

CALL TO ORDER	TIME	7:04 P.M.
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A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, August 15, 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.

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

Two items of correspondence are in the drive:

1. Resignation letter for Ms. Millerline
2. Resignation letter for Ms. Preisig

SUPERINTENDENT UPDATE & IMPORTANT DATES

Mr. Vaughn shared with the Board an update regarding back to school night and provided an outline of what the new format will be. Mr. Vaughn also updated the board about the progress the custodial staff has made in getting the school ready for the start of the new school year. He commended the custodians for their hard work.

APPROVAL OF MINUTES

Wednesday, July 12, 2017 – Work Session Meeting

Tuesday, July 18, 2017 – Regular Meeting

Monday, July 24, 2017 – Special Meeting

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, August 15, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

SUPERINTENDENT'S REPORT (ENROLLMENT & HIB REPORT)

A. ACCEPTING ENROLLMENT STATISTICS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-050

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF JULY 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 July 31, 2017	Difference
11-105-100-101-101-105	Pre-School Regular	14	22	+8
11-110-100-101-101-110	Kindergarten	28	23	-5
11-120-100-101-101-401	First Grade	25	22	-3
11-120-100-101-101-402	Second Grade	28	23	-5
11-120-100-101-101-403	Third Grade	31	27	-4
11-120-100-101-101-404	Fourth Grade	25	30	+5
11-120-100-101-101-405	Fifth Grade	34	25	-9
11-130-100-101-101-406	Sixth Grade	45	32	-13
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	215	-24

;and

Month	Enrollment	Monthly Change
June 2017	239	
July 2017	215	-24
August 2017		
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, August 15, 2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

CONTRACT ADMINISTRATION

A. AUTHORIZE EXECUTE SERVICES CONTRACT WITH YMCA

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-000

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD
TO EXECUTE A SERVICES CONTRACT WITH THE YMCA OF
BURLINGTON COUNTY FOR THE USE OF SCHOOL DISTRICT FACILITIES**

WHEREAS, the School District wishes to continue the contractual relationship with the YMCA of Burlington County wherein the School District grants authorization to use school district facilities to conduct an extended day program.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute an agreement for before/after school care services with the **YMCA of Burlington County, 59 Centerton Road, Mount Laurel NJ**, for the **2017-2018** school year; and

B. AUTHORIZE EXECUTE CONTRACTS FOR NON-RESIDENT TUITION STUDENTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-046

**RESOLUTION APPROVING THE EXECUTION OF A TUITION CONTRACT
FOR NON-RESIDENT STUDENTS TO ATTEND KINDERGARTEN AND GRADE 2
FOR THE 2017-2018 SCHOOL YEAR IN ACCORDANCE WITH POLICY 5111.01**

WHEREAS, Policy 5111.01 states that "Tuition for all enrolled nonresident students in grades kindergarten through six shall be according to a schedule set forth by resolution of the Board that may be modified by resolution on an annual basis". The following tuition rates for **2017-2018** based upon Policy 5111.01 are as follows:

Category	Tuition Rate
Kindergarten	\$4,000
Grades 1-6	\$4,500
Multiple Disabled - Kindergarten	\$4,000
Multiple Disabled – Grades 1-6	\$4,500

WHEREAS, student **DM** will be entering **Grade 2** in the upcoming school year and the tuition rate shall be **four thousand five hundred dollars (\$4500)**; and

WHEREAS, student **AT** will be entering **Kindergarten** in the upcoming school year and the tuition rate shall be **four thousand five hundred dollars (\$4000)**.

NOW, THEREFORE, BE IT RESOLVED that the Springfield Township Board of Education, County of Burlington, State of New Jersey, hereby authorizes the President and Board Secretary to execute tuition agreements at the tuition rates above cited.

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, August 15, 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

FINANCE & BUDGET

A. APPROVING THE ANTICIPATED REVENUE REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-025

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF JULY 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 **JULY 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-227-026

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-027

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

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

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

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

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

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D. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#17/18-RM-227-028

**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING JULY 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 **JULY 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		

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				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		

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					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	

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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-227-029

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF JULY 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	17-18	70140	0	0	70140	100%

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BSC						
IDEA PSD	17-18	5037	0	0	5037	100%
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.

