOTION TO VOTE ON ITEM B

****** *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, September 19, 2017** in the **Cafeteria** 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

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Casey DeJoseph
Business Administrator
[Authorized Representative]

FACILITIES, SECURITY & TRANSPORTATION

NONE

UNFINISHED BUSINESS MATTERS

NONE

NEW BUSINESS MATTERS

Mr. Vaughn would like to discuss the topic of long-term substitute rates.

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

NONE

MOTION ADJOURN	**TIME:**	**7:35 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, September 19, 2017** in the **Cafeteria** 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	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

Respectfully submitted,

SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION

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Casey DeJoseph
Secretary to the Board

{SEAL}