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

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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-227-030

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF JULY 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 **JULY 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-227-032

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
OF THE GENERAL ACCOUNTS AS CONTAINED
ON THE CHECK REGISTER FOR AUGUST 15, 2017
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF JULY 2017**

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of July 19, 2017 to August 15, 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 – 07/01 – 07-15	1	850.36
10		FICA REIMBURSEMENT – 07/16 – 07-31	1	850.36
		TOTAL FUND 10		1,700.72
11	11-000-XXX	UNDISTRIBUTED EXPEND	47	30153.23
	11-150-XXX	REGULAR – HOME INS		
	11-190-XXX	REGULAR PROGRAM UNDISTR	29	21106.23
	11-213-XXX	RESOURCE ROOM	1	848.41
	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 – 7/7/2017	1	76466.00
		TOTAL FUND 11	80	128573.47
12	12-000-400	FACILITIES ACQUISITION	0	0.00
12	12-000-261	CAPITAL OUTLAY	1	16200.00
		TOTAL FUND 12	0	16200.00
20	20-231-XXX	TITLE 1A	1	57.61
	20-250-XXX	IDEA BASIC	1	2100.00
	20-251-XXX	IDEA PRE-SCHOOL	1	1119.96
	20-270-XXX	TITLE 2A	0	
	20-450-XXX	REAP	0	
		TOTAL FUND 20	3	3,277.57
30	30-000-XXX	UNDIST EXPENDITURE	0	0.00

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		TOTAL FUND 30	0	0.00
40	40-701-510	INTEREST ON BONDS	0	
		TOTAL FUND 40	0	0.00
62	62-910-310	SCHOOL NUTRITION	0	
		TOTAL FUND 62	0	
81	81-190-100	UNEMPLOYMENT TRUST	0	124.00
		TOTAL FUND 81	1	124.00
82	82-000-520	FLEXIBLE SPENDING		
		TOTAL FUND 82	0	0.00
90	90-000-100	PAYROLL/AGENCY	0	0
		TOTAL FUND 90	0	0
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
			NONE	
			TOTAL	

; and

WHEREAS, the New Jersey Quality Single Accountability Continuum (hereinafter "NJQSAC"), District Performance Review, B. Financial and Budgetary Control, Section j. requires that "Manual checks represent less than one percent of the checks issued on an annual basis (interfund payments are excluded from this requirement.). The following table monitors the issuance of manual checks as a percentage of checks issued to ensure compliance with NJQSAC:

MONTH	BILL LIST \$	MANUAL CK \$	TOTAL CK \$	MANUAL CK %
Jul 2017	146954.08	0.00	146954.08	0.00%
Aug 2017	149875.76	0.00	149875.76	0.00%
Sep 2017	0.00	0.00	0.00	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	296829.84	0.0	296829.84	0.00%

; and

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

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DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
7/11/17	0073	0074	PAYROLL	24101.46
7/11/17	0073	0075	AGENCY WITHHOLDING	13586.63
			TOTAL	36999.13
7/25/17	0073	0074	PAYROLL	24117.24
7/25/17	0073	0075	AGENCY WITHHOLDING	12881.89
			TOTAL	36999.13

; 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	
	0075	0078	Unemployment Trust	
	0075	2178	Flexible Spending Account	
	0075	2178	Flexible Spending Account	
	0075	0073	Chapter 78 Catch Up	
7/27/2017	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 **July 18, 2017 to August 15, 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-227-033

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

**Springfield Township Board of Education
Jobstown, NJ 08041
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**[BOARD SECRETARY'S REPORT]
FOR THE MONTH OF JULY 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. APPROVAL OF THE REPORT OF THE TREASURER OF SCHOOL MONIES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-034

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

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

K. AUTHORIZING THE ACCEPTANCE OF ANNUAL ALLOCATIONS FOR CERTAIN FEDERAL GRAIN-IN-AID PROGRAMS FOR THE 2017-2018 FISCAL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-035

**RESOLUTION ACCEPTING THE ANNUAL ALLOCATIONS
FOR CERTAIN FEDERAL GRANT-IN-AID PROGRAMS
AND AUTHORIZING THE SUBMISSION OF APPLICATIONS
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, Title I, Part A provides financial assistance to local educational agencies and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state; and

WHEREAS, the purpose of the Title 2, Part A program is to increase academic achievement by improving teacher and principal quality. This program is carried out by: increasing the number of highly qualified teachers in classrooms; increasing the number of highly qualified principals and assistant principals in schools; and increasing the effectiveness of teachers and principals by holding LEAs and schools accountable for improvements in student academic achievement; and

WHEREAS, the purpose of the Title 4, Part A program is comprised of three key programmatic areas: Well-rounded Educational Opportunities, Safe and Healthy Students, and Effective Use of Technology. The SSAE program provides schools the flexibility to tailor the program based on the needs of their unique student populations. Districts are encouraged to coordinate and integrate the SSAE program with activities authorized under other sections of ESEA, as well as other federal programs to improve outcomes for students. Allowable uses of funds may include, but are not limited to: direct services for students, professional development for teachers and administrators, salaries of personnel to carry out identified programs and services, and supplemental educational resources and equipment; and;

WHEREAS, the annual allocations are as follows:

Grant Description	Annual Allocation
ESSA Title 1 Part A	\$41,776
ESSA Title 2 Part A	\$8,975
ESSA Title 4 Part A	\$10,000

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above allocations are hereby accepted.

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L. APPROVAL OF 2017-2018 MENU PRICES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-045

**RESOLUTION APPROVING THE PRICE STRUCTURE FOR FOOD SERVICE FUND
FOR THE 2017-2018 SCHOOL YEAR**

WHEREAS, the Business Administrator/Secretary to the Board, after consultation with representatives from the food service management company, Nutri-Service Food Management Inc., recommends the following price structure for the 2017-2018 school year:

	FUND	DESCRIPTION	2016-17 PRICE	INCREASE	2017-18 PRICE
62	Food Service	Paid Breakfast	1.25	0	1.25
62	Food Service	Paid Lunch	3.10	0	3.10
62	Food Service	Adult Lunch	4.00	0	4.00

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

M. REJECTION OF 2017-2018 TITLE III FUNDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-047

**RESOLUTION REJECTING THE ANNUAL ALLOCATIONS
FOR CERTAIN FEDERAL GRANT-IN-AID PROGRAMS
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, Title III provides financial assistance to local educational agencies and schools with an ESL or Bilingual program. Allowable uses INCLUDE: Increasing English language proficiency and academic achievement; ELL professional development; Parent/family/community engagement; Upgrading ELL programs; Curricula/materials/software/assessments for ELLs; Tutorials and materials (including

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native language) for ELLs; PreK-12 ELL program improvement; Early college high school or dual enrollment programs for ELLs; Improving instruction, including for ELLs with disabilities; and

WHEREAS, the annual allocations rejected are as follows:

Grant Description	Annual Allocation
ESSA Title III	\$220

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above allocations are hereby rejected.

***** *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, August 15, 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

PERSONNEL & NEGOTIATIONS

A. APPROVE AND AUTHORIZE MENTORS AND PAYMENT OF MENTOR STIPENDS FOR THE 2017-2018 SCHOOL YEAR

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-036

**APPROVING THE MENTOR ASSIGNMENTS AND
COMPENSATION FOR THE 2017-2018 SCHOOL YEAR
PURSUANT TO N.J.A.C. 6A:9B-8.4**

WHEREAS, the School District mentoring plan has been developed in accordance with all the above mentoring program regulations for non-tenured teachers in their first year of employment, as specified in N.J.A.C. 6A:9B-8.4, including but not limited to, the following:

All non-tenured teachers in their first year of employment receive a comprehensive induction to school district policies and procedures

All non-tenured teachers in their first of employment receive individualized supports and activities

All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing) have a one-on-one mentor upon beginning their contracted teaching assignment.

All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing) participate in a one-year mentoring program.

Each mentor teacher holds a teacher certificate, has at least three years of experience and has taught full-time for at least two years within the last five years.

The mentor teacher does not serve as their mentee's direct supervisor nor conduct evaluations of teachers.

Each mentor teacher demonstrates a record of success in the classroom, according to the stipulations in N.J.A.C. 6A:9-8.4(e)4 regarding summative evaluation ratings.*

Each mentor teacher completes a comprehensive mentor training program that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, * the N.J. Professional Standards for Teachers, the Common Core State Standards, classroom observation skills, facilitating adult learning and leading reflective conversations about teaching practice.

The district mentoring has been submitted to the district board of education for review and fiscal impact.

The district mentoring plan has been shared with each school improvement panel.

Mentoring time is logged and mentor payments are handled through the district office.

WHEREAS, the following mentor assignments are being recommended by the Superintendent of Schools:

NON-TENURE TCHR	MENTORING TCHR	ACCOUNT NUMBER	STIPEND AMOUNT
Dawn Shook	Erica McIntyre	11-000-223-390-050-127-0	\$264.00

CERTIFICATION OF AVAILABILITY OF FUNDS

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CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-223-390-050-127-0	
Account Title	STF TRAIN MENTOR SRV	
Certification Date	August 3, 2017	
Beginning Balance		550.00
Contract Encumbrance Account		-264.00
Revised Balance		286.00
Transfer Fr Account Number		
Transfer Fr Account Title		
Transfer Fr Opening Balance		
Transfer Fr/To Amount		
Transfer Fr Ending Balance		
Ending Balance		286.00

Fiscal Notes:

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-037

**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
Christine Alpin	Christine Forte	Constance King	Christine Fitzpatrick
Karolyn Anderson			Fatma Flynn
Deborah Baiamonte			Victoria Estronza
Donna Bouchelle			Tara Kowalczyk
Elizabeth Brown			
Caron Cheatom			
Jill Csaazi			
Jacqueline Cuccia			
Melissa Diaz			
Randi Gross			

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Rachelle Guevara			
James Hormozi			
Monica Jackson			
Pauline Karadis			
Mary Kominkiewicz			
Brenda Meyers			
Charmine Ramos			
Jean Robson			
Sharon Saunders			
Maureen Simcox			
Robert Sinclair			
Dianne Stelljes			
Judith Ann Sweet			
Karen Venditti			
Jacob Wainwright			
Cierra Wright			

; 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 SUBSTITUTE RATES FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-038

**RESOLUTION APPROVING RECOGNIZED TITLES SUBSTITUTE PAY RATES
AND NON-CONTRACTUAL COMPENSATION RATES
FOR THE 2017-2018 SCHOOL YEAR**

WHEREAS, the following substitute pay rate tables shall be in force effective **July 1, 2017** and remain in force through **June 30, 2018** unless otherwise amended by the Board of Education:

Teachers	Aides	Custodians	Nurses
\$85 per day	\$9.50 per hour	\$14.66 per hour	\$110 per day

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NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above substitute pay rate tables are hereby approved effective **July 1, 2017.**

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D. APPROVAL OF SUPERINTENDENT'S MERIT GOALS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-043

**RESOLUTION APPROVING THE
CHIEF SCHOOL ADMINISTRATOR'S MERIT GOALS
FOR THE 2017-2018 SCHOOL YEAR**

WHEREAS, in the second and third year of the negotiated contract, the Superintendent shall receive a merit bonus in addition to his annual base salary based upon his achievement of quantitative merit criteria and/or qualitative merit criteria.

WHEREAS, the Board and Superintendent shall select up to three (3) quantitative merit criteria and up to two (2) qualitative merit criteria per contract year and the Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria.

WHEREAS, the Superintendent submits for approval the following merit goals for the 2017-2018 school year:

Qualitative Goal #1

- The Superintendent will develop a comprehensive plan for the implementation of a summer camp program to be held at Springfield Elementary School during July 2018. The summer camp program will consist of academic (STEAM related), fitness, and artistic offerings in both AM and PM settings. All camp activities will be facilitated by certificated professionals.

Qualitative Goal #2

- The superintendent will develop an action plan to identify and begin steps toward reducing achievement gaps at all levels. During the 2017-2018 school year, ad-hoc committees will be formed to focus on classroom achievement disparities, student behavior disparities, and attendance disparities, with findings reported out through grade-level, faculty, and Board of Education meetings. By June 2018, the superintendent will present a preliminary 5-year plan to address and remedy the identified disparities.

Quantitative Goal #1

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- The Superintendent will demonstrate gains in the mean Lexile score, district-wide in grades K-2, as measured by the Measures of Academic Progress (MAP) assessment for Reading. The percentage gains will be based upon the benchmark assessment given to students in the Fall of 2017 noting readiness for college and careers. The Superintendent will monitor the gains throughout the year by reviewing quarterly the current Lexile scores, which are a scale for measuring both reading ability of an individual and the text complexity of materials he or she encounters, to determine if the district is on target to meet with the goal; this progress will be communicated to teaching and administrative staff.

Quantitative Goal #2

- The Superintendent will demonstrate gains in the mean RIT score, district-wide in grades 3-4, as measured by the Measures of Academic Progress (MAP) assessment for Language Usage. The percentage gains will be based upon the benchmark assessment given to students in the Fall of 2017 noting readiness for college and careers. The Superintendent will monitor the gains throughout the year by reviewing quarterly the current RIT scores, which are an equal interval scale scores used to measure student academic readiness and establish realistic growth targets, to determine if the district is on target to meet with the goal; this progress will be communicated to teaching and administrative staff.

Quantitative Goal #3

- The Superintendent will ensure that students participating in the Reading Recovery Program during the 2016-17 school year, and exited the program successfully, maintain at or above grade level standards for reading as measured by the Observation Survey of Early Literacy Achievement (focusing on letter identification, word reading, concepts about print, writing vocabulary, hearing and recording sounds in words, and text reading) in May 2018.

NOW, THEREFORE, BE IT RESOLVED that the Springfield Township Board of Education, County of Burlington, State of New Jersey, hereby recognizes that the above goals have been approved and authorizes payment for the above qualitative goals for the Chief School Administrator for the **2017-2018** school year.

BE IT FINALLY RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Business Administrator/Secretary to the Board are hereby authorized to execute a payment above qualitative goals for the Chief School Administrator for the **2017-2018** school year.

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

CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-230-100-000-150-0	
Account Title	CSA MERIT PAY	
Certification Date	August 1, 2017	
Beginning Balance		\$18,738.00

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Contract Encumbrance Account		
Ending Balance		\$18,738.00

Fiscal Notes:

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E. ACCEPTANCE OF TEACHER RESIGNATION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-048

**RESOLUTION ACCEPTING THE RESIGNATION NOTICE
OF A WORLD LANGUAGES TEACHER – PCR #: V-ET5002
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

WHEREAS, the Superintendent of Schools received a resignation notice on **July 27, 2017** from **Marisela Millerline, World Languages Teacher, Springfield Township School.**

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation hereby accepted effective **September 25, 2017**; and

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

VACANCY/NEW POSITION	CERTIFICATION REQUIREMENT	POSTING NUMBER
WORLD LANGUAGES TEACHER	TEACHER OF SPANISH	#17/18-VWL0001

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

F. ACCEPTANCE OF EDUCATIONAL ASSISTANT RESIGNATION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

Springfield Township Board of Education
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RESOLUTION #17/18-RM-227-053

RESOLUTION ACCEPTING THE RESIGNATION NOTICE
OF AN EDUCATIONAL ASSISTANT– PCR #: W-TAMD03
FOR THE SPRINGFIELD TOWNSHIP SCHOOL

WHEREAS, the Superintendent of Schools received a resignation notice on **August 8, 2017** from **Sherry Preisig, Educational Assistant, Springfield Township School.**

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation hereby accepted effective **August 8, 2017**; and

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

VACANCY/NEW POSITION	CERTIFICATION REQUIREMENT	POSTING NUMBER
EDUCATIONAL ASSISTANT	N/A	#17/18-W-TAMD03
EDUCATIONAL ASSISTANT	N/A	#17/18-W-TAMD04

***** 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, August 15, 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

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9	Joseph Bucs, President			X					9
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Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

Casey DeJoseph
Business Administrator/Board Secretary

{SEAL}

CURRICULUM & TECHNOLOGY

A. APPROVAL OF TRAVEL AND RELATED EXPENSES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-227-051

**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;

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- [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	Schleider, Justin	Kolev, Wendy	Michael, Asia
District Assignment	Phys Ed / Health	6th Grade	Director of Curriculum
Travel Date(s)	21-Sep-17	27-Oct-17	October 19 - 20, 2017
Travel Destination	Millstone Elks Lodge - Clarksburg, NJ	New Brunswick, NJ	Long Branch, NJ
Travel Type	Automobile	Automobile	Automobile
Sponsoring Entity	Handle With Care	Rutgers Univeristy	NJPSA / FEA / NJASCD
Event Description	Handle With Care	50th Annual Conference on Reading & Writing	2017 NJPSA / FEA / NJASCD Fall Conference
Funding Source	Handle W/Care PD Pur Srv	Staff Development Wrkshp	Staff Development Wrkshp
Account Series	11-000-223-390-050-323-0	11-000-223-500--050-280-1	11-000-223-500--050-280-2
Registration Fee	450	180	285
Meal Allowance	0	0	98.65
Mileage Estimate	11.04	25.67	10
Tolls & Other Transportation	0	2.9	35.96
Hotel/Motel Rate	0	12	2.7

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Miscellaneous Exp (Parking)	0	0	
TOTAL	461.04	220.57	432.31

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

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Ending Balance		538.96
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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

Casey DeJoseph
Business Administrator/Board Secretary

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

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, August 15,**

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday August 15, 2017
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2017 in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

Casey DeJoseph
Business Administrator
[Authorized Representative]

POLICIES & PROCEDURES

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-049

**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.

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

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

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 **first reading and introduction**; and

TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION

Joseph M. Bucs, President

ATTEST:

Casey DeJoseph
Business Administrator/Board Secretary

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, August 15, 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

**Springfield Township Board of Education
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3	Kristen Lippincott						X		3
4	Gregory Madia		X	X					4
5	Michael Ramalho	X		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

Casey DeJoseph
Business Administrator
[Authorized Representative]

FACILITIES, SECURITY & TRANSPORTATION

A. APPROVAL OF FIELD TRIPS FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-040

**RESOLUTION APPROVING NON-TAXPAYER FUNDED FIELD TRIPS
FOR THE 2017-2018 SCHOOL YEAR
PURSUANT TO BOARD OF EDUCATION POLICY #2340**

WHEREAS, the Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the school that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the school.

WHEREAS, for purposes of Policy #2340, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher and integrally related to an approved course of study.

WHEREAS, the Board of Education shall approve all the below proposed field trips:

Preschool

Date	Destination	Primary Purpose	Content Area	Standards
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10/2017	Johnson's Locust Hall Farm	Explore animals, plants, and pick pumpkins.	Science	Preschool Teaching & Learning Standards: 5.1.1 5.1.2 5.1.3 5.1.4 5.3.1 5.3.2 5.3.3
5/2018	Paws Discovery Farm	Explore animals and their habitats	Science	5.1.1 5.1.2 5.1.3 5.1.4 5.3.1 5.3.2 5.3.3

Kindergarten

Date	Destination	Primary Purpose	Content Area	Standards
October 2017	Russo's Farm	Explore different types of plants	Science	K-LS1-1 K-ESS2-2 K-ESS3-1
March 2018	Philadelphia Zoo	Explore animals and their habitats	Science	K-LS1-1 K-ESS2-2 K-ESS3-1
June 2018	Johnson's Locust Hall Farm	Explore seeds and plants	Science	K-LS1-1 K-ESS2-2 K-ESS3-1

First Grade

Date	Destination	Primary Purpose	Content Area	Standards
October 2017	Franklin Institute	NGSS: Observatory show	Science	1-ESS1-1 1-ESS1-2

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		on space patterns		
March 2018	Adventure Aquarium	NGSS: explore how animals use different body parts in different ways	Science	1-LS1-1 1-LS1-2 1-LS3-1

Second Grade

Date	Destination	Primary Purpose	Content Area	Standards
10/17	Franklin Institute	Next generation science	Solids, liquids, and , gasses	2-PS1-1
5/18	Fernbrook Farms	Next Generation science/social studies-consumer/producer	Ecosystems	2-LS2

Third Grade

Date	Destination	Primary Purpose	Content Area	Standards
March/April 2018	Philadelphia Museum of Art	To explore various art forms in a museum environment	Visual Arts	VA:Re.7.1.3a VA:Re.7.2.3a VA:Cn.11.1.3a
May 2018	Poricy Park	Students will understand how living things adapt and change over the years.	Science	3-LS1-1 3-LS2-1 3-ESS3-1 3-PS3-1
June 2018	Shop Rite of Hainesport	Facility tour & meeting with store nutritionist to discuss smart shopping and healthy eating habits / choices.	Health	2.1.4.A.1 2.1.4.B.1 - 4 2.2.4.B.1 - 4 2.2.4.E.1 9.1.4.B.3 - 5 9.1.4.E.2

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Fourth Grade

Date	Destination	Primary Purpose	Content Area	Standards
March 2018	Blue Light Digital Sound	CD Recording	Music	1.3.5.B.3 MU:Cr2.1.4b MU:Pr5.1.4a MU:Pr5.1.4b
April 2018	Eco Complex	Recycling/Plants	Science	LS1.A LS1.D
May 2018	Six Flags Safari	Science/ Animals Structure/Function	Science	LS1.A LS1.D
June 2018	Washington Crossing Park	NJ Studies	Social Studies	6.1.4.D.8 6.1.4.D.4

Fifth Grade

Date	Destination	Primary Purpose	Content Area	Standards
May/June 2018	Grounds for Sculpture	To explore various types/styles of sculpture	Visual Arts	VA:Re.7.1.5a VA:Re.7.2.5a VA:Cn.11.1.5a
April/May 2018	Stony Brook Watershed	Hands on Exploration of living ecosystem	Science	5-LS1-1 5-LS2-1 5-ESS3-1 5-PS3-1
June 2018	Constitution Center	Reinforce study of US Constitution	Social Studies	6.1.8.A.3.b,c,g; 6.1.8.B.3.b; 6.1.8.D.3.g; 6.3.8.D.1

Sixth Grade

Date	Destination	Primary Purpose	Content Area	Standards
October 2017	Camp Ockanickon	Team Building Activities		2.1
March/April	University of Penn	Culminate Ancient	Social Studies	6.2.8.A.2.a

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2018	Museum	Egypt Studies		6.2.8.A.2.b 6.2.8.B.2.a 6.2.8.D.2.d
May/June 2018	New York City 9-11 Memorial and Museum	Graduating Class Trip	Social Studies	6.1.8.D.4.a 6.1.12.A.13.c 6.1.12.B.14.a
March 2018	Northern Visit	Middle School Course Descriptions		2.1
May/June 2018	Northern Field Day	Competitive & Team Building Activities with "Sending Districts"		2.1
November 2017	Latin American Spectacular	Compare and Contrast cultural products & practices	Spanish	7.1.IL.C.2 7.1.IL.C.5

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached list of non-taxpayer funded field trips for the **2017-2018 school year** are hereby approved.

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

B. APPROVAL OF BUS ROUTES FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-041

**RESOLUTION APPROVING THE BUS ROUTES
PURSUANT TO BOARD OF EDUCATION POLICY #8600
FOR THE 2017-2018 SCHOOL YEAR**

WHEREAS, Springfield Township Board of Education Policy #8600 provides that the Board of Education approve all bus routes so as to provide safe, economical, and reasonably expeditious transportation for all eligible pupils; and

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WHEREAS, the Northern Burlington County Regional High School has submitted the below "**Springfield Township School District 2017-2018 Bus Schedule**" for Board of Education review and consideration; and

Springfield Township School District 2017-2018 Bus Schedule

<u>Bus #25</u>			
Springfield Twp	33		
<u>Stop Description</u>	<u>Count</u>	<u>Time</u>	<u>Miles</u>
Northern High School	0	7:38AM	0
Springfield Twp	0	8:50AM	37.83
(This run must first go to Springfield School and pick up bus aide.)			
Total Students	33	72 min.	
Miles With Students	32.92		
Miles Without Students	4.91		

<u>Bus #1113</u>			
Springfield Twp	35*	-	-
<u>Stop Description</u>	<u>Count</u>	<u>Time</u>	<u>Miles</u>
Northern Hgh School	0	7:45AM	0
Springfield Twp	0	8:50AM	26.48
(Run must go to Springfield Elementary first to pick up Aide.)			
Total Students	35*	65 min.	
Miles With Students	19.08		
Miles Without Students	7.4		

<u>Bus #1404</u>			
Springfield Twp	47		
<u>Stop Description</u>	<u>Count</u>	<u>Time</u>	<u>Miles</u>
Northern Hgh School	0	7:37AM	0
Springfield Twp	0	8:50AM	28.54
Total Students	47	73 min.	
Miles With Students	23.47		
Miles Without Students	5.07		

<u>Bus #24</u>			
Springfield Twp	38	-	-

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<u>Stop Description</u>	<u>Count</u>	<u>Time</u>	<u>Miles</u>
Northern High School	0	7:59AM	0
Springfield Twp	0	8:47AM	16.19
Total Students	38	48 min.	
Miles With Students	12.26		
Miles Without Students	3.93		

<u>Bus #1110</u>			
Springfield Twp	35		
<u>Stop Description</u>	<u>Count</u>	<u>Time</u>	<u>Miles</u>
Northern High School	0	7:55AM	0
Springfield Twp	0	8:50AM	17.85
Total Students	35	55 min.	
Miles With Students	14.92		
Miles Without Students	2.93		

<u>Pre School Bus</u>			
<u>Stop Description</u>	<u>Count</u>	<u>Time</u>	<u>Miles</u>
Springfield Twp	0	8:20AM	
Springfield Twp	0	8:55AM	
Total Students	2	35 min.	
Miles With Students			
Miles Without Students			

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield, County of Burlington, State of New Jersey, that the submitted **2017-2018** Bus Schedule is hereby approved.

C. APPROVAL OF THE JOINT MASTER TRANSPORTATION AGREEMENT FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-227-042

**Springfield Township Board of Education
Jobstown, NJ 08041
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**RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY TO THE BOARD
TO EXECUTE A JOINT MASTER TRANSPORTATION AGREEMENT
WITH VARIOUS BURLINGTON COUNTY BOARDS OF EDUCATION THROUGH
EDUCATIONAL SERVICES UNIT OF BURLINGTON COUNTY
FOR SPECIAL EDUCATION SUMMER SCHOOLS
SPECIAL EDUCATION WINTER BUS ROUTES AND
PUBLIC, NON-PUBLIC AND VOCATIONAL SCHOOLS
FOR THE 2017-2018 SCHOOL YEAR**

WHEREAS, N.J.S.A. 18A:39-11 authorizes the boards of education of 2 or more school districts may provide jointly for the transportation of pupils to and from any school or schools within or outside the districts; and

WHEREAS, it is further authorized that whenever in the judgement of the county superintendent of schools transportation of pupils to any qualified school other than a public school could be more economically accomplished by joint transportation with 2 or more school districts, he may order such joint transportation, assign the administration to one board of education and prorate the cost on a per pupil mileage basis to the other boards of education involved; and

WHEREAS, the Board of Education wishes to enter into a joint master transportation agreement, which shall reimbursed according to ARTICLE VI Transportation (6.00 series), to provide pupil transportation to public and private schools for the students of the districts herein joined including:

Bass River Township	Beverly City
Bordentown Regional HS	Burlington City
Burlington Township	Chesterfield Township
Cinnaminson Township	Delanco Township
Delran Township	Eastampton Township
Edgewater Park Township	Evesham Township
Florence Township	Hainesport Township
Lenape Regional HS	Lumberton Township
Mansfield Township	Maple Shade Township
Medford Lakes Borough	Medford Township
Moorestown Township	Mount Holly Township
Mount Laurel Township	New Hanover Township
North Hanover Township	Northern Burlington County Regional HS
Palmyra Borough	Pemberton Borough
Pemberton Township	Rancocas Valley Regional HS
Riverside Township	Riverton Borough
Shamong Township	Southampton Township
Springfield Township	Tabernacle Township
Washington Township	Westampton Township
Willingboro Township	Woodland Township
Burlington County Special Services	

and

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WHEREAS, the terms of the agreement shall be in effect for the **2017-2018** school year under the agreed to per pupil cost formula.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, hereby authorizes the President and Secretary to the Board to execute the above described joint master transportation agreement for the **2017-2018** school year.

***** **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, August 15, 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

Casey DeJoseph
Business Administrator
[Authorized Representative]

{SEAL}

UNFINISHED BUSINESS MATTERS

We will hold off our discussion of Board Goals until a meeting with Jesse Adams (NJSBA) has been rescheduled.

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NEW BUSINESS MATTERS

Mr. Vaughn would like to move forward with providing LDTC services to Riverton, similar to a shared-services agreement. A resolution will be prepared for approval at the next BOE meeting.

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

None.

MOTION ADJOURN

TIME:

7:53 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, August 15, 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	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

Respectfully submitted,

Casey DeJoseph
School Business Administrator/Board Secretary

**Springfield Township Board of Education
Jobstown, NJ 08041
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SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION

Casey DeJoseph
Secretary to the Board

{SEAL}